



Councillor Bayliss replied to confirm that as the land used for parking is part of the RBLs site, the Town Council should help its tenant in resolving this issue and it will be considered in this evening's agenda.

John Pritchard from the Alton Allotment Association read out the following statement.

*“We had an excellent turnout for our 22nd Annual General Meeting last month, with all members of the committee re-elected.*

*Our members appreciated hearing from the Mayor, Councillor Mrs Pam Jones, about the benefits the allotments bring to our community, and of her appreciation of the contribution made by our volunteers, in educating the next generation of allotment gardeners in 4 of Alton's schools.*

*We have received an unequivocal endorsement from plot holders. 178 out of those who chose to renew their allotment rent to the Council by the beginning of this year, have paid an additional £5 to join our Association; with many of those on the waiting list taking on vacated plots, also choosing to become a member.*

*This appreciation of the benefits we offer, cannot have been achieved without the co-operation we enjoy in our partnership with Alton Town Council. We are grateful for the improvements that have been made over the last twelve months, thanks in no small part to the work of your committee, and to the professionalism and dedication of the Allotment Officer, Samantha Brown and the Grounds Manager, Ty Smith in particular.*

*As a further demonstration of our collaboration, two more of our members have volunteered to assist with the routine grass & hedge-cutting for the Whitedown, Spitalfields & Wooteys Sites.*

*We hope that your committee will adopt the Terms of Reference for the Allotment Advisory Sub Committee this evening, which have included all the changes you requested at your meeting on October 28th last year, and that your endorsement will allow our partnership to make further improvements for the benefit of Alton's allotment gardeners in the future.”*

Councillor Bayliss responded that the Town Council has enjoyed a period of close co-operation with the Alton Allotment Association in recent times and he wished to thank Councillors Mrs Jones and Mrs Cullen for representing the Council on the Allotment Sub Committee. Councillors Bayliss said he would be keen to look at new allotments for the town, particularly for Holybourne. Councillor Voller said he would raise this with the Holybourne Village Association.

## **621 The Wey Walk**

Members had received a pre-meeting presentation by Louise Parker on behalf of the Alton & District Residents Association (ADRA) on their proposals for the creation of the “Wey Walk” from Alton Station through to Flood Meadows via the Brewery site and the High Street.

Members considered the request from ADRA for the council to give their support to the proposal in principle and also the invitation extended from ADRA for a member of the Open Spaces Committee to join their working group, together with a representative from HCC Rights Of Way to consider the development of the proposal.

Following discussion Councillor Mrs Pam Jones kindly volunteered to represent the town council on the working group and to act as a conduit between the group and the Open Spaces Committee in providing regular updates and progress reports

On the proposal of Councillor Gardner seconded by Councillor Mrs Jones it was

**RESOLVED**

- i) To support in principle the Wey Walk initiative as proposed by ADRA both verbally and in writing.**
- ii) That Councillor Pam Jones, will join the ADRA Wey Walk sub-group, as a representative of the Town Council. This group will form the Wey Walk Working Party and will produce a feasibility study with coatings for various options for a Wey Walk, to report back to Alton Town Council at a later date.**
- iii) To consider funding support in due course once a fully costed scheme had been prepared.**

**622 Anstey Park**

**(i) Roadway and Parking Provision**

Members received an update on roadway and Parking provision at Anstey Park and noted the installation of additional dragon's teeth at Anstey Park which appears to have stopped the inappropriate parking near the play area and restricted access onto the park itself near the rugby club which was previously vulnerable to antisocial vehicular use of the main pitches. The remarking of the parking bays has also been completed throughout the park.

Councillors noted the Clerk's report on the quote for making good all the potholes throughout Anstey Park (43sqm total) as well as breaking out a relaying the 3 manhole covers by Energique which have sunk, building them back up to road level. The Grounds Team have carried out interim pot hole repairs but a more permanent solution is required. The cost of this work has been calculated at £2,699

The Royal British Legion had also approached the council as a result of the increasingly aggressive and obstructive nature of parking up at Anstey Park in the area leased by the RBL. Members noted that at the weekends in particular vehicles are blocking access to the RBL by parking in front of the doors and emergency access points, breaking paving slabs by parking up on the patio area and there have been some instances of verbal exchanges when drivers have been politely asked by RBL not to park and have refused to move. Both rugby and football clubs have been alerted to this and reminded to ask their patrons to park in marked bays and not to block access points but this has been to no avail.

Alton Town Council had previously paid for line marking to be undertaken in 2003 but this has completely worn away. A price of £385.00 has been obtained to remark 31m of double yellow lining and 32m<sup>2</sup> of crossing hatching in front of the access points to see if these relieves the problem.

In addition where the paving slabs have been broken on the patio area by people parking on them a price has been obtained to remove all the paving slabs to the right of the building and replace with tarmac to prevent a reoccurrence. This would also enable the creation of additional marked bays to enable parking alongside the RBL (with the exception of the access points) and the installation of 4 x concrete bollards to replace the ones currently being used by RBL to try and dissuade vehicles from parking. This has been priced at £3,432

The committee noted that Alton Rugby Club use the car park at Alton Convent on occasions when they have a number of home fixtures and parking is likely to be issue to try and ease parking difficulties at Anstey Park; with a suggestion that the council might like to approach the convent with a view to formalising this arrangement.

On the proposal of Councillor Mrs Jones seconded by Councillor Voller it was

**RESOLVED to**  
**Approve the improvements to the road surface at**  
**Anstey Park at a cost of £2,699**

Members then discussed the merits of the proposals to alleviate the parking problems at the Royal British Legion. Councillor Hill felt that the Council had a duty of care to their tenants to ensure they were able to utilise the area they lease.

The Clerk was asked to liaise with RBL in relation to making sure they have appropriate signage outside their doors to stop people parking in front of them. Councillor Mrs Jones suggested that this issue could also be raised at the Annual User Group meeting later in the year if the problem still remained.

Councillor Bayliss felt that the solution to this problem is more elaborate than what the Clerk had proposed and whilst he agreed that a solution should be worked towards with a financial contribution of at least 50% towards a proposal which solves the problem, the options presented are insufficient and a total solution is required, which may or may not include chains to prevent access to the RBL parking if this solves the problem. Councillor Hill felt that the Clerks proposals should be implemented as the problem is immediate and requires a quick solution rather than deferring this for further consideration.

On the proposal of Councillor Hill seconded by Councillor Mrs Jones, it was

**RESOLVED to**

- i) Approve the cost of line marking at RBL at a cost of £385.00**
- ii) Grant a funding contribution towards the cost of the upgrading of the paving slabs to tarmac outside the front of the RBL building. Total cost £3,432 (final contribution amount to be determined once the Clerk has liaised with RBL)**
- iii) Making an approach to Alton Convent to discuss longer term parking arrangements at Anstey Park.**

**(ii) Signage at Anstey Park for Sports Clubs**

Members noted that the Clerk had held several meetings with the Alton Rugby Club and Alton Football Club to consider the installation of signage at the Anstey Road entrance to the site to advise on the next events/fixtures at the park. Discussions had been held as a response to the relocation and erection by the Football Club of their fixtures board and a request from the Rugby Club for their sponsor to have a railing banner. All parties agreed that it would be preferable to tidy up the entrance way and reduce signage clutter with some standardized signing.

Members review the proposed design of the signage as produced by Hampshire County Council Printing Services which is based on installing only two rather than three sign boards, one for football to advise of their next fixture at the 3G pitch and a combined one for rugby to share with ATC to promote upcoming events on the main pitches.

Members considered the design of the signage which had been costed at £1923 and noted that the funds for this would be secured through the clubs sponsors with any shortfall being met by the Town Council.

On the proposal of Councillor Voller seconded by Councillor Hill, it was

**RESOLVED to**

- i) Approve the design of the signage boards for Anstey Park**
- ii) Grant permission for the erection of 2 boards at the location requested.**

**(iii) Park and Stride (Eggar's School)**

This item was deferred to the next meeting as Members did not have the required papers in their bundles. The Clerk was asked to liaise with Eggar's School in the interim to confirm that this is still a proposal for a path, not a proposal to endorse a Park and Stride Scheme as this would still require a demonstration of viability and that there is sufficient available parking at Anstey Park to accommodate this.

**(iv) Rugby Provision and Use of Sport England Grant**

As reported on 13<sup>th</sup> January 2016, Sport England had agreed to a further site survey being carried out by TGMS, (Sport England's preferred supplier) at Anstey Park to investigate the feasibility of using the previously approved grant to bring pitches back into use to improve the rugby training area and Pitch 1; the results of which was awaited. The Feasibility Study has now been received and does not make positive reading in terms of whether the costs associated with carrying out the required grounds work would deliver the desired outcome and indeed there is some doubt that the costs associated to undertake the work (utilising the Sport England grant and a RFU Loan (in total estimated at over £200,000) is the best use of these funds.

As a result further discussions have taken place between Sport England and the Rugby Club and the Rugby Club with Alton Town Council. The result of these three way discussions have resulted in a further proposition being put before councillors for decision, outlined below:

**Utilisation of Lower Diggers to facilitate a training area with flood lighting which would be located adjacent to the south boundary of the Convent sports area with a rugby pitch being marked out with post erected on the eastern boundary of the aforementioned Convent enclosed sports area.**

Matt Young of TGMS has expressed that in his opinion this area, although requiring a further soil test, and an upgrade to the existing draining in this area would be better suited to the purpose required and deliver a return on investment with a positive outcome for the Rugby Club and Alton Town Council. It would also offer up the option of a second training area in Anstey Park which would assist to negate the current problems of only having one area for training which is heavily churned up during wet weather as it would aid the spread of usage.

Sport England, although not yet confirmed, have indicated that they would be agreeable to the grant being pushed out until next Spring i.e. 2017 which would allow time for the further soil testing to be undertaken, funding to be applied for from both the RFU (on an interest free loan basis) as well as providing the Rugby Club the opportunity of applying for community grants from other organisations.

Alton Rugby Club are in agreement in principle with this alternative proposal and an approach to the RFU for an interest free loan

Alton Rugby Club would need to apply for planning permission for flood lighting which would be subject to Landlord's Consent from Alton Town Council.

However in order to progress the proposition Alton Town Council would need to approve in principle the use of this area for the purpose outlined above including the erection of flood lighting and Members are asked to approve in principle the designated area as described.

Councillor Bayliss suggested that this forms part of the overall consultation for Anstey Park but it is made clear that this are not Council proposals but options which the rugby club would like to consider. Councillor Hill said that this would need to be made clear as additional lighting at Anstey Park may not be welcome by residents.

On the proposal of Councillor Mrs Pam Jones seconded by Councillor Voller, it was

**RESOLVED to  
Inform the rugby club that there should be three  
options to consider for public consultation:**

- i) a training pitch with lighting on Diggers Field together with a marked out playing pitch**
- ii) a marked out playing pitch with no additional training pitch and no lighting**
- iii) a training pitch with lighting but no additional playing pitch.**

**(v) Public Consultation on Sporting Provision**

Members had received a comprehensive report on carrying out a Public Consultation based on an holistic approach for sporting provision at Anstey Park and given the number of proposed projects for Anstey Park, it would seem appropriate to undertake one Public Consultation on all of the proposals under consideration. Full details of the proposed projects to be included under the Public Consultation were contained within the Agenda papers for this committee and included the following:

**Alton Rugby Club** - the use of Diggers for a flood lit training area and the introduction of an additional rugby pitch on the south and east boundaries of the fenced Convent sports field ( as discussed above)

**Netball & Tennis Courts** - refurbishment of the tennis courts to include replacing fencing and kerb edgings together with resurfacing the playing surface and remarking for netball and tennis

**Athletics provision** - to provide an all-weather training area

**Keep Fit Trim Trail** – the installation of a Trim Trail around the perimeter at Anstey Park to include specially selected pieces of equipment strategically placed.

Councillor Hill requested a copy of the draft questions to be posed in advance of the consultation to ensure that usage is considered so Members can understand how often any facilities would be used and by whom.

On the proposal of Councillor Mrs Jones seconded by Councillor Hill, it was

**RESOLVED to**

- i) Undertake a Public Consultation this summer at Anstey Park to incorporate a holistic view of sport provision in Anstey Park to include the refurbishment of the Netball/Tennis Courts as a Multi Use Games Area (at its existing location), the proposed ideas for an extension to Rugby onto Diggers Field and to seek the public's opinion of a Trim Trail around the perimeter of Anstey Park and a possible all weather training track for Athletics.**
- ii) Extend invitations to ensure involvement of those clubs who would seek to benefit from investment in new and refurbished facilities in Anstey Park to attend the Public Consultation.**

**(vi) Lighting at the Scout Hut**

Members were pleased to note that the Scouts have now removed the gas cylinders from the Town Council Compound and these are now situated within the curtilage of the scout's site alongside the compound.

The scouts had now approached the council as they would like to install some low level lighting within the extension in order to access the Gas Cage and to enable the new area at the back of the Scout Hut to be used all year round. The Scouts have requested landlord consent to erect 2 double outside lights along the fence line between their storage area and the Town Council compound. These are a maximum of 1000 lumens, together with 3 single lights proposed with a max of 500 lumens ( located as per the enclosed sketch) All would be switched - therefore only on when using the area at the back of the cabin, no PIR's etc. The installation of the lighting would necessitate the electrician running cabling along the fencing between the compound and the Scout Hut.

On the proposal of Councillor Mrs Jones seconded by Councillor Gardner, it was

**RESOLVED to  
Grant landlord consent for the installation of low level  
lights on the land as designated as “the extension” to  
their current curtilage alongside the council’s Anstey  
Park compound.**

### **623 Greenfields Grazing/Amenity Land**

Members received a comprehensive report providing an update on the issue of fly grazing at the Amenity Land at Greenfields which had been subjected to fly grazing over the period March into April. Notices had been issued on several occasions which advised that should the horses not be removed by the owner, then following the statutory period, they would become the property of Alton Town Council.

The strong recommendation was that professional Equine Bailiffs be engaged to remove the horses together (Horses ordinarily cannot be transported without their passport but bailiffs can obtain a transport waiver) The horses are then looked after for 14 days during which time the owner can claim them back if he pays the bailiffs bill and if he fails to pay the horses after day 14 will either be rehomed, sold or euthanised. The bailiffs were contacted and a price sought for this undertaking which was estimated (subject to veterinary needs) to be around £800 - £1000 per horse.

The owner contacted the Town Clerk 24 hours after the expiration of the notice on Monday 11<sup>th</sup> April to confirm that half of the horses had been removed and he asked for extra time to collect the remainder the following Saturday. This was granted on the basis that whilst the Town Council was prepared to allow a period of grace, if the remaining horses were not removed the following weekend the bailiffs would be authorised to remove them on the Monday.

The horses were all removed by the owner (under the supervision of the Police and the Grounds Manager) on the morning of Monday 18<sup>th</sup> April. The Grounds Manager has subsequently secured any weak spots on the fencing and erected signage to state that any horses fly grazing the site will be removed by bailiffs. In addition the Clerk will write a formal policy for the Town Council on fly grazing.

The fields have now been harrowed and rolled to repair the surface of the land in advance of the cattle being grazed on the site from May onward. Interim repairs have also been undertaken to any weak spots on the fence line. It is clear that horses were “pushed” through at least two of the kissing gates and this also need to be addressed.

However this fly-grazing has highlighted a number of issues and caused a great deal of concern particularly from nearby residents who were worried about the horses and their situation and whether there was likely to be a similar outcome as the distressing one at Windmill Hill a few years ago.

After discussion it was agreed that a “Windmill Hill” style picnic be held at Greenfields this summer to consider longer term measures to prevent this site from being subject to fly-grazing. So far, options could include:

a) No longer permitting grazing the site from 2017 and removing some of the fences so there is

no secure place to leave horses (as undertaken at Windmill Hill) but also would prevent vehicular access.

b) Replacing the existing fencing and gates to a more robust standard to prevent entry to site. Both options have a financial implication and this would need to be made clear during any consultation. It was also appreciated that residents may have other options for the site which Members might like to consider.

On the proposal of Councillor Mrs Jones seconded by Councillor Gardner it was therefore

**RESOLVED to  
Undertake a public consultation on site at Greenfields  
Amenity land this summer in the form of a picnic style  
event and to encourage participation by local residents and  
users of the site.**

## 624 Progress Reports

The following progress reports were received by the Committee.

### (i) **Molson Coors: Alton Social Bowls Club and Delivery of Land within Alton for Sport and Recreational Use**

#### a) Work on the site at Chawton Park Road.

The new Alton Social Bowls Club is now virtually completed (subject to snagging) and the club will be moving in next weekend. The lease agreement will be signed in advance of this. A formal grand opening is to be arranged for July. The clubs representatives have worked hard alongside Vail Williams (agents for Molson Coors) and the onsite contractors to produce a truly prestigious facility and all involved should be commended for their attention to detail in regard to this project.

#### b) Delivery of land within Alton.

The S106 agreement signed in February 2015 between EHDC and Molson Coors refers to a Sports and recreation contribution of £150,000 to be used by East Hampshire District Council for the acquisition or delivery of land in Alton for sports and recreational use. This sum of money is payable to EHDC in 2 tranches; 50% prior to the first occupation of a new dwelling at the Sport Ground site, and the remaining 50% prior to the occupation of 50% of the open Market housing on the site.

ATC has been advised that there is no power under which the Town Council can themselves proceed with any purchase of land to fulfil this requirement given that ATC is not a signatory to the legal agreement nor being handed any monies ( when they fall due) for this purchase. However this project was raised with Senior Officers at EHDC at a meeting with the Clerk and Cllr Hill on the 1<sup>st</sup> February to open a dialogue with Molson Coors. We await details of a proposed way forward.

### (ii) **Persimmon Homes Chandos Lodge.**

Regular meetings have been arranged by Councillor Hill to ensure adherence to the timetable on the implementation of works by Persimmon to prepare both the open space and car park area for handover to Alton Town Council. It would appear that due to the drainage works required by HCC Highways on the open space land this may impact upon the proposed landscaping scheme for the site.

The Clerk met with Persimmon and HCC Highways in this regard earlier today. Part of the open space on the site will in future be subject to restrictive covenants and easements due to the drainage system which is to be installed under the site to take away the water run off from the roads on the site ( not to take surface water from the open space itself) This will inform how the landscaping is laid out on site and will preclude the planting of trees or the installation of a play area in certain areas as Highways may need to access the drainage system from time to time.

The Clerk also raised concern regarding the surface water on the site and whether this is caused by a natural spring which will not be alleviated by the proposed drainage works. Persimmon said they had no knowledge of this and felt it was erroneous but the Clerk will take this further as it would not be wise to take ownership of a site which may be unusable due to a propensity to flooding and more investigation is required.

In addition there has been a request from a local resident that the community be involved with the design for the playground proposed for the site and the Clerk will arrange to meet with the residents shortly.

### **(iii) Facilities for Athletics at Jubilee Fields.**

Following the last meeting Alton Runners have confirmed that they would like to use the Charles Reed Pavilion through a simple licence to occupy agreement.

The Committee further agreed to the use of Officer hours to produce a detailed proposal and costing for the installation of lighting at Jubilee Fields to illuminate the tarmac track. Following the meeting an indicative price was obtained from SEE at c£35,000 for 4m high columns around the site. Therefore further investigation needs to be carried out to understand if higher but less frequent lights may reduce the cost or whether this would be too intrusive, before pursuing this scheme any further and an update will be presented at the next meeting.

### **(iv) King's Pond.**

At the last meeting an action was agreed for the Chairman and the Clerk to look at the King's Pond Management Plan with a view to reviewing and updating it. Since the meeting the Clerk has conversed with Dr Chatfield and others in this regard and it is suggested that the update of the plan be held in abeyance until such time as discussions can be held with the Environment Agency to look at the future maintenance of the pond.

Dr Chatfield and the Clerk agreed that the egg oiling would not take place this year at the pond. This has previously been undertaken in April each year to prevent the hatching of further Canada Geese on the site. It was agreed that given the weather patterns this year it was unclear if the birds had already laid and it would be unethical to oil the eggs once sitting had commenced. The number of Canada Geese will be monitored to consider the results of this.

Three interpretive panels, generously designed and supplied by Birdworld at Wrecchlesham have now arrived ready for installation at King's Pond. The designs were signed off under delegated approval by Cllr Bayliss and Cllr Dicker as they needed to be finalised before the financial year end to secure the funding. The boards will now be erected on wooden boards with Perspex fronts and wooden post legs.

Councillor Mrs Jones said she was concerned that the Management Plan had been put on hold again. Councillor Bayliss responded that it would be considered once the plan for Flood Meadows was completed but they were being dealt with in turn unless any Member would like to take a lead and start a King's Pond Steering Group.

**NOTED**

**625 Holybourne Play Area: replacement piece of multi-play equipment**

A monthly play inspection in February this year highlighted that this piece of play equipment was failing. Hampshire Playing Fields Association met with the Grounds Team on site to advise how to undertake some temporary remedial work to ensure the piece of equipment could safely remain in use until a replacement was obtained. This piece of equipment was supplied by Playdale and installed in 1994 and has reached the end of its natural life.

The Town Council undertook a public consultation back in 2012 in regard to replacing equipment at Holybourne and the overwhelming majority of respondents requested that the site remain with natural wooden equipment which reflects the rural location of the site.

Three companies have been approached to provide a quotation for a replacement multiplay and full details were provided in the accompanying report to the Agenda papers.

On the proposal of Councillor Voller seconded by Councillor Mrs Jones , it was

**RESOLVED**

**to appoint COMPANY A as its preferred supplier for the replacement piece of equipment at a cost of £12,899 and approved the purchase and installation of the item subject to the submission of a S106 application to fund the works.**

**626 Seating at Windmill Hill**

Members received a report from the Finance & Administration Manager regarding a proposal to install additional seating at Windmill Hill and were minded of the Public Consultation held in 2014 at Windmill Hill as part of the Windmill Hill Inspiration Picnic when members reviewed the output and noted the clear preference for a mixture of long and short grass, with just mown grass paths and a large part of the site left for nature.

In noting residents' responses for more benches and litter/dog bins it was also suggested seating combined with sculptures be a consideration in the medium to longer term.

Members Resolved at that time (Minute 222/2014 refers) to develop a management plan based on the responses received. The Management Plan is still work in progress but in the interim following felling of a number of trees on council owned land, three tree trunks were placed on Windmill Hill overlooking the South Downs National Park gateway with views across the Hangers and Selborne. The trunks are rustic in nature and are well used by visitors to the open space of which there are a large number which fits in well with the surrounding area and its informal setting. The "seating" is regularly used as a resting point and has been likened by local users as a scene from "The Last of the Summer Wine". The introduction of the wooden rustic looking litter bins has been a tremendous success with the grounds team carrying out thrice

weekly emptying of the bins which evidences both its success and the responsibility now being taken by dog owners to pick up and discard dog waste in the bins provided.

Members agreed that they would like to see one of the trunks carved out so that it provides a more structured seat and in addition would like the Clerk to install a formal seat looking out towards The Shrave and Treloar Heights to see which design is more favoured by residents.

### NOTED

#### 627 The Butts – Turning Area

The Committee received a report from the Town Clerk following an approach from a resident of The Butts regarding the entrance way towards the far end of the cul-de-sac which is used as a turning point for waste lorries, deliveries and visitors to the Butts. She has written as follows:

*“As you can see, the far end of our lovely Butts Green remains neglected and an eye-sore. What a shame.*

*Over the years I have contacted a number of people regarding this mucky turning point but as yet no action has been taken. In wet weather the soggy mud just cannot tolerate it, especially when the Refuse lorries sink into it when they turn around. Even in summer the area is untidy and looks unkempt. This area is supposed to be a Conservation area - should we not be conserving it?!”*

The Clerk has responded with a suggestion that the Town Council looks to tidy this area in the spring and considers putting down a more robust surface which supports the grass such as a geomesh membrane which the grass can grow through and some edging so that vehicle do not go too far out in the butts when turning.

On the proposal of Councillor Gardner seconded by Councillor Hill, it was

### RESOLVED

**to approve an expenditure of up to £750 to improve this area with the installation of geomembrane/rubber matting and edging which the grass can grow through to preserve and improve the turning area**

#### 628 Byelaws

Members received a comprehensive report from the Town Clerk on the way in which local authorities make, revoke and amend certain byelaws has now changed.

On 3 March 2016 new, alternative, procedures came into force for the making, revoking and amending of certain byelaws, without the Secretary of State having a confirming role in the process. This decentralised the power to make, revoke and amend certain byelaws to local authorities. Local authorities now have the democratic accountability of ensuring that their byelaws are lawful.

The new arrangements do not give local authorities the power to create new categories of byelaws. What the new arrangements mean is that, following leave by the Secretary of State to proceed with making a byelaw, there is no requirement for subsequent confirmation of the byelaw by the Secretary of State

Under the alternative procedure local authorities will undertake a two stage process for byelaw preparation and consultation before advertising and making a new byelaw. As such the resolving of any objections and the bringing into force of certain byelaws will be undertaken locally, instead of by the Secretary of State for Communities and Local Government.

Regulation 5 requires the authority to carry out an assessment of need for the byelaws and prepare a deregulatory statement, which must include specified matters. This ensures that the authority gives proper consideration to various matters, including the views of those who may be affected by the byelaws and whether the proposed byelaws increase regulation, in order to determine whether there is a sufficient basis for making the byelaws and to avoid making inappropriate byelaws or byelaws that impose a disproportionate regulatory burden. The requirement to publish the deregulatory statement will reassure people who may be affected by the byelaws that these issues have been considered. The policy behind these provisions is to bring transparency and local accountability into the new decentralised regime.

In addition, the local council must have a consultation with the people who will likely be affected by the byelaw and publish a statement of its assessment locally and on its website.

The local council can then make an application to the Secretary of State for approval identifying the following:

- The objectives of the byelaw
- Whether a model byelaw will be used
- A summary of responses to the consultation.

Ultimately, the Secretary of State will decide whether to grant the local council permission to make the byelaw. If permission is granted, the local council must publish a notice on its website and in a minimum of one local newspaper, stating its intention to make the byelaw. A formal period of consultation – of at least 28 days – will then follow from the date of publication of this notice.

If the local council makes the new byelaw, it must do so within six months of the date of publication of this notice.

Offences against byelaws will incur a penalty fine, which can only be enforced through the Magistrates' Courts.

In the light of the statutory changes governing Byelaws, Members noted the contents of the report and the increased requirements for public consultation but agreed that they still wished to pursue the adoption of byelaws for the Town Council's open spaces.

## **629 Grounds Team Report**

The Committee noted the Grounds Manager's report on the activities of the grounds team.

The Clerk reported that she had postponed the works to the paths in the Public Gardens until the end of the summer holidays. Due to a delay with the contractor work was scheduled to commence next week but it was the Clerk's view that this time frame was too tight and there was a chance the site would not be ready for the Queen's Birthday Party celebrations, hence the postponement.

Councillor Bayliss asked whether the statues in the Public Gardens had any historic value as they appear somewhat tired and could be replaced with more contemporary sculptures. The Clerk said she would speak to Jane Hurst to find out more about them and report back to Members.

Councillor Hill noted that the bus shelter outside Alton Station was due to be repainted and repaired on the 16<sup>th</sup> June. (This is not an Alton Town Council owned shelter)

**NOTED**

**630 Allotments**

Members received the Admin Officers update on Allotments advising that 26 plots had been relinquished following renewal of rents. The current waiting list across all allotment sites stands at 48. Inspections of plots will formally commence on Tuesday 5<sup>th</sup> April and will take place on the first Tuesday of each month throughout the inspection period with the last inspections taking place in September. The membership of the Allotment Association was undertaken as part of the rent renewals which resulted in just under 180 plot holders applying for membership.

The Allotment Sub Committee had undertaken a review of its Terms of Reference and the following was presented to the Open Spaces Committee for adoption.

Membership

*The Sub Committee shall consist of two Councillors, up to five representatives of the Alton Allotment Association, to include site representatives and two officers from the Council (Grounds Manager and Allotments Officer).*

- 1. To advise on allotments provision, management, improvement and funding.*
- 2. To ensure that there are good channels of communication between tenants, the Alton Allotment Association and the Town Council and good channels of tenant/site representative communication.*
- 3. To assist in promoting awareness and best practice amongst all allotment sites.*
- 4. To work in conjunction with the Alton Allotment Association, to ensure mutual understanding and joint working.*
- 5. To review tenant rent charges each year, to ensure any rent increase is agreed with the Alton Allotment Association and notified to tenants by the end of December each year.*
- 6. To identify any additional strategic budgetary requirements that may need to be borne by the Town Council.*
- 7. To monitor health and safety at allotment sites and ensure that there is a safe working environment for staff, tenants and visitors.*
- 8. To help develop the involvement of local schools to encourage children to become more actively involved in growing produce.*

On the proposal of Cllr Mrs Jones, seconded by Cllr Mrs Hill, it was

**RESOLVED**

To adopt the Terms of Reference as presented by the Open Spaces Committee with the following amendments:

- i) In item 1 to add “to advise” on site security.
- ii) To amend item 5 to read that any rent increase is “supported by” the Alton Allotment Association rather than “agreed by.”

**631 Meeting Notes of the Footpath Wardens Meeting**

The Meeting Notes of the meeting held on the 10<sup>th</sup> March 2016 were circulated in advance of the meeting. Members were invited to note the content of the minutes. Members requested that the Chairman of Open Spaces or in their absence another Member of the Committee be invited to attend the next Footpath Wardens Meeting in June.

The Committee also wished to minute its thanks to the Events Officer on the success of the Walking Festival in April.

**NOTED****632 Meeting Notes of the Flood Meadows Steering Group & Recommended Actions Arising**

The Meeting Notes of the meeting held on the 8<sup>th</sup> March 2016 were circulated in advance of the meeting. Members were invited to note the content of the minutes.

**NOTED****633 Exclusion of the press and public**

On the proposal of Cllr Hill, seconded by Cllr Mrs Jones, it was

**RESOLVED**

that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded.

**634 CCTV**

Members at the last meeting of the Open Spaces Committee in January in noting the officers report regarding the installation of CCTV at the Finnimore deferred making a decision regarding the costs associated for connectivity to the Police Station due to the council being made aware that the Alton Police Station and Magistrates Court site was up for sale,. Whilst there is no firm news on a new site or the police, Alton Town Council have been advised that any new location selected will not be able to house the CCTV equipment currently at the police station and therefore Alton Town Council have effectively been put on notice to make alternative arrangements for the housing of its CCTV equipment.

Meetings have taken place with both Quadrant who are under contract for the Town Centre CCTV equipment as well as being the supplier of the equipment for the not yet active CCTV at the Finnimore Pavilion. Those discussions have also included Chalvington who supply the council’s telecoms.

It would appear that the Town Centre CCTV equipment works on a wireless network whereas that installed at Finnimore is a broadband solution, which in itself is not a problem but does present the council with decisions to make. However for ease of understand, the two projects whilst co-joined need to be considered as separate projects:

### **Relocation of existing CCTV equipment and monitoring**

Officers have looked carefully at the relocation of the existing Town Centre CCTV equipment and have explored three of its sites; Finnimore, the Assembly Rooms and the Town Hall. Storage of the equipment is straightforward and all three sites can accommodate the rack housing units currently at the Police Station. Access to the equipment for maintenance equally could be served at any of the three aforementioned sites. The question of who would or could have access to monitoring and viewing of the images stored is the sticking point. The legal position currently is that the Police do not have to obtain a licence from the Security Information Authority (SIA) to view images and therefore in looking at its relocation, councillors will need to determine whether it wishes to investigate the training and applying for a licence to view from the SIA should it believe that this activity could be undertaken by any other person other than police officers. This would also pose a question as to whether “any other person” would wish to take on such a responsibility and if an outside body, the costs involved.

Of equal importance, the relocation of the equipment needs to be to a secure location with the appropriate connectivity and space to store the two “racks” which are at the Police Station. The meeting with Quadrant regarding the relocation and security of the equipment considered the options and the outcome of the meeting is a recommendation to house the equipment in the Town Hall on the mezzanine floor above the corridor as this is directly above all of the telecoms equipment. The monitor to view images could be housed easily in the lockable stationery cupboard. Operationally, this solution would allow the relocation of the equipment and security to be solved. The only question which remains would be when and who would have access to view the images. Whilst members are being asked to decide on access to view given the SIA requirements; if such a decision was to retain current procedures with police officer only access; this would require the police having access to the Town Hall. By installing the monitor in the corridor (stationery cupboard) access by the police would not necessitate anything other than a front door key as all other doors as there would be no access to any other area of the building.

### **Finnimore Pavilion CCTV**

In considering the obstacles that have prevented the CCTV at Finnimore being connected to the Police Station these have now somewhat been overtaken with events regarding the relocation of the Police Station. The infrastructure for CCTV at Finnimore is in place with connectivity being required. Following a meeting with Quadrant on the whole question of CCTV they have advised that the best option at the site will be to undertake on-site recording and storage of images rather than purchasing more expensive kit that would be involved in being able to transmit images to an alternative location. Given the need to relocation and lack of storage space the solution advocated by Quadrant will allow on site equipment in the form of a recording device with hard drive to store 31 days from the 3 cameras being sited at the Finnimore Pavilion. This solution will also allow access to the images recorded remotely from the Town Hall and can again be linked in to allow the Police to view.

On the proposal of Cllr Hill, seconded by Cllr Mrs Jones, it was

**RESOLVED to**

- i) Agree to the relocation of the Town Centre CCTV hardware from the Police Station to the Town Hall.**
- ii) Agree the costs to facilitate the relocation of the existing Town Centre CCTV equipment from the Police Station to the Town Hall at a cost of £4,881**
- iii) Approve the existing arrangements that police only access for viewing of CCTV images negating the need to outsource monitoring to a third party.**
- iv) Grant permission to allow police access to the Town Hall as a Key Holder to view CCTV images outside of normal working hours for the Town Hall in an emergency situation with all other access being during working times.**
- v) Approve the expenditure for the purchase of stand-alone recording and image storage equipment to facilitate the implementation of CCTV at the Finnimore Pavilion at a maximum cost of £5,000.**

The meeting finished at 9.20pm.

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