

**ALTON TOWN COUNCIL  
POLICY & RESOURCES COMMITTEE  
MINUTES OF MEETING HELD ON  
WEDNESDAY, 13<sup>th</sup> APRIL 2022 AT 7.00 PM  
Held in the Town Hall, Market Square**

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**Present:**                    **Councillor**    **Graham Titterington - Chair**  
                                                                                 **Suzie Burns**  
                                                                                 **Graham Hill**

**In attendance in person:**

**Leah Coney - Town Clerk**  
**Pat Harris – Finance & Administration Manager**

**304**    **Chairman's Announcements**

The Chairman, on behalf of the Committee, thanked officers for the excellent reports produced for the meeting.

**305**    **Apologies for absence**

Apologies were received from Councillors Matthew Bayliss, Gideon Cristofoli, Christopher Lawrence and Pam Jones

**306**    **Minutes of the Meeting held on 19<sup>th</sup> January 2022**

The Minutes of the meeting held on 19<sup>th</sup> January 2022 were approved and signed by the Chair.

**307**    **Declarations of Interest**

The Chairman reminded members of their obligation to disclose any pecuniary interest in items on the agenda.

**308**    **To consider Requests for Dispensations**

There were no requests made for Dispensations.

**309**    **Questions to the Council.**

None were received.

**310**    **Climate Change Sub Committee update from Councillor Graham Hill**

A verbal update was given by the Chair of the Climate Change Sub Committee as follows relating to the Minutes of the Sub Committee meeting held on 16<sup>th</sup> March:

- Basingstoke Energy will undertake the work that had been commissioned at the Town Hall following the appointed contractor failing to attend site and for which Court Papers had been issued
- Secondary glazing for the Town Hall – one response to the Invitation to Tender had been received. This was within budget and therefore proposed by Councillor Hill and Councillor Boxall for go to Full Council for approval.

- EV Charging Point at Anstey Park – the Town Clerk was still awaiting a response from the EV company as to its feasibility at this location.
- E-Cargo Bike – receipt of a bike was confirmed but unfortunately it was not the make and model requested (Cargo e-bicycle received not cargo e-tricycle). Awaiting a potential replacement from County, however, unlikely to be within the next six months
- Replacement LED lighting for the MUGA at Anstey Park – the ITT closed on 30<sup>th</sup> March and only one response had been received which was not recommended following evaluation. In the circumstances the Town Clerk had been requested to re-issue the ITT and extend the response time together with amending the price to be held for 60 days.
- Tree Planting – 750 bare root stock are currently being planting at three of the council's sites, Windmill Hill, Greenfields Amenity Land and Barley Fields (along the railway line)
- The next meeting of the Climate Change Sub Committee will be on 15<sup>th</sup> June

The Chairman thanked Councillor Hill for the comprehensive update.

### 311 Non-Financial Risk Assessments

Members were requested to review the current non-financial risk assessment included within their Agenda bundles. This was a summary document sourced from a number of files which contained full details relating to the following items:

Health & Safety Policy and Procedures  
Health and Safety Logs  
Individual Risk Assessments – General and Events  
Asbestos Surveys  
Electrical Systems Log Book  
COSHH data Sheets  
Fire Risk Assessments.  
Legionella Risk Assessment

On the proposal of Councillor Graham Titterington, seconded by Councillor Susie Burns it was

**RESOLVED to approve the non-financial risk assessment for ratification by Full Council subject to Councillors Suzie Burns and Graham Titterington undertaking a due diligence check of the individual files.**

### 312 Neighbourhood Community Infrastructure Levy (CIL) Spending Policy

A draft Neighbourhood CIL protocol and a template application form was tabled which would be ready for publication later this year.

With more CIL funds coming through to the Town Council, a mechanism needs to be established by which community groups, as well as the Town Council, can use the funding for infrastructure projects. Members are requested to review the draft document

On the proposal of Councillor Graham Titterington, seconded by Councillor Graham Hill, it was

**RESOLVED to approve the draft CIL policy and application form**

**313 Corporate Strategy**

Members reviewed the 2<sup>nd</sup> draft of the Corporate Strategy with a view to approval and recommendation to Full Council. The Chair wished to formally commend the Town Clerk on the excellent piece of work with Councillor Suzie Burns adding that the benefits of holding a workshop enabled the clear and precise Corporate Strategy now before Councillors.

On the proposal of Councillor Graham Hill, seconded by Councillor Suzie Burns, it was

**RESOLVED to approve the draft Corporate Strategy**

**314 Social-Media and Communications Policy – use of WhatsApp**

This item has been tabled in order to amend the Social-Media and Communications Policy (last approved by this Committee in January 2021) to include a number of additional clauses as detailed in the agenda papers. These were reviewed by the committee. As a result, the proposed wording was slightly amended.

On the proposal of Councillor Suzie Burns seconded by Councillor Graham Hill it was

**RESOLVED to amend the proposed wording to read:**

- Communications about the conduct of council business must either be in person at an advertised venue, via a Council organised zoom meeting, via the Council's email (gov.uk) or by telephone.
- Council communications (as distinct from private personal or political group communications) should not be via Social Media platforms (including but not limited to WhatsApp, Messenger and Facebook)
- Councillor communications with Officers out of hours should be on an emergency basis via telephone.

On the proposal of Councillor Suzie Burns seconded by Councillor Graham Hill it was

**RESOLVED to approve the inclusion of the above clauses into the Social-Media and Communications Policy.**

**315 County Court Judgement**

Members noted that officers had taken the appropriate action following the failure of a contractor to attend site to carry out the work for which he had been commissioned and a 50% deposit paid. Accordingly, a Small Claims Form has been submitted to the County Court on 14th February and a Notice of Issue was granted dated 15th March (which the Court deemed to be served on 18th March) which gave the defendant until 1st April to reply to the Court. No funds have been received and therefore, officers submitted a Request for Judgment on 6th April.

**NOTED**

**316 Town Boundary Signs**

Members received a further report in respect of the much-debated proposed Town Boundary signs, the full details of which accompanied the Town Clerk's report. The Committee commended the considerable amount of time that officers had invested in trying to seek agreement, however, felt that there should be no further time expended on this item, given that during the course of the last 18 months the proposed design changes have in effect led the proposal to replicate the signs already in place.

Therefore, on the proposal of Councillor Graham Titterington, seconded by Councillor Suzie Burns, it was

**RESOLVED to amend the proposal before Committee and set aside this project**

On the proposal of Councillor Graham Titterington, seconded by Councillor Suzie Burns, it was

**RESOLVED to set aside the Town Boundary Signs project**

The Town Clerk was requested to advise all parties of the decision taken and to request that Hampshire Highways ensure that the current Town Boundary signs are reinstated at the Holybourne roundabout following an accident and that the entrance signs on the Bordon and Selborne approaches are checked to ensure their correct installation and location.

**317 Town Centre Health Check**

The Town Clerk provided an update on the recent Placemaking Strategy Meeting; the full details of which were contained in Members bundles. Officers requested that Members approve expenditure of up to £3,000 to enable independent consultants to undertake an update to the Town Centre Health Check, last commissioned by EHDC in 2018 to provide current and relevant information. The Committee agreed that this would be a prudent spend, particularly in respect of providing an evidence base for new businesses looking to open in the Town Centre. This piece of work would be undertaken in tandem with a public engagement session as part of the EHDC Let's Talk format to understand consumer habits.

On the proposal of Councillor Graham Titterington, seconded by Councillor Suzie Burns it was

**RESOLVED to approve a spend of up to £3,000 to appoint independent consultants to undertake an up-to-date Town Centre Health Check report**

**318 Exclusion of the Press and Public**

On the proposal of Councillor Graham Titterington, seconded by Councillor Suzie Burns, 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**

**319 Assembly Rooms Extension to Collaboration Agreement**

Members received a proposed extension to the existing Collaboration Agreement [REDACTED]

[REDACTED] During the period of this extended agreement the Community Association have also requested the Town Council commission a feasibility study to understand the future of the building and potential options going forward; they have also offered to undertake some public engagement as part of this workstream.

On the proposal of Councillor Graham Titterington, seconded by Councillor Graham Hill, it was

**RESOLVED to approve**

1. The extension to the collaboration agreement as tabled for 12 months from 1st April 2022
2. "in principle" the commissioning of an external feasibility study for the future of the Assembly Rooms with detailed costs for the study being tabled at the next meeting.

**320 CALA Community Building, including Funding Update**

A comprehensive and detailed report from the Town Clerk was tabled providing councillors with full details of revised costs and latest funding update together with a request from the project team to approve some additional works to be included within the Shell and Core specification, the costs for which had been built into the District CIL bid submitted last month to EHDC. [REDACTED]

On the proposal of Councillor Suzie Burns, seconded by Councillor Graham Titterington, it was

**RESOLVED to approve the additional elements to be added to the shell and core specification, to fix the costs as recommended by our Development Manager.**

**321 Staffing Update**

The short report tabled by the Town Clerk was noted.

**NOTED**

The meeting finished at 8.40 p.m.