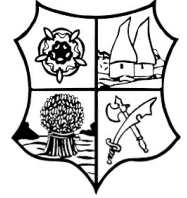


ALTON Town Council



Telephone (01420) 83986
www.alton.gov.uk
info@alton.gov.uk

Town Clerk: Mrs Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

6th April 2022

Dear Councillor

You are hereby summoned to a meeting of the **POLICY AND RESOURCES COMMITTEE** on **Wednesday 13 April 2022 at 7.00pm** when the under mentioned business will be transacted.

Yours sincerely

LConey

Mrs Leah Coney
Town Clerk

To: Members of the Policy and Resources Committee

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

Copied to: All other Councillors for information

ALTON TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE –13th APRIL 2022

AGENDA

- 1 Chairman's announcements
- 2 Apologies for absence
- 3 Minutes of the meeting held on the 19th January 2022
- 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 Sub Committee update from Councillor Hill
- 8 Non-Financial Risk Assessments
- 9 Neighbourhood CIL Spending Policy
- 10 Corporate Strategy
- 11 Social Media and Communications Policy
- 12 County Court Judgement
- 13 Town Boundary Signs
- 14 Town Centre Health check

CONFIDENTIAL

- 15 Assembly Rooms Extension to Collaboration Agreement
- 16 CALA Community building including funding update.
- 17 Staffing Update

**ALTON TOWN COUNCIL
POLICY & RESOURCES COMMITTEE – 13th APRIL 2022**

REPORTS BY THE TOWN CLERK

ITEM 7 CLIMATE CHANGE SUB COMMITTEE

FOR INFORMATION

An update from the Committee will be tabled by Councillor Hill, along with the minutes from the last meeting.

RECOMMENDATION: This item is for noting.

ITEM 8 NON-FINANCIAL RISK ASSESSEMENTS

FOR DECISION

Members are requested to review the current non-financial risk assessment included within their bundles. This is a summary document sourced from a number of files which will be available for viewing at the meeting and contain 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.

The scoring system for risk is calculated as the risk score multiplied by the impact score. All items in green have already been completed.

RECOMMENDATION: Members are requested to review the documentation and approve the non-financial risk assessment for ratification by Full Council.

ITEM 9 NEIGHBOURHOOD CIL SPENDING POLICY

FOR DECISION

Included in Members bundles is a draft Neighbourhood CIL protocol and a template application form 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

RECOMMENDATION: Members are requested to approve the draft CIL policy and application form.

ITEM 10 CORPORATE STRATEGY

FOR DECISION

Members are asked to review the 2nd draft of the Corporate Strategy which is included in Members bundles. This with a view to approval and recommendation to Full Council

RECOMMENDATION: Members are requested to approve the draft Corporate Strategy

ITEM 11 SOCIAL MEDIA AND COMMUNICATIONS POLICY INCLUDING USE OF WHATSAPP

FOR DECISION

This item has been tabled at the request of Councillor Bayliss to amend the Social Media and Communications Policy (last approved by this Committee in January 2021) to include the following additional clauses:

- Communications about the conduct of council business should, as far as possible, be in person at an advertised venue, via a Council organised zoom meeting or via the Council's email (.gov.uk).
- Council communications (as distinct from private personal or political group communications) should not be via WhatsApp.
- Unless it is necessary to hold a meeting or arrange a communication involving only a few members, Committee Chairs and Officers should communicate with Members concerning the conduct of council business at the same time and in the same manner.

RECOMMENDATION: Members are requested to approve the inclusion of the above clauses into the Social Media and Communications Policy

ITEM 12 COUNTY COURT JUDGEMENT

FOR INFORMATION

Following the commissioning of works to undertake insulation works at the Town Hall by Basingstoke Energy; the contractor appointed failed to attend. A 50% deposit in the sum of £1,1450 had been paid on 26th November by the Town Council and a date for the works agreed of 6th December. The contractor did not attend and despite officers engaging with our appointed project managers at Basingstoke Energy and another date being agreed to carry out the works commissioned; again, the contractor failed to attend. Subsequently a Claim Form was submitted to the Courts 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.

RECOMMENDATION: This report is for information only.

ITEM 13 TOWN BOUNDARY SIGNS

FOR DECISION

As Members may recall, agreement was unable to be reached with the County Councillor in respect of the wording for the replacement town boundary signs referencing the "gateway to the South Downs National Park". As a result, officers re-designed the signage following discussion at the Corporate Strategy workshop session in February and came up with two versions of the strapline; "Walkers are Welcome town" or "a town to discover and explore"

Councillor Joy was advised of ATC's preference for the Walkers are Welcome version, following an internal poll of Members. Councillor Joy responded to say he could not agree to this as he preferred the latter version which he would agree to with the introduction of the word "historic". This was conveyed back to Members.

Two councillors came back to say this was not acceptable, so the Clerk went back to Councillor Joy again and suggested that if agreement could not be reached on the "strap-line" wording then the only way to move forward would be to remove the "strap-line" wording entirely so there was no conflict. Unfortunately, Councillor Joy was unable to agree this either. He responded:

New signage presents us with opportunities to add stimulus but the desire to reach a decision should not cause us to miss them. Other than the twinning the latest proposal lacks selling points (SPs). It is hard to

justify the complete loss, especially of the positive and factual SP that Alton is an historic market town. Drivers do notice these things so I don't want us to miss distinction in pursuit of the anodyne. By twinning with Montecchio Maggiore (1998) and Pertuis (2006), is there a diplomatic order in which they should be 'listed'?

Members are therefore requested to consider approval of the version proposed by Councillor Joy which is effectively have the same wording as the signs which are in situ already but with the new layout (landscape)



Existing Sign

Complete with G.R.F.

Client Name	EAST HAMPSHIRE D.C.
Sign Reference	AC475/1B
Letter colour	White
Background	Blue (Pantone 276)
Border	White
Material	Non Reflective
Radius corner JG / 1	Quantity 6
Number of bars	3 Channel bars MILDUM
Meigs	Layout Dispatch

Please ensure that all sign details, including dimensions, are checked thoroughly before approving these designs as we may have intentionally altered your requested signage against standard dimensions to be more compliant with the guidelines laid out in the TSGS2016 and Chapter 7 of the Traffic Signs Manual 2015.

Signway Supplies Signway House Kingsland Business Park Stroudley Road Barnstaple, EX24 8UG 01256 611234 sales@signway.co.uk
Aluminium
Channel
Rivets
Black
White
Yellow
Red
Blue
Green
Brown
Grey
P.O.F.
Plate Material
Reverse Colour
Approved By
Date
Drawn Date
28/03/2022 09:18:59

Proposed – with the addition of “Historic Market Town”

The Planning and Transport Committee approved the costs of the updated signs in January 2021 at £4,900. With inflationary increases and the introduction of additional “exit” signage which had been agreed by all Members and Councillor Joy, Members are requested to note the increase in price to £6,773 (an additional £1,873) In addition, but unknown until installation, will be the cost of replacement posts where required but this cost will fall under delegated approval.

RECOMMENDATION: Members are requested to approve:

- 1) The wording of the signs to read Welcome to Alton, Historic Market Town
- 2) To approve the increase in price for the signs of £1,873

ITEM 15 TOWN CENTRE HEALTHCHECK

FOR INFORMATION

Following the Placemaking Strategy Meeting last month, Members requested two work strands to be progressed in respect of the Town Centre; these being an update of the Town Centre Health Check which was commissioned by EHDC as part of the emerging Local Plan evidence base in 2018 and a focus group session to undertake engagement with invited participants to discuss shopping habits of town centre users and to look at the future of the high street.

In respect of the first element, the health check was undertaken by Litchfields and looked at the whole district as well as individual towns. EHDC have confirmed that they are not planning on updating this document for the Local Plan but it will clearly provide a factual comparison for pre and post pandemic in Alton. The Clerk will contact Litchfields to establish a cost and timeframe for undertaking this piece of work which would come out of the Town Centre cost code (assuming the cost is under the delegated limit to progress)

Officers are also undertaking to compile the existing evidence bases obtained by EHDC and HCC over the last year to help inform this work.

In respect of the insight and engagement work, officers have met to look at how this can be structured. The proposal currently is to look at hosting an EHDC Let’s Talk extended session where there is a mixture of interactive open drop in sessions for the public and a targeted focus group session of invited individuals who will be determined through a stakeholder mapping exercise.

It is anticipated that these two work streams should be able to run concurrently. The outcomes of this will not only give us a clear picture of the financial viability of the Town Centre and the industrial estates but also establish local views on the future of the town centre.

RECOMMENDATION: This report is for information only.