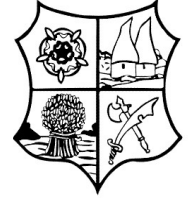


# ALTON Town Council



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Town Clerk: Leah Coney

Town Hall  
Market Square  
Alton  
Hampshire  
GU34 1HD

12<sup>th</sup> August 2021

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 18<sup>th</sup> August 2021 at Alton Maltings at 7.00pm** when the under mentioned business will be transacted.

A zoom link is available upon request to anyone who cannot attend in person.

There is ample seating at the Maltings for the public so that those attending may sit socially distanced if they prefer. The venue requests masks be worn in all communal spaces.

Yours faithfully

*LConey*

Leah Coney  
Town Clerk

To: All Town Councillors

Councillor Matthew Bayliss  
Councillor Ginny Boxall  
Councillor Suzie Burns  
Councillor Gideon Cristofoli  
Councillor Paul Crossley  
Councillor Sharon Cullen  
Councillor Amanda Durley  
Councillor Graham Hill  
Councillor Pam Jones  
Councillor Christopher Lawrence  
Councillor Richard Platt  
Councillor Graham Titterington

**ALTON TOWN COUNCIL – WEDNESDAY 18<sup>th</sup> AUGUST 2021**  
**ALTON MALTINGS, GU34 1DT - AGENDA**

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Leader's announcements
- 4 Minutes of the last meeting held on the 28<sup>th</sup> April 2021
- 5 Declaration of Interest and Requests for Dispensations - 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 when the meeting discusses and votes on the matter
- 6 Questions to the Council. Members of the public are invited to make representations
- 7 Updated Covid-19 risk assessment for Town Hall and Council staff.
- 8 Climate Change Retrofitting Project – Town Hall.
- 9 Community Facility Brewery Site – lease arrangements and project management
- 10 Fencing at the Public Gardens – for ratification
- 11 Refurbishment of Holybourne Play Area
- 12 Lower Room Alton Assembly Rooms (A31 Wellbeing)
- 13 Works to riverside path at Flood Meadows.
- 14 Updates for information
  - i) Youth Project - updated report by Lisa Hillan
  - ii) Alton & District Community Resilience Fund
- 15 Ash Dieback Trees at King's Pond
- 16 Meeting Streaming Equipment
- 17 Statement of Accounts to 30<sup>th</sup> June 2021 and the Financial Risk Assessment for 2020/21
- 18 To receive a report from and ask questions of the District Council representative
- 19 To receive the minutes from the following Committees: -
  - Open Spaces Committee – 9<sup>th</sup> June
  - Planning & Transport – 19<sup>th</sup> May, 16<sup>th</sup> June, 14<sup>th</sup> July, 11<sup>th</sup> August
  - Community Committee – 2<sup>nd</sup> June
  - Policy and Resources Committee – 21<sup>st</sup> July

**ALTON TOWN COUNCIL  
FULL COUNCIL – 18<sup>th</sup> AUGUST 2021**

**REPORTS BY THE TOWN CLERK**

**ITEM 7 COVID-19 RISK ASSESSMENT FOR TOWN HALL**

**FOR DECISION**

Enclosed in Members bundles is the updated Covid-19 Risk Assessment for the Town Council. This document will be reviewed on an on-going basis as government advice changes but a further full review will take place in October and will be brought back to Full Council if there are any substantive changes contained within

**RECOMMENDATION:** Members are requested to approve the updated risk assessment as presented.

**ITEM 8 CLIMATE CHANGE RETROFITTING PROJECT**

**FOR DECISION**

Members attended a pre-meeting briefing in respect of this item on the 13<sup>th</sup> August led by Martin Heath at Basingstoke Energy which included a PowerPoint presentation (circulated to members separately)

In summary, the responses to the tender were disappointing. There were no respondents able to undertake the installation of the air source heat pump within the published timescales due to a number of constraints, primarily being the availability of the supplies in the stipulated timeframe resulting from the Renewable Homes Incentive which runs until 31<sup>st</sup> March 2022 and lack of secured listed building consent.

The briefing discussed that whilst the air source heat pump works would need to be retendered early next year, once the supply chain has eased the remaining works can be carried out as follows using local tradespersons overseen by Martin as project manager (at no additional charge from him) :

Mechanical Ventilation Heat Recovery for WCs

Draughtproofing and Loft Insulation

In respect of progress of other decarbonisation items, a second round of funding through Salix for the Low Carbon Skills Fund opened on the 28<sup>th</sup> July and knowing how quickly these funds become oversubscribed the Town Clerk submitted a bid for funding for two detailed decarbonisation plans. These were advised in a previous report to members for the Assembly Rooms and Finnimore which require further investigation before a robust solution is put forward as both buildings have complexities associated with their heating systems.

**RECOMMENDATION:** Members are requested to approve

- 1) Mechanical Ventilation Heat Recovery for WCs and Draughtproofing and Loft Insulation for the Town Hall to be carried out by local contractors, project managed by Basingstoke Energy at a cost of no more than £5,000 in total.
- 2) To defer the remainder of the work until early next year when the tender for the air source heat pump will be resubmitted. In the meantime, the Listed Building consent will be obtained in preparation for this
- 3) To permit the detailed decarbonisation plans to be contracted for the Finnimore and Assembly Rooms on receipt of grant funding from the Low Carbon Skills Fund to cover the cost of this work.

**Draft Lease**

Following the resolution by this Council in February 2021 (Minute 205 refers) to approve the intention to take possession of the community facility on the brewery site, either directly or as EHDCs nominated representative, the Clerk has appointed HCC legal to act for ATC in reviewing the draft lease documentation. In accordance with the S106 these fees will be paid for by CALA Homes. A first draft of the lease was submitted to Members together with heads of term under confidential session at the last Policy and Resources meeting and both ATC and EHDCs legal representatives have reviewed and sent back to Legal and General and CALA a number of amendments requested to ensure the facility is able to be used as intended. In summary this is a fully repairing 999year lease for the ground floor of the building to be used as a community hub. The trigger point for completion of the shell and core is the 100th dwelling and this is expected in Autumn 2023.

Members are requested this evening to ratify the decision made by Policy and Resources to formally request of EHDC that ATC be the nominated representative so that the draft lease can be issued in the name of Alton Town Council directly and to devolve responsibility to the Town Clerk to continue working with the appointed parties to finalise the lease ( an agreement to lease will need to be issued and signed prior to commencement on site by Legal and General/CALA; the actual lease will not come into effect until signed after practical completion of the shell and core building.

**Clerk of Works**

In addition, as reported at Policy and Resources in May, EHDC as the lead authority have been seeking to secure a contract with a Clerk of Works for the project as per the S106 agreement who will work with ATC and EHDC to ensure the successful delivery of both the shell and core and the subsequent fit out of the building ready for occupation. Due to the three-week delay in this Full Council meeting and with the inception meeting and time constraints, the Clerk e-mailed to Members the details of the quotations secured under EHDCs procurement framework for the appointment of this project management role which is to be funded 50/50 by ATC and EHDC requesting councillor approval and/or comment on the appointment of Studio Four to undertake these works. Studio Four were subsequently appointed and an inception meeting held at the end of July and EHDC have confirmed in writing that we can use the neighbourhood portion of CIL arising from the brewery site to pay for these professional fees so there is no impact upon Town Council funds. (The first tranche for phase one of the development of £24,294.52 is due to ATC in October this year with further tranches due on subsequent six-monthly intervals.)

Studio Four are now at the design review stage, undertaking a thorough analysis and audit of the current proposals. They are aware that there might be differing views on what is and is not included implied under the S106 Agreement and the Shell & Core specification, i.e carbon footprint of the building. As such, they will undertake detailed negotiations on behalf Alton Town Council and EHDC to ensure the shell and core is appropriate for the intended use. Design considerations under discussion include:

- Services loading.
- Double/ triple glazing
- Air source pumps / Gas free development
- EV Charging points/ Exterior charging points
- Lighting – solar powered if possible (external/ standalone)
- Solar panels
- Identification of any changes which might constitute a material change and requiring engagement with the Local Planning Authority.

- Matters such as additional windows (material amendment) and changes/ relaxation to hours of operation

Studio Four will also be providing the following services on behalf of ATC/EHDC for the duration of the project.

- Specifying End user requirements – They will undertake stakeholder engagement to establish/ clarify end user requirements. This will be undertaken early on in the programme so as to inform discussions and if possible, negotiations with Cala Homes regarding the shell and core and will take into account the work undertaken to date with organisations such as CAB/Foodbank and other interested parties.
- Design of a fit-out scheme – design the layout into technical drawings to aid in Planning approval (if required) and Building Regulations approval. They will produce a detailed schedule of works to form part of the tender package for a fit-out contractor. Progress design and specification of the fit-out scheme taking into account end user requirements and maintenance of the facility
- Clerks of Works and/or Contract Administrator – carry out site inspections during construction of the shell and core and subsequent inspections for the fit-out stage. Undertake duties as described in Schedule 8 of the S106 Agreement including site visits on a regular basis and producing meaningful reports for the client as the shell and core progresses. The role of Clerk of Works will continue if the fit out is carried out by CALA or switch to Contract Administrator if the fit out is carried out by a separate contractor.
- Overall project management. Lead on coordination and management of project deliverables; responsible for client liaison, stakeholder engagement and overall delivery of the team. The Lead Consultant will undertake financial/ budget monitoring including processing of payments and also carry out management of consultants, quality assurance and ensuring delivery to time and budget, on behalf of the client. This role will also involve leading on planning and building regulations matters and approval including submissions and liaison with the Local Planning Authority and Building regulations inspector.
- Performance management/quality assurance - the Lead Consultant will chair fortnightly review meetings with the project team to ensure that challenges are identified, RAG-rated, discussed and mitigated at an early stage to maintain compliance with the agreed programme. Together with the Lead Designer (as deputy), the Lead Consultant will coordinate necessary actions or responses for distribution to the team and report these to the client in monthly feedback reports, highlighting any identified variances and proposed mitigations.

The Lead Consultant will chair monthly project meetings to provide updates to EHDC/ATC, review progress, highlight opportunities and address any strategic barriers. The Lead Consultant will conduct performance monitoring throughout the course of the project from inception through to completion.

- Lead Designer/ Architect/ Employer's Agent: - Oversee technical design review including analysing the existing shell and core proposals and S106 Agreement and lead on negotiations with CALA and their contractors. Progress design and specification of the fit-out scheme taking into account end user requirements and maintenance of the facility.

Members are asked this evening to retrospectively ratify the decision to appoint Studio Four at a cost to ATC of £32,374 to met through the use of ATC Neighbourhood CIL from the site.

In addition, the tender from Studio Four also recommended the appointment of a Mechanical and Electrical Engineer:

*As the client is aiming for the lowest possible running cost, and there will be a need for negotiation, design development and site inspection with CALA, we consider it would be advisable to have an M&E engineer on the team. Following the appointment of an architect and employer's agent, we will obtain separate fee quotes and recommend an M&E engineer to join the project team.*

Angela Kiwanuka, our EHDC/RegenCo lead has subsequently put the M & E and Building Regs work out to tender again through the EHDC procurement framework and the results of that tender are included as

confidential documents in Members bundles. In evaluating and scoring the bids EHDC are recommending approval of Company A (highlighted red in the bundle). Given they were more expensive, the Town Clerk asked EHDC to go back to Company A to negotiate on price. They have as a result, lowered their cost in line with that given by the second ranked company B, (highlighted in blue) although it is recommended to retain this subsequent underspend for contingencies. It is also recommended that rather than a sub contract through the Clerk of Works contractor (Studio Four) this work is also directly contracted through EHDC. ATC will be required to meet 50% of the cost, again taken from CIL arising from the development. This keeps the total cost of the work in line with the original estimate noted to council in the Policy and Resources report of the 5<sup>th</sup> May of £45,000 (plus contingency)

**RECOMMENDATION:** Members are requested to approve:

- 1) The content of the updated Project plan as presented
- 2) Ratify the request to EHDC that ATC be the nominated representative for the 999 year lease of the community hub.
- 3) Ratify the approval of Studio Four as the Project Managers/Clerk of Works.
- 4) Approve the use of CIL arising from the development of the brewery site to pay the Town Council portion 50% of the Project Management Fees to EHDC, including £32,374 for the work by Studio Four and up to £17,094 for Mechanical and Electricals, Building Regulations Fees and contingencies.

#### **ITEM 10 FENCING AT THE PUBLIC GARDENS**

#### **FOR RATIFICATION**

Following the last Open Spaces Meeting on the 9<sup>th</sup> June, Members are requested to ratify the decision of the committee in appointing Martin Cashmore Fencing to undertake 85m of fencing replacement works at the Public Gardens (details of the quotes were contained within the Open Spaces Committee papers) at a cost of £12,270 ex VAT in powder coated green, with the costs to be made from within the current year's grounds budget.

**RECOMMENDATION:** Members are requested to ratify the approval of Martin Cashmore Fencing at a cost of £12,270

#### **ITEM 11 REFURBISHMENT HOLYBOURNE PLAY AREA**

#### **FOR DECISION**

Following the last Open Spaces Meeting on the 9<sup>th</sup> June an ITT was produced and published for the play area at Holybourne. A spreadsheet detailing the responses is enclosed in Members bundles. Only one company responded to the tender. The Holybourne Community representatives wished to seek clarification on the tender upon review and met with the company on site along with Councillor Graham Hill and a council officer on Monday 9<sup>th</sup> August. As a result, the tender response has been slightly revised and is enclosed in member bundles with the layout design following separately once available.

Funding for the project would be from CIL monies held by the Town Council. The current balance sits at £58,788.05

**RECOMMENDATION:** Members are requested to approve:

- 1) the appointment of the contractor to undertake the works at a cost of £30,078.75
- 2) the use of CIL funds held by Alton Town Council to pay for the works.

#### **ITEM 12 LOWER ROOM ALTON ASSEMBLY ROOMS (A31 Wellbeing)**

#### **FOR DECISION**

The Town Clerk met with representatives of the A31 Group of practices on the 21st August at the Assembly Rooms to view the lower room, with a view to a potential licence to occupy for a health and wellbeing hub on a trial 12-month basis from September. This would be for administration, 1 - 2- 1 meetings and covid restrictions dependent, group wellbeing sessions.

A background paper has now been prepared by the A31 PCN and has been circulated to Members. Before advancing this to the CCG as detailed in the report the Town Council is asked to consider the feasibility of use of this space by A31 PCN for the purposes outlined above and confirm availability and associated costs.

Currently the Lower Room is vacant for all but occasional use. Currently Brazilian Jujitsu occupy the Upper Room full time but have asked to move to the Lower Room for the forthcoming term as AODS use the Upper Room on a Thursday evening for rehearsals and are unable to consider using an alternative space and has been a longstanding arrangement. Given the CCG approval process, we may be able to move Brazilian Jujitsu in the interim and then move them back upstairs when the A31 PCN are ready to move in.

By way of costs, I have indicated that whilst we do lease facilities to community benefit groups free of charge such as Wey Valley Radio, CAB etc.. there are costs associated with having the building in use and as a minimum there would need be a charge to cover utilities and cleaning each month but given that this is a true community use of the facility members may be open to consider what if any, level of hiring charge is requested.

**RECOMMENDATION:** Members are requested to consider the use of the Lower Room at the Assembly Rooms on a trial basis for a place-based health and wellbeing hub and any associated charges.

### **ITEM 13 WORKS TO RIVERSIDE PATH FLOOD MEADOWS**

### **FOR DECISION**

Following the Open Spaces Meeting in June, the Town Clerk went back to Aquamaintain as requested to ask for a revised quotation for the works to the riverside path to undertake just the essential works required to ensure the path can remain fit for purpose over the coming winter. Members may recall the path was partially submerged for a number of months. Aquamaintain revised their quote to £22,450 and have confirmed that the licence application which they submitted to the Environment Agency has now been approved so the work can be carried out this October when the water level in the river is at its lowest. This has been referred to Full Council for approval given the level of expenditure. It is confirmed that this is within the allocated budget for Flood Meadows for the current financial year.

**RECOMMENDATION:** Members are requested to approve the works at a cost of £22,450

### **ITEM 14 – UPDATES**

### **FOR INFORMATION**

- i) **Youth Project** - updated report by Lisa Hillan. This is included in supplementary papers. As requested by the Policy and Resources Committee this includes details of usage of the youth service.

- ii) **Alton & District Community Resilience Fund.**

Enclosed in supplementary papers is the updated financial information for the fund.

The Alton & District Community Resilience Fund Panel has now supported 34 applications since the launch of the fund back in July 2020.

The Fund has received two applications from outside of the geographic area the Resilience Fund covers but the Panel have worked with local charities to support both applications.

The fund continues to supply household items and has also had applications for mental health support both for children.

Donations have continued to be made to the fund and a balance of £14,000 remains in the account to continue to support future applications.

The fund remains open for applications for residents of Alton and the surrounding parishes Further details and the application form can be found on the Alton Town Council website.

**RECOMMENDATION:** Members are requested to note the reports tabled.

#### **ITEM 15      ASH DIE BACK TREE WORKS AT KING'S POND      FOR DECISION**

Members were advised on e-mail towards the end of July that during the remedial work to the path at King's Pond, two of the trees which are known to have ash die back, dropped a limb on the path where the contractors were working.

Initially the tree contractors working on the watercress line quoted to remove the two trees in order to be able to reopen the path promptly. However, given the limb drop, we requested that our arboricultural surveyor be called in to reassess the remaining ash trees along the length of the path as the limb drop is a good indication that the disease is getting more advanced and if it has affected two trees then the Council needed an expert view on the remaining ones.

As a result of his site visit with Senior Groundman Martin Whapshott, the surveyor has recommended that 11 ash trees be removed and the stumps treated.

In accordance with financial regulations, the work was put out to four companies to quote as it will be a contract in excess of £5,000 and a site visit arranged for all the companies quoting on Tuesday 3rd August. Two responses were received within the stated timeframe and a summary sheet is enclosed in Members bundles detailing the quotations, timescales for starting the work and a map of the affected trees.

The indication from the site visits was that given the overall number of trees along this stretch of King's Pond which have Ash Dieback (31 in total including 10 saplings/young trees) that whilst some do not need removing at this time, given the invasive nature of the work and the heavy equipment needed to be transported along the path, all respondents recommended that all affected trees in this location be felled at the same time and have quoted accordingly.

Councillor Boxall requested that the tree surveyor be asked for details of suitable replacement trees to be planted. Unfortunately, given the trees are to be felled at stump level and not ground out, there will be no additional space for new trees.

**RECOMMENDATION:** Members are requested to approve Company A to undertake the tree works at a cost of £11,400

#### **ITEM 16      MEETING STREAMING EQUIPMENT      FOR DECISION**

The Town Clerk attended a session hosted by Cloudy IT on the 29<sup>th</sup> July. The You Tube recording of the event was circulated to Councillors with a request for recommendations in order to progress the acquiring of relevant equipment to facilitate on-line streaming of meetings. The main off the shelf options appear to be the Logitech Meet up or an Owl Labs Meeting Owl Pro. Councillor Bayliss has personal experience of use of the Owl and has recommended it; no Councillor has indicated any experience of using the Logitech device.

<https://owl-labs.helpscoutdocs.com/article/156-tips-for-having-the-best-owl-experience>

Councillor Bayliss has also suggested that whilst an Owl might create a short-term solution, the Council should consider the acquisition of a more permanent, installed system for the Town Hall to future proof the Council's ability to stream meetings in the future.

**RECOMMENDATION:** Members are requested to approve:



- 1) the purchase of an “owl” at a cost of £832.00 + VAT to enable the streaming of council meetings with immediate effect
- 2) The creation and publication of a tender to create a permanent high quality supplied and installed solution to enable the effective streaming of Council meetings in the Town Hall Chamber going forward, to be brought back to Full Council at the next meeting.

## **ITEM 17 STATEMENT OF ACCOUNTS TO 30<sup>TH</sup> JUNE 2021 AND FINANCIAL RISK ASSESSMENT**

## **FOR RATIFICATION**

Members are requested to ratify the financial papers approved by Policy and Resources Committee (21<sup>st</sup> July) to which Members are requested to refer.

### **Balance Sheet as at 30<sup>th</sup> June 2021**

The balance sheet is presented for sign off by the Chairman of the Council and the RFO (Responsible Financial Officer, Mrs Leah Coney – Town Clerk).

### **Income & Expenditure**

Attached is the Income and Expenditure Report for the first quarter of this financial year; this illustrates the Operating Income and Expenditure for the council to 30<sup>th</sup> June against the budget set by the Council.

### **Bank Reconciliation Statement as at 30<sup>th</sup> June 2021**

The Bank Reconciliation Statements are as presented with a closing balance of £492,883.39 (Unity) £401,097.22 (CCLA) and £160.39 (Petty cash). This requires signing off on behalf of the council that the figures presented reconcile with the original bank statement which will be given to the Chairman on the night.

### **Payments over £500**

The attached report includes all payments over £500, issued between 1<sup>st</sup> April 2021 and 30<sup>th</sup> June 2021 in respect of invoices.

### **Financial Risk Assessment 2021/22**

Enclosed in Member's Bundles is the updated Financial Risk Assessment for 2021/22 for approval.

### **Internal Audit Report to 30<sup>th</sup> June 2021**

The Internal Auditor's report for the first quarter is enclosed within Members bundles and is tabled for approval.

**RECOMMENDATION:** Members are requested to ratify:

- 1) The Income and Expenditure account to 30<sup>th</sup> June 2021
- 2) The balance sheet dated 30<sup>th</sup> June 2021
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1<sup>st</sup> April to 30<sup>th</sup> June 2021
- 5) The updated Financial Risk Assessment for 2021/22
- 6) The Internal Auditors Report for the period 1<sup>st</sup> April to 30<sup>th</sup> June 2021