

**ALTON TOWN COUNCIL
MINUTES OF FULL COUNCIL MEETING HELD ON
WEDNESDAY 18TH AUGUST 2021 AT 7:00PM
HELD AT THE MALTINGS, ALTON**

Present:	Councillor Pam Jones Matthew Bayliss Ginny Boxall Susie Burns Paul Crossley Sharon Cullen Graham Hill Richard Platt Graham Titterington	Town Mayor
In attendance:	Leah Coney Samantha Brown Reverend Philip Simpkins	Town Clerk Admin Officer Town Mayor's Chaplain
In attendance via Zoom	Christopher Lawrence Gideon Cristofoli District Councillor Paula Langley Lisa Hillan – Kings Arms Paul Coates – Farnham Herald.	

Before the commencement of the meeting Reverend Philip Simpkins, the Town Mayor's Chaplain said prayers.

82 Apologies for Absence

Apologies were received from Councillor Amanda Durley.

83 Town Mayor's Announcements

The Town Mayor made the following announcements: -

1. She was saddened to read in last week's Alton Herald about the death of Stan Fletcher. Stan had been a dedicated member of the Parish Paths WP since 2007 and regularly reported on footpaths for the Town Council. He was also involved in the 'Trees for Life' scheme. This scheme enabled people to plant a memorial tree on Flood Meadows. Each memorial was recorded in a special book and two years ago she met Stan who was concerned about the location of the book. The book is now in the Town Hall and hope to find a more public location for it soon.
2. She was delighted to attend the Skatepark Jam put on by Maverick at the new Jubilee skatepark. One family had come from as far away as Lancing for the event. The Town Council is now

looking forward to setting up a new BMX pump track following all the Olympics coverage these activities are becoming even more popular.

84 **Leader's Announcements**

The Leader, Councillor Graham Titterington, made the following announcements:

1. Wished to pay tribute to Pam Bradford, who has resigned from the Town Council due to ill health giving over forty years' service to both Town and District Council and wished her well for the future.
2. Thanked the Town Council's staff who have "kept the town running" during recent difficult times.

85 **Minutes of the last meetings held on 28th April and 26th May**

The Minutes of the meetings held on 28th April and the Annual Meeting held on 26th May 2021 were approved and were signed by the Town Mayor.

86 **Declarations of Interest and Requests for Dispensations**

Councillor Jones declared in interest in item 12 on the agenda, Lower Room Alton Assembly Rooms (A31 Wellbeing) as she is currently the Chair of the Chawton Park Surgery Patient Participation Group (PPG) and also attend the A31 Primary Care Network meetings.

87 **Questions to the Council from Members of the Public**

Received in writing from District Councillor Paula Langley in respect of the Kings Pond Tree Report May 2020

1. Does the Open Spaces Committee have delegated authority to sanction works on this kind of report or does it go to Full Council?
2. When was this May 2020 report put before council to action? Did it need to be or were some other powers used to action the decisions? I can't see it on the agendas but maybe I am missing it.
3. What were the original report recommendations for the trees that limbs fell from recently and have now been identified as needing felling? It's impossible for me to tell this without the tree numbers. There isn't an area marked A, B and C on the report map but looking at the map included in the June 2021 agenda with hand drawn red patches on, these don't seem to be in the area of the new path which is opposite. Unless I am reading the map wrong?
4. I can't see what trees have had the recommended work carried out on them and which ones remain to be done. Nor can the public which is causing concern. Can these be highlighted?
5. Are ATC concerned about any more untreated trees outlined in the report as we have storms predicted?

Councillor Suzie Burns responded to each question as follows: -

1. Neither, it is delegated to officers as per the non-financial risk assessment (health and safety) which is approved by council each year.
2. The identified trees one of which was 1652 on the plan (I can get the other specific tree number should you require) that dropped limbs were both identified as moderate risk at the time. 1652 was graded as Fair condition at the time of the survey in May 2020.
3. The ABC areas to which you refer were part of a separate request from the Open Spaces Committee for tree removal from the water around the island area so are different trees to those that dropped limbs.
4. The current information to hand is a spreadsheet that is constantly being updated by our officers as an ongoing part of the maintenance schedule and as such would not be something in the public domain as it is a working document. The officer who works on these is currently on leave but I can provide the sheet for King's Pond upon her return.
5. No, we are quite happy that the measures we currently have in place are sufficient.

88 **Updated Covid-19 Risk Assessment for Town Hall and Council Staff**

Members received the updated Covid-19 Risk Assessment for the Town Council which had been reviewed in line with the current 4-step easing of lockdown and expiry of the legislation to permit the use of virtual technology for council meetings (up to 6th May 2021). The Town Clerk clarified that all councillors would be requested to undertake self-testing prior to attending the Town Hall for meetings (staff are already doing so) and that NHS Track and Trace protocols are already in place. Members requested that as the risk assessment has undergone four reviews that this is encapsulated and archived and the risk assessment comments start afresh at the next review.

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

RESOLVED

To approve the updated Covid-19 Risk Assessment without amendment

All councillors voted in favour

89 **Climate Change Retrofitting Project**

Members had been invited to attend a pre-meeting briefing on the retrofitting project and a copy of the presentation slides had been included in Member's bundles.

On the proposal of Councillor Graham Hill, seconded by Councillor Ginny Boxall it was:

RESOLVED 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) The deferral of 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.

All councillors voted in favour

90 **Community Facility Brewery Site – CIL Release, Lease Nominations and Clerk of Works Appointment**

Members received a detailed report from the Town Clerk on the Community Facility Brewery site as included in Members bundles.

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

RESOLVED to approve:

- (i) The content of the Project plan as presented
- (ii) Ratify the request to EHDC that ATC be the nominated representative for the 999-year lease of the community hub.
- (iii) Ratify the approval of Studio Four as the Project Managers/Clerk of Works.
- (iv) Approve the use of Neighbourhood portion 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 and Building Regulations Fees and contingencies.

All councillors voted in favour

91 **Fencing at the Public Gardens – for Ratification**

Following the last Open Spaces Meeting on the 9th June, Members were requested to ratify the decision of the committee in appointing Martin Cashmore to undertake the fencing replacement works at the Public Gardens at a cost of £12,270 ex VAT.

On the proposal of Councillor Pam Jones, seconded by Councillor Ginny Boxall it was

RESOLVED

To ratify the decision made by the Open Spaces Committee to approve Martin Cashmore to replace 85m of existing railings at a cost of £12,270 ex VAT in green

All councillors voted in favour

92 **Holybourne Play Area**

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

RESOLVED to the appointment of company A to undertake the works at a cost of £30,078.75 and the use of CIL funds held by Alton Town Council to pay for the works.

All councillors voted in favour

93 **Lower Room Alton Assembly Rooms**

The Town Clerk had met with representatives of the A31 Group of Practices with a view to a potential licence to occupy the lower room 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 report was included within Members bundles.

Members discussed that there would need be a charge to cover utilities and cleaning each month and given that there is an element of office space use as well as community use of the facility as a public health and wellbeing hub, a level of hiring charge is requested (subject to negotiation)

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

RESOLVED to approve:

The use of the Lower Room at the Assembly Rooms on a trial basis for a place-based health and wellbeing hub for an agreed proposed charge between £500 and £600 per month inclusive of all utilities and cleaning.

Councillor Jones abstained. All other councillors voted in favour

94 **Riverside path at Flood Meadows**

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. The quote was revised to £22,450 and the contractor has confirmed that the licence application to the Environment Agency has now been approved so the work can be carried out this October/November 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.

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

RESOLVED to approve the appointment of Aquamaintain to undertake the Riverside path works at Flood Meadows in the sum of £22,450

All councillors voted in favour

95 **Updates for Information**

Councillors were provided with updates on The Kings Arms Youth Project - updated report by Lisa Hillan, together with an updated on the Alton and District Community Resilience Fund.

NOTED96 **Trees at Kings Pond**

Members were provided with details of the responses to the Invitation to Tender for tree works that are required to be undertaken along the embankment side of the pond following the identification of deteriorating

On the proposal of Councillor Pam Jones, seconded by Councillor Ginny Boxall it was

RESOLVED to approve Contractor A to undertake the extensive tree work at Kings Pond at a cost of £11,400

All councillors voted in favour

97 **Meeting/Streaming Equipment for Council Meetings**

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

RESOLVED

- (i) the purchase of an “owl” at a cost of £832.00 + VAT to enable the streaming of council meetings with immediate effect

and to **DEFER**

- (ii) 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.

All councillors voted in favour

98 **Statement of Accounts**

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

RESOLVED to approve:

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

All councillors voted in favour

99 **To receive a report from the County/District Council**

There was no report available from the County Councillor due to ill health, the Council wished him well. No report had been received from a District Council representative.

100 **To receive the Minutes from the following Committees:**

Policy & Resources Committee of 21st July 2021

Open Spaces Committee of 9th June 2021

Community Committee of 2nd June 2021

Planning & Transport Committee of 19th May, 16th June, 14th July & 11th August

Members received the Minutes of the meetings which were noted.

NOTED

The meeting finished at 8:10pm.