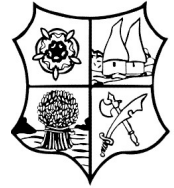


ALTON Town Council



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

Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

26th January 2023

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 1st February 2023 at 7.00pm** at the Town Hall, Market Square Alton GU34 1HD when the under mentioned business will be transacted.

Yours faithfully

LConey

Leah Coney
Town Clerk

To: All Town Councillors

Councillor Matthew Bayliss
Councillor Ginny Boxall
Councillor Suzie Burns
Councillor Sharon Cullen
Councillor Paul Crossley
Councillor Graham Hill
Councillor Lewis Jones
Councillor Pam Jones
Councillor Annie Lancaster
Councillor Richard Platt
Councillor Graham Titterington

ALTON TOWN COUNCIL – WEDNESDAY 1st FEBRUARY 2023
TOWN HALL, MARKET SQUARE, ALTON - AGENDA

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Leader's announcements
- 4 Minutes of the last meeting held on the 9th November 2022 and the Extra-ordinary Meeting held on 18th January 2023
- 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 Co-option to the Town Council
- 8 Alton Neighbourhood Plan
- 9 Anstey Park Pump Track Flood lighting
- 10 Community Grants 2023/24 and Neighbourhood CIL funding for ratification
- 11 Revised Budget for 2022/2023 and Budget and Precept 2023/2024 for ratification
- 12 Non-Financial Risk Assessments for approval
- 13 De-politicising the Town Council
- 14 Updates for information
 - i) Youth Project - updated report by Dom Clarke
 - ii) Alton & District Community Resilience Fund
- 15 Statement of Accounts to 31st December 2022 and Asset Register
- 16 To receive a report from and ask questions of the County Council and District Council representatives
- 17 To receive the minutes from the following Committees: -
Planning & Transport – 30th November

CONFIDENTIAL

- 18 Community Building (CALA site) update report

**ALTON TOWN COUNCIL
FULL COUNCIL – 1st FEBRUARY 2023**

REPORTS BY THE TOWN CLERK

ITEM 7 CO-OPTION TO THE COUNCIL

FOR DECISION

Following the resignation of Councillors Lawrence (Ashdell) and Durley (Amery) in December, details the co-option vacancy notices were published locally with a deadline of the 23rd January for nominees.

Six residents came forward and were invited to submit letters of introduction and/or CVs. These were supplied for four of the candidates and were circulated to Members. Two candidates, John Quincey (Ashdell) and Andrew Kuttner (Amery) subsequently withdrew on the 24th January and a further candidate, Steve Coatsworth withdrew on the 25th January.

The candidates therefore are:

Annette Eyre (Amery)

Paul Turner (Amery)

Jonathan Waugh (Ashdell)

Councillors have been invited to an informal session to meet the candidates in the Council Chamber in advance of this meeting. It is hoped that this session will help Members in selecting the new councillors.

Co-option procedure at the meeting

Following confirmation from the Town Clerk as to the names of all the candidates and the wards they wish to represent, councillors present at the meeting must then decide if they wish to nominate any of the persons named at the meeting. Amery ward will be considered and voted upon first, followed by Ashdell Ward.

Only councillors present at the meeting may nominate, second or vote upon a person to fill the vacancy.

There is no obligation upon any councillor to nominate any of the applicants if they do not consider the person suitable for the office of councillor.

Each candidate must be nominated by a councillor, and provided the nomination is then seconded, that person can be voted upon.

Voting should be by a show of hands unless the council has adopted Standing Orders which allow another form of voting. The chairman of the meeting may exercise their casting vote in the event that there is an equality of votes.

Given there is only one vacancy for each ward, then:

- ☐ A councillor may only nominate or second one candidate
- ☐ The Chair puts the names of the those nominated into alphabetical and takes a vote by show of hands
- ☐ Councillors have only one vote each
- ☐ The first candidate to receive an absolute majority of those present and voting is declared elected

In the event of no single candidate receiving a majority on the first vote, the person with the lowest number of votes is eliminated, and voting takes place on the remainder, one vote per councillor. This continues until one person receives an absolute majority.

Successful candidates will be requested to sign to attend the next Full meeting of the council by which time they must have signed the Declaration of Acceptance of Office and read and understood the Code of Conduct adopted by the council.

The clerk will inform the District Authority Returning Officer of the name of the successful candidates

All new councillors must, within 28 days of election to office, register their interests with the District Council or Unitary Authority Monitoring Officer. Forms are usually supplied by the Monitoring Officer or by the clerk.

RECOMMENDATION: Following a vote, the process of which is detailed above, the Council is asked to resolve to approve the appointment of one candidate as a Town Councillor for Amery Ward and one candidate as a Town Councillor for Ashdell Ward.

ITEM 8 ALTON NEIGHBOURHOOD PLAN

FOR DECISION

In view of the current status of the emerging Local Plan, which is now looking to be adopted in 2025, the Planning and Transport Committee determined on the 30th November, to approve in principle the commencement of a review of the Alton Neighbourhood Plan (scope and scale to be determined by Full Council)

The last modification of the Alton Neighbourhood Plan (ANP) was undertaken in 2021 which currently affords Alton the protection of a 3-year land supply for the Town rather than the 5-year land supply which exists across the rest of the district. Alton is the only town/parish within the EHDC Local Planning Authority boundary to have a current (less than 2 years old) NP and therefore is afforded greater protection than elsewhere in the district in respect of speculative applications.

The current Alton Neighbourhood Plan expires in 2028 and currently, the protection afforded against speculative development is due to expire in November 2023 (subject to the outcomes of the current review of the National Planning Policy Framework)

Scope

An inception workshop session was held on the 18th January with the Council's consultants O'Neill Homer, Jenny Wood and Adam Harvey from EHDC, Alton Neighbourhood Plan Steering Group Members Mike Heelis and David Allan and the Town Clerk. Notes from this meeting have been circulated to Members in their supplementary bundles.

Given the potential that the two-year protection offered to Alton by the currently modified ANP, may, under the proposed changes to the NPPF, be extended to five years, but on the basis that it was unlikely to be able to deliver a similar "quick" modification just in respect of site allocations given the lack of brownfield sites within the SPB still available, this option was effectively taken off the table. Therefore, a full review was the preferred option. Given that the current ANP expires in 2028 and the emerging Local Plan has already taken over 4 years, this provided a further rationale for commencing with a full review. Given the uncertainty in the national planning picture with the current proposed changes to the planning system and with further changes proposed for later in 2023, the review will need to build in sufficient time to respond to the changing landscape whilst still pushing on with elements such as design coding, reviewing existing policies and considering new inclusions.

Whilst the level of technical support from EHDC is unable to be confirmed currently due to the uncertainties previously noted, the inception meeting reconfirmed the wish of all to work together to ensure an overall development plan which is fit for purpose as well as being both aspirational and deliverable, sharing information and including EHDC officers at key points through the works programme. With the updating and creation of a number of EHDC supporting documents and studies for the emerging Local Plan, all of

this information will be made available to the ANP which will provide a current and detailed evidence base for many of the policies, which will save considerable time and resourcing.

Timescales:

The current thinking is that a full review commencing in February 2023 will follow a similar timetable to the emerging Local Plan with submission to examination in 2024, with referendum to follow 2024/2025 but the timetable will need to be agile to allow earlier or later submission depending upon the status of the EHDC plan. This means the plan will need to be potentially reactive to the Local Plan but also potentially proactive, as any further delays to the emerging Local Plan may mean seeking to push ahead with adoption in advance in order to avoid the potential for further policy vacuum. This will be kept under continuous review as the programme develops.

An indicative timetable up to submission of the fully modified Neighbourhood Plan (Post Regulation 14) to EHDC is included in Members bundles, prepared by the Council's consultants. The remaining timetable through 2024 beyond the Reg 14 stage is not currently included as this timetable may be adjusted given the comments above.

Financial and Technical Support:

It is proposed to retain the services of the consultants used by the Town Council and the Steering Group in the last review of the Alton Neighbourhood Plan in 2021. A Full Review, including consultants, administrative support as well as technical support packages, will likely cost around £45,000. Locality funding is currently still available up to £18,000 including technical support packages (confirmation is awaited that the funding will extend into the next financial year) and an application has been made for Neighbourhood CIL for up to £25,000 which will only be drawn down on an as needed basis. The cost of administrative support/officer hours would need to be met by ATC. An indicative quotation from the consultants is included in Members bundles.

The Town Clerk and the Planning and Transport Committee Chair would like to record thanks to Mr Mike Heelis MBE and Mr David Allan MBE, both community members of the Neighbourhood Plan Steering Group, for their support and continued commitment to Neighbourhood Planning in Alton.

RECOMMENDATION: Members are requested to approve:

- 1) Commencement of a full review of the Alton Neighbourhood Plan
- 2) Re-appointment of the Alton Neighbourhood Plan Steering group to undertake the review, with regular reporting back to Full Council, with the submission of the resulting draft plan to follow at the appropriate time for approval.
- 3) Re-appointment of the Council's consultants O'Neill Homer to provide full support to the Alton Neighbourhood Plan Steering Group in the preparation of the revised Alton Neighbourhood Plan.

ITEM 9 ANSTEY PARK PUMP TRACK FLOODLIGHTING

FOR DECISION

At the Full Council meeting on the 27th July 2022, Members resolved to approve:

“In principle “ a solar flood lighting scheme to be developed for the site as a second phase of works, subject to available funding and design”.

Funding was secured for the lighting up to £34,950 last summer and three quotations were obtained for the flood lights and all were within budget. These will need to be updated now that the Pump Track is in place with those quoting undertaking a site visit in order to update their pricing and to reassess the height of lighting required (the previous quotes were all for lights under 4m high which are permitted development; if above this is required a planning application will need to be submitted.)

In order to bring updated quotes back to Full Council for decision next month so that works are able to be completed within the required 12 months of the approval of grant funding, Members are asked to resolve to confirm the need for the floodlighting now that the Pump Track is in place and to direct the Town Clerk to update the tender responses.

The photograph below shows the light from the surrounding flood lights from the Pump Track.



RECOMMENDATION: Members are requested to approve the installation of solar flood lighting for the Anstey Park Pump Track, subject to revised details of suppliers and costs being submitted to the next Full Council meeting for determination.

ITEM 10 – COMMUNITY GRANTS 2023/24 & CIL FUNDING

FOR DECISION

At the Policy and Resources Committee Meeting on the 25th January 2023 Members approved the Community Grants for 2023/24 together with the Neighbourhood CIL funding applications received in the current round of funding, with the exception of the application from ACAN which has been deferred to the next Full Council meeting whilst further information is sought. In accordance with Financial Regulations, all grants of £10,000 or over must be ratified by Full Council, however the Committee have requested that all grants awarded be presented for ratification; they are as follows:

Community Grant applications:

Alton Community Association £8,000 (eight thousand pounds) payable in two tranches of £4,000 each

Homestart Hampshire (Alton) £4,000 (four thousand pounds)

Bushy Leaze £9,000 (nine thousand pounds) payable in two tranches of £4,500 each

All Saints Hard of Hearing £1,000 (one thousand pounds)

Dementia Friendly Alton £8,000 (eight thousand pounds) payable in two tranches of £4,000 each

Neighbourhood CIL applications:

Alton Community Centre £3,000 Replacement Boiler

Alton Town Council £25,000 Neighbourhood Plan

Dementia Friendly Alton £10,000 Flourishing Gardens Project.

RECOMMENDATION: Members are requested to ratify the grant awards detailed above.

ITEM 11 REVISED BUDGET 2022/23, BUDGET AND PRECEPT 2023/24 FOR DECISION

Members bundles for the Policy and Resources Committee on the 25th January contained the proposed budget and precept for 2023/24, drafted after the Budget Workshop meeting in December. Also included within the spreadsheet was the mid-year revised budget for 2022/23, a supplementary explanations sheet and a copy of the current balance sheet.

The mid-year budget reflects a number of adjustments between cost codes within the approved budget which are required to accurately reflect the likely actuals for each cost code for the remainder of the year and to assist with for future budgeting (in accordance with Financial Regulation 4.2)

Following approval by Policy and Resources Committee the proposed budget and precept is hereby presented for approval. The proposed budget for 2023/24 represents an increase of 2.5% on a Band D. This equates to £110.28 per household (or £2.12 per week) an increase of £2.69 per annum or 5.1p per week.

This equates to an overall precept request of £826,978.69

RECOMMENDATION: Members are requested to:

- (i) Approve the budget and precept request for 2023/24.
- (ii) Approve the revised budget for 2022/23 to enable the appropriate virements to be actioned.

ITEM 12 NON-FINANCIAL RISK ASSESSMENTS FOR DECISION

In advance of the meeting Councillors Suzie Burns and Graham Hill met on the 25th January in the Council Chamber to undertake a physical review of the full version of the non-financial risk assessments as listed:

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.

Both councillors are able to confirm their assessment of the documentation in order to enable approval to be considered by Members alongside the summary document included for information.

The full suite of documents will be available in the Council Chamber in advance of the meeting for any Members wishing to review.

RECOMMENDATION: Members are requested approve the non-financial risk assessment as tabled.

ITEM 13 DE-POLITICISING THE TOWN COUNCIL

FOR DECISION

Following the Full Council meeting on the 9th November a Task and Finish Group was set up to consider the resolutions agreed. The group met in December and again in January and as a result have put forward a number of resolutions for Members to consider. To assist with this item, enclosed in Members bundles are copies of the meeting notes from the two task group sessions held. Please note the meeting notes of the January session also include all of the annexes referred to below, with the exception of the draft standing orders which are contained in a separate document.

RECOMMENDATION: Members are requested to consider the following recommendations of the Task and Finish Group:

- 1. The Council will become de-politicised with immediate effect.**
- 2. The current Standing Orders of the Council will be replaced immediately with the apolitical Standing Orders in Annex 4.**

For noting only:

- The apolitical Standing Orders do not include the roles of Leader of the Council, Deputy Leader of the Council or the Leader of the Opposition and therefore approval of the apolitical Standing Orders will mean that those roles will immediately cease to exist.*
 - In accordance with the apolitical Standing Orders, the appointments of Town Mayor and Deputy Town Mayor will continue.*
 - In accordance with the apolitical Standing Orders, at the next Annual Meeting of the Council, the Council will appoint "Champions" for particular areas.*
- 3. The Council will remove political affiliations and political references from the Council website and all future Council internal and external publications. This will not apply to declarations of Members interests.**
 - 4. The Council will take the steps set out in Annex 3.**
 - 5. The Council will release the external statement set out in Annex 5.**
 - 6. The Council's Policy and Resources, Community and Open Spaces Committees are dissolved with immediate effect and replaced by a monthly (except August and December) Full Council meeting. The Staffing Sub-Committee will be retained.**
 - 7. From May, Members will be appointed as Champions/ Deputy Champions of one or more areas, with the responsibility to lead on items in their respective Champion areas.**
 - 8. Planning Committee - from May:**
 - all Members will receive planning training**
 - the Planning Committee will comprise at least 10 councillors**
 - the Planning Committee will be led by the Planning Champion (or the Deputy Planning Champion)**
 - the Planning Committee will meet monthly (2 weeks before Full Council)**
 - 9. With immediate effect, meetings of the Full Council will only include items for decision; items for information only will not be included.**

ITEM 14 – UPDATES

FOR INFORMATION

i) **Youth Project** - Report by Dom Clarke. This will be forwarded to Councillors once received.

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

The fund has now closed having supported 141 families since the launch of the fund back in July 2020. The remaining funds of £1,140 were used to purchase £20 Sainsbury gift cards which were distributed to Citizen's Advice and Foodbank prior to Christmas.

Some of the charities who supported the Fund and sat on the Panel have decided to continue the work done by the Resilience Fund and are in the process of setting up a new project. The Town Council plan to celebrate the work done by the Fund in the Altonian but are waiting for details of the new fund to be available to publicise alongside it.

There has been just one application sent to the Town Hall for a new Ukrainian family; Alton Lions are likely to meet this need.

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

ITEM 15 STATEMENT OF ACCOUNTS TO 31ST DECEMBER 2022 AND ASSET REGISTER

FOR DECISION

Members are requested to ratify the financial papers approved by Policy and Resources Committee (items 1 – 4) on the 25th January to which Members are requested to refer. In addition, included in Members bundles, is the updated Asset Register (item 5) for approval.

1. Balance Sheet as at 31st December 2022

The balance sheet is presented for sign off by the Chairman of the Council

2. Income & Expenditure

Attached is the Income and Expenditure Report for the third quarter of 2022/23 financial year; this illustrates the Operating Income and Expenditure for the council to 31st December against the budget set by the Council.

3. Bank Reconciliation Statement as at 31st December 2022

The Bank Reconciliation Statements are as presented with a closing balance of £410,066.92 (Unity), £959,873.60 (CCLA) and £113.92 (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.

4. Payments over £500

The attached report includes all payments over £500, issued between 1st October 2022 and 31st December 2022 in respect of invoices and grant cheques.

5. Asset Register

The updated Asset Register as at 1st February 2023 is enclosed in Members Supplementary Papers.

RECOMMENDATION: Members are requested to approve:

- 1) The Income and Expenditure account to 31st December 2022
- 2) The balance sheet dated 31st December 2022
- 3) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 4) The Payments over £500 covering 1st October to 31st December 2022

5) The updated Asser Register dated 1st February 2023