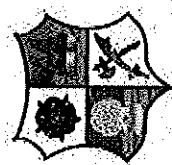


FULL COUNCIL

28TH APRIL 2021

**SUPPLEMENTARY
PAPERS**



ALTON
TOWN COUNCIL

WHAT IS A COVID-19 RISK ASSESSMENT?

A COVID-19 risk assessment is a logical step by step process looking at each individual place, service or activity and identifying who uses them and the risks to these people when they do. It is fundamentally no different in format from the risk assessment process that all councils are familiar with, but it focusses on the specific risks arising from the coronavirus pandemic. It allows the council to identify and put in place additional measures so that it can meet the COVID-19 criteria of social distancing, cleanliness and hygiene.

The key principles are:

1. Carry out a separate assessment for every facility/open space to ensure a consistency of approach. Even where you run the same service in a number of places (parks, toilets, footpaths etc) the risks will be different depending on the individual circumstances.
2. Do not use another council's assessment for your public facilities. You can research on line for suggestions of the sorts of risks which may be relevant, but your own documents must be specific to the council's own facilities.
3. Identify the different users who will access the facility including the public, staff, contractors and visitors; you may also need to think about different age groups. For example, the toilet cleaner will face different risks in undertaking the work, to those who use the toilets, therefore the risk assessment must look at the needs of everyone who has access to the facility.
4. The assessment must establish what actions could be taken to manage or mitigate the risk in order to ensure social distancing, cleanliness and hygiene.
5. If there are precautions and solutions these must be recorded on the assessment and then be checked regularly.
6. A record of each assessment must be kept together with the rationale for the final decision, review points for the future, inspection timetable and naming responsible individuals in each case.

WHAT STANDARDS SHOULD WE USE?

The government has published a suite of guidance papers for working safely in different sectors or types of work. Each guide lists the considerations and the measures which would need to be put in place for access to be deemed safe and the key issues which need to be considered. It is worth becoming familiar with the contents of the guides relevant to your councils' activities and checking them when they are updated.

UNDERTAKING A COVID-19 RISK ASSESSMENT

The Health and Safety Executive (HSE) has prepared guidance and templates to help explain risk assessment for COVID-19 and this is used in the preparation of this document which has been adapted from the BHIB template issued by the National Association of Local Councils (NALC). This risk assessment provides:

1. A guide on how to protect people from COVID-19 in the Alton Town Council workplace. This includes taking measures to work at home where possible, maintaining social distancing, cleaning and hygiene as well as returning to face-to-face council and committee meetings.
2. Guidance on engaging with staff as part of risk management. When assessing risks to staff and contractors, you will need to involve everyone in the steps you are taking to manage the risk of coronavirus.

HOW TO ASSESS RISK

The government guidance on working safely, read in conjunction with the HSE Guide to Working Safely during COVID-19, will help you to identify the risks to Alton Town Council and what steps may be possible to allow for safe distancing, cleanliness and hygiene.

For each identified setting, you should:

- Identify the hazards
- Identify who may be at risk
- Record what you have already done to manage the risk
- Identify what further actions you can take

The appendix to this guide provides a risk assessment for local councils produced from the BHIB template. ATC officers have completed and amended this specifically for the Town Hall and its staff and the Grounds Team out on site across various locations.

MEASURES TO REDUCE AND MANAGE RISK

The risk assessment is just the first step in what should be a continuous process of risk management. It is never possible to fully remove all risk, but the risk assessment should identify ongoing actions to reduce and manage risks.

The HSE has also guidance on working safely which explains what actions can be taken to manage risk. Plus, the government's five steps to working safely has a number of clear practical steps any organisation can take.

Having completed the risk assessment you can now consider whether it is safe to open the facility.

RECORD KEEPING

It is good practice to ensure that good records are kept with each risk assessment as these may be needed at a future date. The record should include:

- The location of the risk assessment
- The date that the assessment was carried out and any subsequent review/inspection dates
- Who might be harmed
- What further steps could be taken to control the risk
- Who needs to carry out the action and by when

- Confirmation of the date that the actions were implemented
- Records of inspections and monitoring, with any actions required/taken
- How these were publicised
- How these decisions were communicated to staff

PUBLICISING COUNCIL DECISIONS

As the restrictions are eased, there will be wide variation in the way in which public facilities and public spaces reopen. It is important that the council communicates the reasons for keeping some places closed or the basis on which they are partially or fully reopened.

PUBLIC INFORMATION

The government has recommended that organisations with less than 50 workers may wish to publish this risk assessment. This helps give people using your facilities the peace of mind that risks to their health and safety have been managed appropriately.

The council should publish the risk assessment on its website together with a summary/decision notice which includes:

- The measures put in place to allow a site to fully or partially reopen
- The reasons why the site cannot reopen
- The timetable for reviewing any decision
- A contact number for questions or reporting any issues with the site

STAFF AND CONTRACTORS

Staff and contractors may be fearful of returning to work especially if they are in a vulnerable category or caring for someone in a vulnerable category.

Employers should be prepared to support staff as they return to work and provide additional equipment, PPE and training as required.

The risk assessment process must take place in consultation with workers or trade unions. The results should then be shared with them as part of a dialogue about changes to their working practices and conditions. The council has a duty of care to protect its staff and employees must feel confident that their needs have been addressed as part of the risk assessment.

Councils should keep a record of these discussions and ensure that it has responded to requests from staff

CORONAVIRUS (COVID-19) - COUNCIL RECOVERY/REOPENING HEALTH, SAFETY & FIRE CHECK-LIST/RISK ASSESSMENT

ALTON TOWN COUNCIL COVID-19 RISK ASSESSMENT		Date	1 st Revision	2 nd Revision	3 rd Revision
		29 th June 2020	29 th September 2020	28 th January 2021	21 st April 2021

It is likely that many of the COVID-19 controls put in place during the crisis will remain in place for some time, or only be partially lifted i.e. social distancing requirement etc.

This pandemic has had an impact on organisations in many different ways, meaning that working assumptions made prior to COVID-19 are no longer true. Lessons need to be learned and councils will need to adapt and change their operating procedures, policies, and practices. This may include regular days working from home, increased use of virtual meeting technology and reduced number of off-site meetings.

This Checklist aims to list some of the issues that Alton Town Council need to consider prior to reopening.

Follow these links for an up-to-date summary of the [UK Government](#) advice. It includes information around social distancing, hygiene, cleanliness, staff sickness advice and staying at home.

Information is changing rapidly, please continue to monitor Government websites on a regular basis for latest guidance.

Preparing to reopen after prolonged shutdown:

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions/Completion Date (e)
1	Authority to reopen	Have you checked the <u>UK Government website</u> to ensure your office can reopen?	✓	Town Halls is permitted to open, however, due to the current prevailing conditions, staff only are working in the building. It remains closed to the public unless by prior appointment and is likely to remain so until the end of 2020 at the earliest. <i>Update Jan 2021 – Town Hall is currently closed during the current lockdown and is expected to remain so until at least the end of March 2021</i> <i>Update April 2021 – the Town Hall is closed to the public until 17th May when it will reopen. First Council meeting in the chamber 19th May (Planning).</i>
2	Sector-specific advice	Have you checked the UK Government Sector specific advice for local authorities? https://www.gov.uk/guidance/coronavirus-covid-19-guidance-for-local-government	✓	Last reviewed 29 th September 2020 Last reviewed 26 th January 2021 Last reviewed 21 st April 2021
3	Insurance	Have you checked with your insurance brokers that your insurance is still in place with your insurance company and no payments have been missed?	✓	Annual premium paid in full 1 st April 2020 and insurance still in place. Last reviewed 26 th January 2021 Last reviewed 21 st April 2021
4	Personnel & staffing	Have you considered your staffing requirements for the next period? For instance, will this result in a phased return to work and could this result in rotation of staff on furlough?	✓	Grounds Staff working normal hours with strict adherence to PPE and guidance. No vehicle/machinery sharing. All equipment to be disinfected before and after use. Office staff working normal hours remotely with access to Town Hall only where absolutely necessary required until 17 th May when hybrid office/home working will be

			implemented going forward. To keep employees safe, we continue to: - reduce the number of people on site at any one time - make sure on-site employees can spot symptoms - tell workers with symptoms to quarantine immediately - explain new procedure and provide training where necessary		Yes, regular communications between all staff to insure inclusive approach to recovery phase. January 2021 – weekly Town Hall team meetings via zoom April 2021 – weekly Town Hall zoom meetings will continue until 17th May Town Council meetings resume in the chamber on 19th May with Zoom access for public participation for the first month to reduce numbers in the chamber.
Preparing to reopen after prolonged shutdown:					
No.	Activity	Recommendations	Checked	Actions/Completion Date	
(a)	(b)	(c)	(d)	(e)	
		Have you considered whether there are any temporary or permanent changes to the way your council operates once it reopens that could result in: - a reduced requirement for staff in some areas that could result in redundancies - an increased requirement for staff in some areas - changes to responsibilities / roles - changes to your operating hours and / or locations of work	✓	One member of staff has left and at the current time will not be replaced this year due to financial impact of covid. April 2021 – one member of grounds staff has resigned and at this time will be replaced with contractors as required until such time as recruitment undertaken Grounds still undertaking weekend working but only for litter as no sports pitches in use by clubs. April 2021 sports pitches all in use as of 29th March Town Hall will remain closed to the public until 17th May but open for receipt of post,	

				deliveries and essential work only. NHS Track and Trace system in place. Changes to staff responsibilities has primarily seen greater focus on community facing projects. Town Hall staff adhering to work from home directive unless attendance at office necessary to complete tasks including liaison with senior grounds team. <i>Staff to return on rotation hybrid office/home working basis from 17th May</i>
4	Personnel & staffing (continued)	Have you considered that some clerks, councillors or volunteers may now have restrictions such as self-isolating due to family members, childcare responsibilities etc. i.e. flexible working?	✓	Yes, we have taken a flexible approach to hours of works and times of meetings. Meetings remain at 7pm, but has not had an adverse impact on those councillors and officers working at home with childcare responsibilities and those sharing home office workspace.
		Have you considered if any of your clerks, councillors or volunteers with vulnerabilities i.e. underlying health conditions, existing medical conditions, reduced immunity, pregnancy etc. are able to work?	✓	All councillors are to continue to remotely access meetings until further notice, likely to at least the end of 2020, possibly Spring 2021 <i>Update Jan 2021 – remote meetings to continue until current expiry of legislation to permit this (6th May 2021)</i> <i>Update Apr 2021- remote meetings legislation expires 6th May.</i>
		Have you considered social distancing requirements and any mitigating actions to reduce the risk of transmission between staff? <i>Updated January 2021 to include volunteers</i>	✓	Staff working from home unless absolutely necessary until 17th May. Social distancing rules adhered to where practical otherwise PPE issued. Officers encouraged to use non face to face meeting strategies but where site visit is absolutely essential PPE to be worn and social distancing rules to be applied. <i>Updated January 2021- Where site visits are absolutely essential to the continued running of the council and carried out by volunteers</i>

			they will be required to adhere to the same social distancing and PPE requirements as staff members. Update April 2021 – Site meetings/ visits to adhere to the rule of 6 as per step 2 guidance.
	Have you considered increasing the frequency of cleaning procedures and how you will do this? Set up Safe Working Procedures for cleaning activities. Clean regularly and at the beginning and end of shifts. Some considerations: (Not an exhaustive list) • Desk surfaces, Telephones • Computer keyboards and mouse/mouse pad • Photocopier controls, Printers • Chairs/arms • Door and window handles • Light switches • Franking machine • Credit card swipe/Contactless swipe areas • Pallet truck handles/controls • Parcel tape guns and Shared hand tools • Machinery operating handles/controls etc. • Any touch surfaces!	✓	Office contract cleaning remains in place. No entry to office for staff between close of business on Friday and 9am Monday to minimise risk of covid transmission of via contact with surfaces. Cleaner to attend early Monday morning. Shared surfaced to be cleared each time after use, including fridges, kettles and microwaves. All machinery and vehicles to be disinfected before and after use. Vehicle use to remain single occupancy until government advice changes.
	Have you considered additional hand washing stations or facilities, providing soap, water and/or hand sanitisers?	✓	Paper towel dispensers installed for conveniences, hand sanitizer to be used upon entry to the building and at reception desk. All individual desks to have sanitiser. No sharing of mugs or kitchen equipment. No use of phone stations other than allocated.

Preparing to reopen after prolonged shutdown:

No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)

		Have you considered if you can provide suitable welfare facilities for your council staff i.e. consider peripatetic workers?	✓	Grounds team have three sites available for welfare and rest areas, so no more than 3 (socially distanced) in any one location at any one time.
		Have you considered limiting staff congregations at break times i.e. staggered breaks, staff catering etc.?	✓	Town Hall. Staff to stagger break times and temporarily no use of communal areas for lunch. (desk-based lunch or out of office)
		Have you considered how you will communicate to all council staff that they should wash their hands with soap & water for 20 seconds or more at the beginning or end of every break?	✓	Signs erected in appropriate locations. Individual hand towels and soap dispensers used (bar soaps removed)
4	Personnel & staffing (continued)	Have you considered reminding staff to only come to the office if they are well and no one in their household is self-isolating? Ensure that council staff are CLEAR on the rules regarding the symptoms of COVID 19 and self-isolation if required to.	✓	Weekly reminder issued verbally and signage erected in office.
		Do you have the required Personal Protective Equipment to continue with specific tasks?	✓	Face coverings supplied to all staff are needed; gloves supplied to be used as appropriate. Sanitizer issued to each work station and every vehicle and premises. <i>April 2021 – Town Hall maintains a supply of Covid testing kits for use by staff.</i>

Preparing to reopen after prolonged shutdown:

No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Operating procedures & policies All councils will have to change how they operate to some extent. You should review all of your policies, risk assessments and safe systems of work to make sure they are still relevant.	Has your council's operating model changed? Do you intend to operate differently now? For example: - Taking on more volunteers and creating specific 'COVID-19 Support Groups' to tackle the crisis - Adapting the way AGMs, decision making and large meetings are held	✓	Council meetings continuing to use virtual platforms until May 2021 <i>In-person meetings once permitted may require relocation to larger venue or use of virtual platforms for any attendees who are not required councillors or officers whilst social distancing measures remain in place</i>

Do they reflect your current practices?	• Home working is now a big part of your new operating rhythm		Staffing Sub Committee in August 2020 confirmed agreement that a hybrid home/office working routine is now to be accepted practice for officers in the longer term. <i>February 2021 – Staff contracts now updated to reflect flexible hybrid working practices after approval at Full council</i>
	COVID-19: have you considered COVID-19 specifically in your review of your operational policies & procedures? • Do you require a COVID-19 Policy? • Do you require a COVID-19 Risk Assessment?	✓	Yes, Covid-19 risk assessment approved by Council 29th July 2020, 28th October 2020 and 28th January currently reviewed every 2/3 months. Contractors and event organisers, hirers etc..are now required to provide documentary evidence of covid safe compliance alongside standard risk assessment and method statement New checklist provided by BHIB for restart of in person council meetings appended to this document
	Home working: Have you considered what your council needs to provide to ensure your staff can work effectively from home? <i>(HSE has advised it not necessary to carry out DSE work Risk Assessments for temporary work at home during the pandemic. However, it's likely that home working may become more common so it makes sense to consider longer term arrangements for home working).</i>	✓	Home Risk Assessments were carried out prior to lockdown by all staff home working and renewed in March 2021 This will be reviewed to ensure suitability for longer term application.

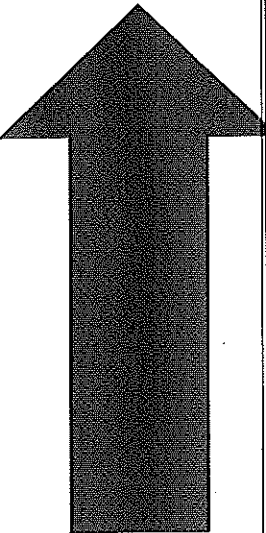
Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Operating procedures & policies (continued) All councils will have to change how they operate to some extent. You should review all of your current policies, risk assessments and safe systems of work to make sure they are still relevant. Do they reflect your current practices?	<u>Driving:</u> Have you considered if there are changes to drivers working hours, vehicle MOTs etc. you need to consider i.e. vehicles may be subject to social distancing restrictions & enhanced cleaning requirements? • Check and confirm all vehicle insurance cover is in place • Are vehicles currently road taxed? • Check vehicle MOTs are current and have not expired • Check relevant authorised employee drivers licences are still current	✓	Vehicle MOTs up to date No shared use of machinery and vehicles All machinery and vehicles to be sanitized before and after use. All staff completing vehicles logs to use their own pen/pencil, (not shared use) All insurances remain up to date and valid All vehicles taxed All licences remain current.

		<u>Travelling to work or sharing a vehicle at work:</u> Have you considered if your council staff fully understand the requirements? • Staff should consider alternatives such as walking, cycling and public transport; maintaining 2 metre social distancing. • If an essential journey must be made and there is no option but to share a vehicle with people who are not part of the same household then journeys should be shared with the same individuals and minimum number of people required. • Good ventilation (i.e. keeping windows open) and facing away from each other may help. • Private vehicles used by people from multiple households should be cleaned regularly.	✓	Staff advised to only use public transport if required for travel to and from work. Overall vehicle use reduced with home working Staff and volunteers advised no car sharing; if site meetings are required all attendees must make their own way separately. Staff to sit back-to-back or side to side unless 2m distance or physical barrier is in place. Staff to only use their own workstation, phone and materials. Minimise use of shared paper copies of documents.
Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
5	Operating procedures & policies (continued) You should review all of your council's policies, risk assessments and safe systems of work to make sure they are still relevant. Does it reflect your current practices? Have you considered COVID-19 specifically in your current practices?	<u>Welfare:</u> Have you considered if you can provide suitable welfare facilities for your council staff (consider peripatetic workers), volunteers, contractors, delivery persons etc.?	✓	All persons entering the building to use sanitizer upon entry and use QR code for Track and Trace. Contact surfaces disinfected. Delivery persons protected by screen at reception and requirement to use sanitizer on entry into the building. Where possible deliveries to be left with no signature requirement, on ground floor. 2m markers on the floor in main hall in the event of more than one person attending reception. In the council chamber seating arranged a 2m

				distance for meetings with contractors/ tenants / councillors for when regulations permit in person meetings.
			✓	Building currently remains closed to the public so reduced risk to any office staff loan working as front doors locked, on buzzer release as needed.
			✓	PPE to be worn at all times when manual handling requirement result in a lack of social distancing.
			✓	Look out for signs of stress and consider if any identified stress could be as a result of work pressure. If you are concerned about a member of council staff, encourage them to speak to their GP. If it is something that can be addressed due to work pressures, act accordingly.
Preparing to reopen after prolonged shutdown:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
6	Training	Have you considered any training certifications that may run out as the council may not be able to access requalification i.e. First Aid or other statutory training requirements?	✓	All qualifications up to date and not at risk of expiry. Academic training (such as planning, CiLCA etc..) being conducted remotely.

Hand Washing:

No. (a)	Activity (b)	Recommendations (c)	Checked (d)	Actions/Completion Date (e)
1	Hand washing	Ensure all council staff are regularly washing hands in line with government recommendations, you may find the attached information useful. https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing	✓	Staff advised to look at the following website. https://www.gov.uk/government/news/public-information-campaign-focuses-on-handwashing
2	Cash handling	Consider where possible using contactless card payments. <i>Contactless payment maximum has risen to £45.00.</i>	✓	No cash handling in office except petty cash tin, to be used only by Assistant Clerk or Administrator. Looking to install contactless credit card system at reception once re-open. Corporate card acquired to minimise cash handling for minor purchases previously from petty cash.
		Provide cash handlers with disposable gloves and sanitiser.	✓	provided
		Remind council staff to wash hands regularly.	✓	Reminders around the office and premises
		Gloves should be treated like your hands. Do not touch face, mouth, nose or eyes while wearing gloves, follow 'DON' and 'DOFF' protocols below and replace frequently.	✓	

Hand Washing:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
4	Smoking	Advise smokers to wash their hands thoroughly before and after smoking or handling cigarettes to prevent any cross-contamination from hand to mouth.	✓	
PREVENT THE SPREAD OF THE VIRUS: Promote frequent hand washing or use sanitiser. Display Government and NHS Guidelines on hand washing.  HOW TO DON GLOVES  1 Remove one glove from the package and inspect it to be sure no pinholes or tears are present.  2 If gloves are ambidextrous, they can be worn on either hand. If not, align the glove's fingers and thumb with the proper hand before donning.  3 Insert five fingers into the cuff and pull the cuff over the wrist.  4 Check for a secure fit around the fingers and palm. The cuff should fit snugly around the wrist. HOW TO DOFF GLOVES  5 Grasp the outside edge of the glove near the wrist.  6 Peel the glove away from the hand, turning it inside out. Hold it in the opposite gloved hand.  7 Slide an ungloved finger under the wrist of the remaining glove, being careful not to touch the outside of the glove.  8 Peel the remaining glove off from the inside, creating a "bag" containing both gloves. Discard.				
Health, Safety, Fire and Environmental Regulations have not been relaxed or revoked. Please ensure your council still continues to comply with all current regulations.				

Health, Safety & Fire Compliance:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Fire safety precautions	Check and review your activities to ensure they do not alter or affect the existing Fire Risk Assessment for the premises	✓	All fire alarms checked and tested under maintenance schedule to ensure they operate correctly and record tests All fire-fighting appliances checked in

				service date and records held Ensure all fire safety precautions are Ensure safe escape routes are maintained at all times
2	First-aid provisions	Ensure sufficient first-aid provisions and measures are maintained in accordance with any revised work activities Check and confirm all first aid trained individuals are still in-date Check all first aid equipment is in-date	✓ ✓ ✓	All first aid boxes in place All first aid qualifications in date All first aid equipment in date
3	Risk assessments	Ensure all risk assessments are thoroughly reviewed and amended where required if work practices have changed Fully review all work processes/activities and produce new risk assessments for any new activities if required	✓ ✓	All risk assessments reviewed by Councillor Cullen and Boxall January 2021
4	Health and safety training	Ensure council staff are suitably and sufficiently trained and authorised if they are required to undertake different tasks, new tasks, job roles, and machinery/equipment etc. Ensure all records of training are maintained.	✓	Finance and Administration Manager maintains training records which are up to date. Staff currently not undertaking roles different to previous in terms of health and safety; administrative changes only.
6	RIDDOR – Coronavirus – COVID 19	See the HSE website for full details, this can be found at: https://www.hse.gov.uk/news/riddor-reporting-coronavirus.htm	✓	
<i>The Health and Safety Executive (HSE) has recognised the potential challenges when carrying out legal requirements for thorough examination and testing (TE&T) of plant and equipment as a result of additional precautions people need to take to help reduce risk of transmission of coronavirus (COVID-19). The HSE have issued the following advice to help dutyholders.</i>				

Display Screen Equipment:				
No.	Activity	Recommendations	Checked	Actions/Completion Date
(a)	(b)	(c)	(d)	(e)
1	Employees required to use Display Screen Equipment (DSE) Employees using DSE when working from home	Encourage council staff to have a break for at least 5 minutes every hour Get up from the desk and move about frequently, avoid awkward postures Avoid eye fatigue by changing focus and blinking	✓	All staff complete a DSE assessment,



Holding 'COVID-safe' Council meetings – Checklist

- ☐ Ensure hand sanitiser is available within the meeting room.
- ☐ Increase the frequency of hand washing and surface cleaning.
- ☐ Make sure the meeting room is well ventilated.
- ☐ Keep the meeting time as short as possible.
- ☐ Meetings should only be attended by participants who are absolutely necessary.
- ☐ Use screens or barriers to separate participants from each other.
- ☐ Avoid transmission during meetings for example avoiding sharing pens, documents and other objects.
- ☐ Adapt back-to-back or side-by-side seating (rather than face-to-face) wherever possible.
- ☐ Optional use of face shields and other PPE (personal protective equipment).
- ☐ Use floor, wall and table signage to help people maintain social distancing in meeting rooms.

Notes: Social distancing guidelines apply to all parts of your council building, not just the ones where council members are meeting. This includes entrances and exits, board rooms, corridors, lifts etc.

This advice checklist is intended as guidance only and is not likely to cover all scenarios. All councils should consider their own unique circumstances when planning face-to-face meetings. For more advice, visit: <https://www.gov.uk/guidance/working-safely-during-coronavirus-2020> for advice and contact centres.

ALTON NEIGHBOURHOOD DEVELOPMENT PLAN

Consultation Statement – April 2021

1. Introduction

This consultation statement has been prepared to fulfil the legal obligations of the Neighbourhood Planning Regulations 2012 (as amended) in respect of the Alton Neighbourhood Plan (ANP). The legal basis of this Statement is provided by Section 15 (2) of part 5 of the 2012 Neighbourhood Planning Regulations, which requires that a consultation statement should: -

- i. Contain details of the persons and bodies who were consulted about the proposed Neighbourhood Development Plan as proposed to be modified.
- ii. Explain how they were consulted
- iii. Summarise the main issues and concerns raised by the persons consulted
- iv. Describe how those issues and concerns have been considered and, where relevant, addressed in the proposed Neighbourhood Development Plan as proposed to be modified.

2. Dateline of Events

- 7th October 2020 and 21st October 2020. 2 x workshop sessions for councillors to consider review/modification to the Alton Neighbourhood Plan
- 28th October 2020. Alton Town Council formally resolves to undertake a modification of the existing neighbourhood Plan over the next 9 months, only reviewing the Housing Allocation policies contained within the plan and reconvening the Alton Neighbourhood Plan Steering Group to take this forward
- 26th November 2020. Initial meeting of the Alton Neighbourhood Plan Steering Group. Appointment of consultant.
- 11th December 2020. Steering Group Meeting
- 8th January 2021. Steering Group Meeting.
- 22nd January 2021. Steering Group Meeting.
- 5th February 2021. EHDC completes consultation on SEA and advises that none is needed.

10th February 2021. Extraordinary Council meeting of Alton Town Council to approve the Regulation 14 consultation documentation.

12th February 2021 Steering Group meeting to check through and sign off documentation uploaded to Alton Town Council website for Regulation 14 consultation. Town Clerk interviewed on Wey Valley Radio to explain the Council's decision to modify the Alton Neighbourhood Plan.

15th February 2021. Every household and business in Alton and the surrounding villages leafleted with description of the Regulation 14 Consultation and the rationale for the proposed modification to the Alton Neighbourhood Plan (Appendix 1) Notification sent to all Landowners and Statutory Consultees as per regulation and listed in Appendix 2

16th February 2021. Start of 6-week Reg 14 Consultation. Publication of Modification Proposal and Modification Statement together with the full list of site allocations considered displayed on the town council website and accompanying announcement on Town Council Facebook page. Paper copies of the documentation available via post through the Town Hall as covid restrictions preclude a face-to-face drop-in session. Article in the Alton Herald to launch the consultation.

1st March 2021. Further publicity on social media and through the Alton Society to stimulate further responses to the consultation.

5th March 2021. Steering Group Meeting to consider further publicity for the Regulation 14 consultation.

17th March 2021. Alton Annual Electors Meeting held with a presentation on the Alton Neighbourhood Plan proposed modification.

30th March 2021 – Reg 14 Consultation ends. The responses from Statutory Consultees, residents and interested parties are given in Appendix 3. Items highlighted in yellow were those considered to require further discussion. There were 1972 page views on the regulation 14 page of the website and 112 responses in total. 94.85% of respondents were in favour of the proposed modification to the Alton Neighbourhood Plan.

9th April 2021. Meeting of the Steering Group to review consultation responses and considered the responses highlighted in yellow in Appendix 3. The Group agreed That none of these responses affected the proposed modification to the plan and were either outside of the scope of the consultation or related to the planning process for the site allocations which was again beyond the scope of the consultation. These comments will either be considered in the more substantial review of the neighbourhood plan or taken forward in the day-to-day business of the Town Council. The group therefore approved to recommend to Alton Town Council that no amendments are proposed to the draft modification to the Neighbourhood Plan following the Regulation 14 consultation.

28th April 2021. Final version of the proposed modification to the Alton Neighbourhood Plan submitted to Full Council for approval.

30th April 2021. In accordance with the requirements of Regulation 15, the modified Alton Neighbourhood Plan is submitted to East Hampshire District Council.

Appendix 1 Alton Neighbourhood Plan Modification Regulation 14 Publicity.



ALTON NEIGHBOURHOOD PLAN CONSULTATION

Thank you for taking the time to read this leaflet, which has been produced by the Alton Neighbourhood Plan Steering Group.

The Alton Neighbourhood Plan was adopted in February 2016 and is now almost 5 years old.

Alton Town Council made a decision in October 2020 to update this plan to ensure it remains current and really important; ensures Alton remains protected from inappropriate speculative development.

To do this simply, the update to the plan (technically referred to as a "modification") is only concerned with looking at site allocations for housing. This means removing any site from the original plan where all the houses have now been built and replacing them with sites which are likely to be built.

This demonstrates to both planners and developers that our housing allocations are up to date and therefore enables us to robustly defend any inappropriate speculative development which comes forward.

The modification to the Alton Neighbourhood Plan is subject to public consultation (called a Regulation 14) and as such we are asking you for your comments on our proposal. The consultation has to be worded and carried out in a certain way in accordance with set regulations, but please don't be put off by the (quite) dry wording overleaf. Please do respond.

The consultation will run for the next 6 weeks and once everyone's comments have been received, we review the proposal, make any alterations and then submit a final version to East Hampshire District Council (EHDC) as they are the Local Planning Authority.

EHDC will then also carry out a further consultation and review before submitting our modified plan to an appointed external examiner for approval. At this stage it is anticipated that our modified plan will be approved this autumn.

Thank you again for taking the time to read this. The formal wording and details on how to respond are overleaf.

Alton Neighbourhood Plan Steering Group

15th February 2021

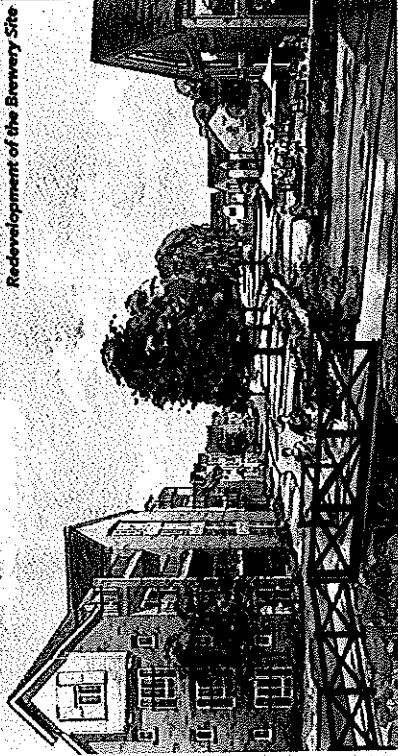
Craftsman's Farm



The Regulation 14 process states that the Town Council must publicise the following details of the consultation (in bold text is the Town Council response to each requirement).

- (i) details of the proposals for a neighbourhood development plan or modification proposal; To undertake a modification of the existing Alton Neighbourhood Plan, but only reviewing the Housing Allocation policies contained within the plan.
- (ii) details of where and when the proposals for a neighbourhood development plan or modification proposal may be inspected; The Modification Proposal can be found at www.alton.gov.uk by following the link from 16 February 2021. Paper copies can also be found at the Town Hall and the Library (please check opening times during Covid-19 restrictions). Alternatively, you can call the Town Hall on 01420 53986 providing your contact details and postal address and a copy will be sent to you via Royal Mail.
- (iii) details of how to make representations; you can respond to the consultation via the online survey link on our website at www.alton.gov.uk. Alternatively you can respond by e-mail to planning@alton.gov.uk. Please write the words "ANP modification Regulation 14 response" in the subject field. You can also respond by post, sending your comments to Alton Town Council, Town Hall, Market Square, Alton GU24 1HD. Again, please write "ANP modification Regulation 14 response" on the back of the envelope.
- (iv) the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised; and in relation to a modification proposal, a statement setting out whether or not the qualifying body considers that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion. The reasons that the qualifying body considers that the Modification Proposal does not change the nature of the plan can be found in the Modification Statement which is published alongside the Modification Proposal at www.alton.gov.uk and is also available by post or in the Town Hall. Representations on either the Statement or Proposal should be received by the closing date of Tuesday 30th March at 5pm.

Redevelopment of the Brewery Site



Appendix 2 Regulation 14 Statutory Consultees

As described in the Dateline above and detailed in the table below, all Statutory Consultees were contacted directly to invite them to respond to the Regulation 14 Consultation either through the on-line survey, e-mail or post. Similarly, all households and businesses were leafleted and announcements made on the Town Council Facebook page and website inviting responses as well as local radio and newspaper.

The Statutory Consultees were compiled in accordance with Schedule 1 The Neighbourhood Planning (General) Regulations 2012

Category	Consultation Body	Name	Comment
a	London Borough only	N/a	No response
b (i)	Local Planning Authority	Basingstoke & Deane Borough Council	No response
b (i)	Local Planning Authority	Basingstoke & Deane Borough Council	No response
b (i)	Local Planning Authority	Hart District Council	No response
b (i)	Local Planning Authority	Havant Borough Council	No response
			The SDNPA request that the Alton Neighbourhood Plan revision includes reference to the National Park, in particular considering appropriate mitigation to the impact of increased traffic on the rural road network in the National Park (received 9th April)
b (i)	Local Planning Authority	South Downs National Park Authority	Replied. No Comment
b (i)	Local Planning Authority	Waverley Borough Council	No response
b (i)	Local Planning Authority	Winchester City Council	No response
b (i)	Local Planning Authority	East Hampshire District Council	No response
b (i)	Local Planning Authority	East Hampshire District Council	No response
b (ii)	County Council	Hampshire County Council	No response
b (ii)	County Council	Hampshire County Council	No response
b (iii)	Local Parish Councils	Binsted PC	No response
b (iii)	Local Parish Councils	Greatham PC	No response

b (iii)	Local Parish Councils	Kingsley PC	No response
b (iii)	Local Parish Councils	Grayshott PC	No response
b (iii)	Local Parish Councils	Bentley PC	No response
b (iii)	Local Parish Councils	Lindford PC	No response
b (iii)	Local Parish Councils	Bentworth PC	No response
b (iii)	Local Parish Councils	East Tisted PC	No response
b (iii)	Local Parish Councils	Medstead PC	No response
b (iii)	Local Parish Councils	Four Marks PC	No response
b (iii)	Local Parish Councils	Chawton PC	No response
b (iii)	Local Parish Councils	Whitehill and Bordon PC	No response
b (iii)	Local Parish Councils	Farringdon PC	No response
b (iii)	Local Parish Councils	Medstead PC	No response
b (iii)	Local Parish Councils	Froyle PC	No response
b (iii)	Local Parish Councils	Beech PC	No response
b (iii)	Local Parish Councils	Worldham PC	Replied. In Support. Response number 20 to Q4 (Appendix 3)
b (iv)	Local Enterprise Partnerships	Enterprise M3 LEP	No response
b (iv)	Local Enterprise Partnerships	The Solent LEP	No response
c	The Coal Authority	The Coal Authority	No response
d	The Homes and Communities Agency	Homes England	No response
e	Natural England	Natural England	Response number 5 to Q4 (Appendix 3)
f	The Environment Agency	The Environment Agency	No response
f	The Environment Agency	The Environment Agency	No response
g	The Historic Buildings & Monuments Commission	Historic England	Response 22 to Q4. No substantive response. (Appendix 3)
g	The Historic Buildings & Monuments Commission	English Heritage	No response
h	Network Rail Infrastructure Ltd	Network Rail Infrastructure Ltd	No response
i	The Highways Agency	Highways England	No response

j	The Marine Management Organisation	The Marine Management Org	
k (i)	Anyone the Electronic Communication code applies to	BT	No response
k (ii)	Anyone who owns/controls electronic communications	Police and Crime Commissioner	No response
k (ii)	Anyone who owns/controls electronic communications	Hampshire Constabulary	No response
k (ii)	Anyone who owns/controls electronic communications	Hampshire Fire & Rescue	Response number 19 to Q4. Neutral. (Appendix 3)
l (i)	Primary Care Trust	Clinical Commissioning Group	No response
l (i)	Primary Care Trust	A31 Primary Care Network	No response
l (ii)	Licensed under Electricity Act	SSE	No response
l (iii)	Licensed Under Gas Act	SGN	No response
l (iv)	A sewage undertaker	Thames Water	Response number 7 to Q4 (Appendix 3)
l (v)	A water undertaker	South East Water	Response number 6 to Q4 (Appendix 3)
m	Voluntary Bodies (Arts)	Alton Art Society	No response
m	Voluntary Bodies (Arts)	Alton Community Choir	No response
m	Voluntary Bodies (Arts)	Alton Concert Orchestra	No response
m	Voluntary Bodies (Arts)	Friends of Alton Museums	No response
m	Voluntary Bodies (Arts)	Holybourne Theatre	No response
m	Voluntary Bodies (Arts)	Alton Operatic and Dramatic Society	No response
m	Voluntary Bodies (Arts)	Alton Community Choir	No response
m	Voluntary Bodies (Charity)	Alton Branch RNLI	No response
m	Voluntary Bodies (Charity)	Alton Charities Together	No response
m	Voluntary Bodies (Charity)	Alton Local Food Initiative	No response
m	Voluntary Bodies (Charity)	Alton Rotary Club	No response
m	Voluntary Bodies (Charity)	Alton Round Table	No response
m	Voluntary Bodies (Charity)	Home-Start Hampshire	No response
m	Voluntary Bodies (Charity)	East Hampshire Citizens Advice	No response
m	Voluntary Bodies (Charity)	Alton Lions	No response
m	Voluntary Bodies (Charity)	Royal British Legion	No response

m	Voluntary Bodies (Charity)	St John's Ambulance	No response
m	Voluntary Bodies (children)	2nd Alton Boys' Brigade	Replied. No Comment
m	Voluntary Bodies (children)	2nd Alton Girls' Brigade	No response
m	Voluntary Bodies (children)	3rd Alton Scouts	No response
m	Voluntary Bodies (children)	8th Alton Scouts	No response
m	Voluntary Bodies (children)	Air Training Corps (Alton)	No response
m	Voluntary Bodies (children)	Alton Brownie Leader	No response
m	Voluntary Bodies (children)	Rotherfield Scout District	No response
m	Voluntary Bodies (children)	Westbrook Guides	No response
m	Voluntary Bodies (Community)	Alton Town Twinning Association	No response
m	Voluntary Bodies (Community)	Amery Hill Residents Association	No response
m	Voluntary Bodies (Community)	Upper Anstey Lane & Old Odiham Road Residents Group	No response
m	Voluntary Bodies (Community)	Ackender Road RA	No response
m	Voluntary Bodies (Community)	Alton and District Residents Association	No response
m	Voluntary Bodies (Community)	The Alton Society	Referred to Built Environment Group and Membership to respond individually
m	Voluntary Bodies (Community)	Ashdell RA	No response
m	Voluntary Bodies (Community)	Barley Field Residents Association	No response
m	Voluntary Bodies (Community)	Church Triangle RA	No response
m	Voluntary Bodies (Community)	Eastbrooke & Wooteys RA	No response
m	Voluntary Bodies (Community)	Treloars Estate RA	No response
m	Voluntary Bodies (Community)	Holybourne Village Association	No response
m	Voluntary Bodies (Crafts)	Alton Craft Markets	No response
m	Voluntary Bodies (Crafts)	Alton Women's Institute	No response
m	Voluntary Bodies (Crafts)	Alton Townswomen's Guild	No response
m	Voluntary Bodies (elderly)	Age Concern Alton	No response
m	Voluntary Bodies (Horticulture)	Alton Allotment Association	No response
m	Voluntary Bodies (Horticulture)	Alton Climate Action and Network	Response number 33 to Q4 (Appendix 3)

m	Voluntary Bodies (Horticulture)	Alton Horticultural Society	No response
m	Voluntary Bodies (Social)	Alton Line Users' Association	No response
m	Voluntary Bodies (Social)	Alton Natural History Society	No response
m	Voluntary Bodies (Social)	Alton Ramblers	No response
m	Voluntary Bodies (Social)	Walk Alton	No response
m	Voluntary Bodies (Social)	Cycle Alton	No response
m	Voluntary Bodies (Social)	Alton Society	No response
m	Voluntary Bodies (Social)	The Masonic Lodge	No response
m	Voluntary Bodies (Social)	Alton U3A	No response
m	Voluntary Bodies (Social)	Vokes Lunch Club	No response
m	Voluntary Bodies (Social)	Willow Court Residents Association	No response
n	Groups racial, ethnic or national groups		
o	Religious groups	All Saints Parish Church	No response
o	Religious groups	Alton Methodist Church	No response
o	Religious groups	Ahmadiyya Muslims, Worldham	No response
o	Religious groups	Alton Salvation Army	No response
o	Religious groups	St Mary's RC Church	No response
o	Religious groups	Harvest Church	No response
o	Religious groups	Butts Church	No response
o	Religious groups	Baptist Church	No response
o	Religious groups	St Lawrence Church	No response
p	Businesses	Alton Community Association	No response
p	Businesses	Alton Community Centre	No response
p	Businesses	Alton Community Hospital	No response
p	Businesses	Mid Hants Railway	No response
p	Businesses	Alton Chamber of Commerce and Industry	No response
p	Businesses	Alton Cardiac Rehab Centre	No response

p	Businesses	Stagecoach	No response
p	Businesses	South Western Railways	No response
p	Businesses	BT	No response
p	Businesses	Energieque Health Club and Spa	No response
q	Disabled groups	All Saints' Hard of Hearing	No response
q	Disabled groups	Chawton Park Surgery Patient Participation Group	No response
q	Disabled groups	REHAB	No response
q	Disabled groups	Wilson Practice Patient Participation Group	No response
r	Sporting groups	Alton Bowling Club	No response
r	Sporting groups	Alton Cricket Club	No response
r	Sporting groups	Alton Hockey Club	Response number 50 to Q4 (Appendix 3)
r	Sporting groups	Alton Rugby Football Club	No response
r	Sporting groups	Chawton indoor bowls	No response
r	Sporting groups	Alton Swimming Club	No response
r	Sporting groups	Alton Football Club	No response
r	Sporting groups	Manor Colts Football Club	No response
r	Sporting groups	Alton and Four Marks Archers	No response
r	Sporting groups	Younger Heart Badminton Club	No response
r	Sporting groups	Badminton Eagles Badminton Club	No response
r	Sporting groups	Drsportsandmassage	No response
r	Sporting groups	Alton Social Bowling Club	No response
r	Sporting groups	Alton Cycling Club	No response
r	Sporting groups	Cycling UK North Hampshire	No response
r	Sporting groups	Cycling UK North Hampshire	No response
r	Sporting groups	Fitsteps #DanceYourselfFit	No response
r	Sporting groups	The Dance Project	No response
r	Sporting groups	New Steps Dance School	No response
r	Sporting groups	Blacknest Golf and Country Club	No response
r	Sporting groups	Alton Golf Club	No response

r	Sporting groups	Results Health Clubs	No response
r	Sporting groups	Sponte Sua Gymnastics Academy	No response
r	Sporting groups	Alton Gymnastics	No response
r	Sporting groups	Broadlands	No response
r	Sporting groups	Hampshire Savate Kickboxing	No response
r	Sporting groups	ANTS Netball Club	No response
r	Sporting groups	Fit For Life Personal Training	No response
r	Sporting groups	Alton Runners	No response
r	Sporting groups	Alton Squash Academy	No response
r	Sporting groups	Fun Flippers	No response
r	Sporting groups	Alton and District Swimming Club	No response
r	Sporting groups	Alton Martial Arts Academy	No response
r	Sporting groups	Alton Tennis Club	No response
r	Sporting groups	Worldham Golf Club	No response
r	Sporting groups	Boogie Bounce Strength And Tone	No response
r	Sporting groups	Alton Walking Football Club	No response
r	Sporting groups	Chrisjstam Yoga	No response
r	Sporting groups	Alton Zumba	No response
s	Schools	Alton School	No response
s	Schools	Alton Infant School	No response
s	Schools	Amery Hill School	No response
s	Schools	Andrews Endowed C of E Primary School	No response
s	Schools	Anstey Junior School	No response
s	Schools	Eggar's School	No response
s	Schools	St Lawrence Primary School	No response
s	Schools	The Butts Primary School	No response
s	Schools	Wootey Infant School	No response
s	Schools	Wootey Junior School	No response
s	Schools	Bushy Leaze	No response
s	Schools	Alton College (HDSC)	No response

Appendix 3 – Regulation 14 Consultation responses (consolidated and with personal details removed)

Alton Neighbourhood Plan Modification Regulation 14 Consultation

Q3 Please give your reasons for your support or opposition

Answered: 84 Skipped: 25

RESPONSES	DATE
1 The methodology and analysis of new/revived allocations appear clear, concise and understandable, especially with so much of the development already underway. In particular I support the housing additions as being central to the town rather than spreading further on the periphery. Importantly the changes will further promote enhancing the pedestrian/cycling infrastructure and assist Economic 'Vitality' policies for the future of the town centre.	3/30/2021 11:39 PM
2 Modifications reflect the inclusion of major residential development sites that have become available since the Alton Neighbourhood Plan was originally published.	3/29/2021 11:20 AM
3 It appears to offer some control over development whilst identifying those sites already in the pipeline. It offers some options to planning for future development.	3/30/2021 10:05 AM
4 I agree that the modified plan exceeds the objectively assessed requirement for the provision of new housing in Alton, taking account of the additional land that has become available for this purpose at the former magistrates' court and the Molson Coors brewery site.	3/29/2021 3:05 PM
5 Identifies good places for future development of the town	3/29/2021 8:47 PM
6 We have sufficient new housing in Alton. We are at risk of overwhelming the educational and health resources with any further development.	3/29/2021 5:43 PM
7 Lived in Alton 1990-2013 we needed a need down here too - affordable period houses for ordinary people. Used to have council houses. So many sold off for vintages presumably. And provide the open spaces / schools etc at the start of the development, not at the end, if at all.	3/29/2021 5:37 PM
8 Alton Town Council has done a thorough review of the Neighbourhood Plan. In doing so, it involved and took into account the views (through citizen's juries) of the Alton Society, which represents the town, including its impact, and has signed up to the plan. The plan is a good plan, and the housing additions are a necessary part of the town's development needs and the best locations for new housing. We will, for the foreseeable future, need no more housing than they have and are out and speed in this modification.	3/29/2021 10:04 AM
9 We should not be building on greenfield sites. The two selected sites meet this stipulation.	3/29/2021 9:56 PM
10 I agree that the Molson Coors and Magistrates Court sites are the only ones suitable for housing development.	3/29/2021 7:53 PM
11 I believe this to be following the agreed proposals in the original but with updating according to the current situation. It is a good plan that we have a full modification in place by May 2021 to allow for any developments being put forward by developers.	3/29/2021 5:56 PM
12 Good to see only brown field sites are going ahead and no new large developments on green field land is planned (so far)	3/29/2021 5:10 PM
13 The Magistrates Court Development is needed and the position is ideal. The Coors Development is needed for our younger population who need more housing.	3/29/2021 4:42 PM
14 The Modified Plan demonstrates that the town has met its targets for new housing and that the correct processes have been followed in order to achieve this. Prior to publication of the Modified Plan, I found it difficult to understand how decisions had been arrived at, but now the decision making process explained in the Site Allocation Chart, makes it clear. The status of developments is also much clearer. I can now see whether developments are in progress or still under discussion, etc. Thank you for this clarification. It is very useful.	3/29/2021 3:07 PM
15 1) Alton already has a surplus of old people's apartments. In the planning application for the magistrates court site there is no consideration of where the care, cleaners and other low-paid staff will find accommodation. 2) The removal of the police station contravenes the requirement for maintenance of social infrastructure. As the town continues to expand, a police station with public access is required.	3/29/2021 3:44 PM
16 It reflects the reality of current developments in the town	3/29/2021 3:29 PM

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Alton Neighbourhood Plan Modification Regulation 14 Consultation

17 I trust our Town Council in its stated objectives and reasons for this modification proposal and that it is acting in our best interests, and so also in the Alton Neighbourhood Plan Committee's best interests for this town. This is borne out by the statement that 'Our long-term vision for the town is to see a vibrant, thriving town centre, with a mix of uses and a mix of housing, in the heart of the town. The plan is to see a mix of uses and a mix of housing, in the heart of the town. The plan is to see a mix of uses and a mix of housing, in the heart of the town.'	3/24/2021 5:53 PM
18 Alton has taken its fair share of new housing. More is not sustainable with current medical practices, educational establishments, waste recycling, climate change strategies and support networks put in place ahead of increased population.	3/24/2021 12:24 PM
19 It is critical to have the Alton Neighbourhood Plan in place and to update housing allocations, accounting for what already being developed and planned for development (e.g. Molson Coors and Magistrates Court)	3/23/2021 4:11 PM
20 I agree with the Alton Town Council that only modification of the 2014 Neighbourhood Plan is necessary. ATC has demonstrated that Alton has not only met but exceeded its housing allocation.	3/23/2021 12:25 PM
21 I don't think there is sufficient infrastructure to support the new housing developments. For instance, the current primary school is at capacity and the current primary school is at capacity. I think we also need another supermarket to support Alton with the same demands for food that these developments will bring. I am concerned too as to the impact on roads that will need to be modified as part of the infrastructure that will be needed. All in all, I believe these housing proposals need to be reassessed in the light of my comments.	3/23/2021 10:30 AM
22 There are two big issues relating to this plan. The first that there will be more vehicles than the parking arrangements will allow, thus the residents and visitors will end up parking on pavements and streets of grass. Second who is going to maintain the public open spaces around the development, clear up the rubbish which so many people seem to enjoy throwing around.	3/22/2021 10:55 AM
23 What is proposed makes very good sense. In particular I strongly support the housing development approved for the Molson Coors Brewery site and the old magistrates court. Both provide much needed housing adjacent to the town centre and remove an ugliness which spoils the look of the town.	3/22/2021 10:55 AM
24 Reading through the background documents it is clear that a lot of careful, methodical thought has gone into this and the first options are very good.	3/19/2021 10:27 AM
25 We need to be up to date and have some control over what happens to Alton.	3/15/2021 12:00 PM
26 We need to continue to have a plan to influence the housing development in Alton to the satisfaction of the Town Council and Alton residents.	3/14/2021 10:30 PM
27 It continues to provide relevant support, guidance and control to housing development for Alton, which has been formulated with strong support from Alton residents.	3/14/2021 10:30 PM
28 It makes use of as many existing planned locations and other opportunities within the SPGL. It is good to have the 'visibility' of which locations were considered.	3/14/2021 10:30 PM
29 Will convert unoccupied areas of Alton into necessary, well-planned accommodation which will attract new residents and improve the appearance and facilities in this interesting, historic town.	3/14/2021 11:20 AM
30 These sites are already in progress	3/13/2021 4:39 PM
31 At a stroke the required housing allocation has been achieved. Development at Molson Coors and Magistrates Court will fill in well in the heart of the town.	3/10/2021 3:05 PM
32 If Alton has to build more property than this plan appears reasonable.	3/10/2021 10:44 AM
33 This revised ANP wisely takes in to account the current developments at the former Coors buildings and Coors Brewery.	3/9/2021 12:00 PM
34 The modified ANP seems to follow a balanced assessment of the options and reach appropriate conclusions which are consistent with the overall town planning objectives, providing some additional housing while offering some protection against overdevelopment.	3/8/2021 5:00 PM
35 Whilst I believe that the development that has occurred since 2016 is excessive, I do support the revised ANP. I am a group of people, based on the fact that I must support the modified plan, as I believe that the housing and the council are being pressured by EHDC to enable excessive housing development in Alton.	3/7/2021 11:29 AM
36 Both sites require development because more houses and apartments etc are needed in the town although I would prefer to see more for the younger generations coming through	3/4/2021 11:09 PM

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Alton Neighbourhood Plan Modification Regulation 14 Consultation

61	Need to get moving with does brewery site as has been neglected for too long	21/09/2021 2:30 PM
62	I have always felt the brewery site could have been used to improve the well-being of the Alton people. This site has stood here supporting many Altonian generations over the years. Our sports centre has been replaced with a leisure centre, our local infrastructure cannot provide for the increased number of vehicles/people. So I feel that this heritage site should have supported a up to date cinema, theatre hall, artisan workshops to have continued our strong heritage. A place to relax and unwind to support the needs of our community. Employment opportunities for all, leisure.	21/09/2021 10:13 PM
63	More housing is required. It is within the Alton Settlement boundaries, environmental bodies had been consulted in previous plans.	21/09/2021 5:45 PM
64	The building on browfield sites close to the Town Centre and within walking distance of the railway station are the right sort of developments to be supported	21/09/2021 4:26 PM
65	The dedication of the Steering Group in underpinning this work on behalf of us all.	21/09/2021 3:37 PM
66	Given the process, probably the best that can be done for poor old Alton, that must improve town in East Hampshires. In that context well done Town Council.	21/09/2021 3:23 PM
67	It limits the housing forecast to that already approved in outline.	21/09/2021 10:29 PM
68	Resources such as OP supplies are already overstretched	21/09/2021 1:53 PM
69	To define potential development areas and avoid development of additional areas not within this modified plan.	21/09/2021 12:06 PM
70	Given the considerable amount of building that has been approved recently around Alton I support this definition of current development areas.	21/09/2021 12:03 PM
71	Development of Brewery Site can only be positive for the town, provided the development is sympathetic to the surrounding area.	21/09/2021 10:37 AM
72	I trust Alton Town Council.	21/09/2021 9:38 AM
73	Modifications seem to reflect the town's geography and are sensible in the light of reviews, and adjustments to plans made.	21/09/2021 7:16 PM
74	Appears to strengthen the Town Council's ability to control further development	21/09/2021 5:32 PM
75	Pragmatic and sensible approach being adopted by ATC, especially given the significant additional housing that has been built in Alton in the past 4 years.	21/09/2021 5:26 PM
76	I support the changes as I believe it is important to keep The Plan up to date with changes in housing stock within the town, as this ensures the town is in the best position to control future development as much as is possible.	21/09/2021 3:29 PM
77	Makes good use of available land	21/09/2021 2:50 PM
78	Alton is in danger of being over developed. Allow what we have to be assimilated	21/09/2021 1:02 PM
79	I support all that you do to improve the town yet meet housing requirements.	21/09/2021 5:57 PM
80	It is important that the housing allocations in the ANP are up-to-date. In particular, I support the following statement in the Modification Proposal: "The recalculation shows that the housing supply figure continues to be in excess of what would have been its responsible contribution to the Local Planning Authority's objectively assessed housing need". As such overall the modifications set out in the Modification Proposal are considered essential in enabling the neighbourhood plan to deliver on its allocation intentions. I support the Town Council's view that the modifications are material but are not so significant or substantial as to change the nature of the made Plan.	21/09/2021 5:10 PM
81	For the opposition supplies a strong assertion of damage to what's presented. In that sense I don't have opposition. However, I think the best plan is making serious considerations as follows: 1. There is a pressing comment in the plan in consideration of a new school. Surely we can plan for whether a new school is needed. School planning should be discussed in the alternative in the document with a plan to identify whether expansion of existing schools is required, or a new one be built to accommodate potential school-age families moving to the area. 2. The plan completely misses the urban aspects of social and health. At the moment young people have to travel to Basingstoke for cinemas or other social venues. Further, Alton sports club fails to support the existing population, let alone an expanding one. Again, provision for adequate sporting facilities must be addressed. This falls into central Government's plans to tackle obesity, help protect the NHS (healthier individuals require less NHS resources), and to bring communities together.	21/09/2021 3:41 PM

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Alton Neighbourhood Plan Modification Regulation 14 Consultation

37	ACAN is pleased that little new build is planned beyond that already approved. We are, however, puzzled about the commissioning of a road network survey for Alton	3/4/2021 1:01 PM
38	It is essential to have an up to date NP in order to protect Alton from speculative and undesirable development. The modifications do not seem contentious.	3/3/2021 5:24 PM
39	An extensive thorough and detailed update of the existing ANP housing allocation policies, identifying the most appropriate sites, and showing very good reasons why other sites should be rejected.	3/4/2021 11:51 AM
40	The updated plan specifies the best locations for Alton's additional housing requirements in the coming years.	3/3/2021 11:50 AM
41	Some of the sites proposed for Development are currently abandoned and adding no value to the community in their current state (Courts and Moulson Brewery as examples).	2/20/2021 2:15 PM
42	Plan required to control development within the town in an orderly, controlled, and sustainable manner to maintain Alton character and environment.	2/25/2021 10:41 AM
43	There is a need to update and modify the Neighbourhood Plan to ensure it remains current and relevant for development in Alton and the surrounding area.	2/24/2021 10:39 AM
44	It is important that the Alton Neighbourhood Plan remains up to date, taking account of developments that have taken place and applications in progress.	2/23/2021 4:33 PM
45	We want to see "greener" sites developed to enhance the appearance of Alton and for the need for homes. A growing population may also ensure the town centre becomes more vibrant.	2/23/2021 6:53 AM
46	It's based on a reasonable assessment of Alton's current situation.	2/23/2021 8:05 AM
47	I support the updated plan, as I want ensure that the development is in line with the needs of Alton at this time.	2/22/2021 3:38 PM
48	It reiterates the decisions of the original Neighbourhood Plan and confirms the acceptability of the plans already discussed.	2/22/2021 2:42 PM
49	The proposals seem sensible in the light of developments which have already taken place.	2/22/2021 11:45 AM
50	Local economy - please get on with it!	2/22/2021 9:51 AM
51	We need to be able to take better control of building in Alton	2/22/2021 8:46 AM
52	There are sufficient housing developments currently being built to comply with government regulations	2/21/2021 9:06 PM
53	I think Alton needs a strong Neighbourhood Plan backed by public support.	2/21/2021 11:59 AM
54	I am supporting the plan providing there is no substantial development allowed in Alton beyond those sites listed on the plan. I strongly feel that we need to have a clear focus on housing on these developments. However, Alton economy needs the infrastructure to support additional housing being built - doctors surgeries, schools and transport links.	2/21/2021 11:10 AM
55	Protecting the town from additional development beyond what had already been identified, particularly pushing town boundaries any further	2/21/2021 11:01 AM
56	It looks to be a well considered proposal and I understand that by supporting it, the Modified Plan will help to protect the town from inappropriate development.	2/21/2021 10:26 AM
57	I accept the need for more housing, and there seems to be a reasonable mix of brownfield and edge of town sites. I regret the destruction of habitats and expect developers to be compelled to "more than make good" in other situations. I also regret the low quality of some of the building designs in terms of environmental impact, sustainable features (e.g. solar panels, rainwater harvesting, heat exchangers, use of recycled materials), accessibility etc., although I suppose all these are "ticked off" to meet minimum standards - and, I think, the very small room sizes now based on residents. I know these comments are not pertinent to the adoption of the modifications to the ANP, but these things still need saying, and there's no harm in it.	2/20/2021 7:41 PM
58	Well reasoned and clear plan with sensible numbers of dwellings in each place. Thanks for the hard work that has obviously gone into the plan.	2/20/2021 7:20 PM
59	I support planned rather than speculative development and believe the proposed sites for development in the new plan will be good for the future of the town.	2/20/2021 2:24 PM
60	Appropriate allocation of brownfield sites for development	2/20/2021 11:41 AM

3/5

Alton Neighbourhood Plan Modification Regulation 14 Consultation

82	To safe guard the integrity and interests of the town, from a residential and infrastructure perspective. The updated NP will help illustrate development to take and appraise of new development sites whilst considering wider impact on Alton and its people. To prevent mass & uply over development of our beautiful market town.	2/15/2021 22:15 PM
83	I support this minor modification to the existing plan. It clearly identifies sites that are suitable for development and protects the natural environment.	2/15/2021 11:02 PM
84	To provide a Neighbourhood Plan with a housing allocation policy to meet Government specified housing needs until the EPC-District plan is issued in 2023	2/15/2021 12:04 PM

5/5

Alton Neighbourhood Plan Modification Regulation 14 Consultation

Q4 Please add any other relevant details in support of your comment here.

Answered: 50 Skipped: 51

#	RESPONSES	DATE
1	There have been extensive public consultations on the planning applications for both these major developments within the centre of Alton.	3/29/2021 11:29 AM
2	The rationale in the site modification plan seems sound, evaluating the pros and cons of various sites and giving a clear focus on two substantial developments. (the Coors site and the old Magistrates' Court).	3/29/2021 10:05 AM
3	Owing to the geology and topography of the Alton area, there are relatively severe constraints on the capacity to accommodate new housing, without unacceptable detriment to the environment. I support the modified plan because it provides more than the reasonably envisaged number of new dwellings, while recognising that it would be harmful to approve applications for unplanned further developments of any significant size.	3/29/2021 10:56 PM
4	I think we should strongly measures for the elderly with so many older person residences now in Alton.	3/29/2021 5:43 PM
5	Thank you for your consultation request on the above dated and received on 16th February 2021. Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. Natural England is a statutory consultee in neighbourhood planning and we can be contacted where they consider our interests would be affected by the proposals made. Natural England does not have any specific comments on this draft neighbourhood plan. However, we refer you to the attached annex which covers the issues and opportunities that should be considered when preparing a Neighbourhood Plan. For any further consultations on your plan, please contact: consultations@natraveland.org.uk	3/29/2021 3:02 PM
6	South East Water would like to thank Alton Town Council and East Hampshire District Council for bringing the Alton Neighbourhood Plan Consultation to our attention. Each water company is legally required to prepare a Water Resources Management Plan (WRMP) every five years. South East Water published our WRMP19 in August 2016. This plan sets out how we intend to maintain the balance between increasing demand for water and available supplies over the next 60 years up to 2050. The plan takes into account planned housing growth as well as the potential impact of climate change and includes our ambitious water efficiency programme. For more information please visit our website: https://corporate.southwater.co.uk/about-us/our-plans/water-resources-management-plan-2019 South East Water's most recent business plan we have committed to play an active role regionally in relation to the impact of housing growth on water. We will develop a policy together with local stakeholders - appreciating the balance of supplying water, the need for security to ensure environmentally sustainable future water resources, and also the ongoing support to the local economy, local and regional authority consultations and seeks to co-operate and maintain a good working relationship with local planning authorities in its area and to provide the support they need with regard to the provision of water supply infrastructure. Please see our business plan: https://corporate.southwater.co.uk/media/2021/new-five-year-business-plan-2020-2025.pdf We are also committed partners in the Water Resources in the South East (WRSE) Group that works for the collective good of customers and the environment in the wider south east region and are nationally represented in the Water UK water resources long-term planning framework. Rector Road Snodland Kent ME6 5AH TELEPH: 01622 000 1122 EMAIL: water@southwater.co.uk EMERGENCY LINE: 0330 000 395 WRSE SITE: www.southwater.co.uk South East Water Ltd Registered in England No. 267874 Registered Office: Rector Road, Snodland, Kent ME6 5AH ISO 9001 Certified ISO 14001 Certified OHSAS 18001 Certified South East Water is an Investor in People Our aim of reducing demand requires the use of new approaches and technology. Although there is some uncertainty on the level of savings that can be achieved we are seeing a development of new technologies and we are committed to reduce personal water usage and leakage levels in order to be more sustainable for next generations. Our preferred plan for the period	3/29/2021 2:58 PM

1/9

2020 to 2025 includes a mix of demand management initiatives such as leakstop reductions and an ambitious water efficiency programme. During the period 2025 to 2040 we will continue our demand management initiatives to achieve further leakage and water efficiency. South East Water have now reviewed the Neighbourhood Plan and would like to comment that: South East Water consider that it is important and agree with Alton Town Council and East Hampshire District Council on the points raised as part of the Neighbourhood Plan objectives and would like to add that water efficiency could also be promoted to existing buildings and new buildings, either residential or non-residential across the Council. South East Water recognises the need of a mandatory housing standards for new properties. South East Water will work with local authorities and developers to ensure that any necessary infrastructure reinforcement is delivered ahead of the occupation of development. Where there are infrastructure constraints, it is important not to under estimate the time required to deliver necessary infrastructure. South East Water would like to reiterate that our primary concern is the water that we abstract and treat for public supply purposes and ensuring that the surface and groundwater abstractions do not fall below the tolerances of our water treatment works or the drinking water standards set by our regulators. South East Water will keep updates on any developments relating to the Alton Neighbourhood Plan. South East Water will continue to work with Alton Town Council and East Hampshire District Council to ensure that drinking water supplies remain protected in the future.

Commons Water and Wastewater/Sewerage Infrastructure Thames Valley seeks to co-ordinate and maintain a good working relationship with local planning authorities in its area and to provide the support they need with regards to the provision of sewerage treatment and water supply infrastructure. A key sustainability objective for the preparation of Local Plans and Neighbourhood Plans should be for new development to be coordinated (with the infrastructure demands) and to take into account the capacity of existing infrastructure.

Paragraph 20 of the revised National Planning Policy Framework (NPPF), February 2018, states: "Strategic policies should set out an overall strategy for the pattern, location and quality of development, and make sufficient provision for... infrastructure for waste management, water supply, wastewater...". Paragraph 26 relates to non-strategic policies and states: "Non-strategic policies should be used by local planning authorities and communities to set out more detailed policies for specific areas; neighbourhoods or types of development". This paragraph also refers to the NPPF's guidance on strategic policy-making authorities and relevant bodies is integral to the production of a strategic policy-making authority and localities strategy. In particular, joint working between local planning authorities and other relevant bodies should help to determine what additional infrastructure is necessary...". The web based National Planning Practice Guidance (NPPG) includes a section on "water supply, wastewater and water quality" and states that Local Plans should be aligned with development needs. The introduction to this section also sets out that "Adequate water and Sewer by email to: planning@calton.gov.uk

The National Planning Practice Guidance (NPPG) is needed to support sustainable development (Paragraph 02, Reference ID: A0192). It is important to consider the net increase in wastewater and water demand to serve the development and also any impact that developments may have on the environment. The Neighbourhood Plan should therefore seek to ensure that there is adequate wastewater and water supply infrastructure to serve all new developments. Thames Valley will work with developers and local authorities to ensure that necessary infrastructure reinforcement is delivered ahead of the occupation of the development. Where there are infrastructure constraints, it is important not to under estimate the time required to deliver necessary infrastructure. For example local network upgrades take around 18 months and Severage Treatment & Water Treatment Works can take 5-7 years. The provision of water treatment (both wastewater treatment and water supply) is met by Thames Valley's asset plans and from the 1st April 2018, the 'new' Thames Valley and all other water and wastewater companies charge for new connections has changed. The economic regulator Ofwat has published new rules, which set out our charges should reflect fairness and affordability, environmental protection, sustainability and predictability, and transparency and consumer-focused service. The changes mean that most of Thames Valley's charges will be funded and published, rather than provided on application, enabling you to estimate your costs without needing to contact us. The new services affected include new water connections, lateral drain connections, water mains and sewers (Thames Valley), traffic management costs, income offsetting and infrastructure charges. (Thames Valley) therefore recommends that developers engage with them at the earliest opportunity (in line with paragraph 26 of the revised NPPF) to establish the requirements for their development. The following 1) The developments water supply demand on and off site, and can be met; 2) The

developments demand for Sewage/Wastewater Treatment and network infrastructure both on and off site and can't be met; and i) The surface water drainage requirements and flood risk of the development both on and off site and can't be met. Thames Water offer a free pre-planning service which confirms if capacity exists to serve the development or if upgrades are required for potable water, waste water and surface water requirements.

Details on Thames Water's flood pre-planning service are available at:

<https://www.thameswater.co.uk/preplanning>

In light of the above comments and Government proposals we consider that the Neighbourhood Flood Plan should include a specific reference to the need for the provision of wastewater/sewage (raw water supply) infrastructure to support the development. This will ensure that the Local Planning Authority has the information prepared in a policy. This is necessary because it will not be possible to identify all of the relevant water services and infrastructure needs during the plan period due to the fact that many water companies are regulated and plan in 5 year periods (e.g. Anglian Water). We recommend the Neighbourhood Flood Plan include the following policies and proposals:

PROPOSED NEW WATERMAIN/WATER INFRASTRUCTURE TEXT "where appropriate, planning permission for developments which result in the need for off-site upgrades, will be subject to conditions to ensure the occupation is aligned with the delivery of necessary infrastructure upgrades."

The Local Planning Authority will seek to ensure that there is adequate water and wastewater infrastructure to serve all new developments. Developers are encouraged to contact the water/waste water company as early as possible to discuss their development proposals and intended delivery programme to assist with identifying any potential water and wastewater network reinforcement requirements. Where there is a capacity constraint the Local Planning Authority will, where appropriate, apply pre-emptive conditions to any approval to ensure that any necessary infrastructure upgrades are delivered ahead of the occupation of the relevant phase of development. Comments in relation to Water Efficiency/Climax Change: The Environment Agency has developed the 'Thames Water Region to be "seasonally water stressed" which reflects the extent to which unavailable water resources are used. Future pressures on water resources will continue to increase and key factors are population growth and climate change. Water conservation and climate change is a vitally important issue to the water industry. Not only is it expected to have an impact on the availability of raw water for treatment but also the demand from customers for potable (drinking) water. Therefore, Thames Water support the mains water consumption target of 110 litres per head per day (103 litres per head per day plus a water allowance of 7 litres per head per day for gardens) as set out in the NPPG (Paragraph 01.4 Reference ID: 5f9c4d-2015cd227) and support the inclusion of this requirement in the Policy. Thames Water promote water efficiency and have a number of local levies. Further details are written aim to encourage their customers to save water at local levels. A link to the information on our website via the following link: <https://www.thameswater.co.uk/wbe-water-efficiency> is our understanding that the water efficiency standards of 105 litres per person per day is only applied through the building regulations where there is a planning condition requiring this standard (as set out at paragraph 2.3 of Part G5 of the Building Regulations). As the Thames Water area is defined as water stressed it is considered that such a condition should be applied as standard to all planning applications for new residential development in order to help ensure that the standard is effectively delivered through the building regulations. Proposed policy text: Development must be designed to be water efficient and reduce water consumption. Refurbishment and other non-domestic development will be expected to meet BREAM water efficiency criteria. Residential development must not exceed a maximum water use of 105 litres per head per day (excluding the allowance of up to 7 litres for external water consumption). Planning conditions will be applied to ensure that the proposed development meets the water efficiency standards as met." Comments in Relation to Flood Risk and Sustainable Drainage Systems (SuDS): The National Planning Practice Guidance (NPPG) states that the appropriate approach should be used by local planning authorities in cases known to be at risk of flooding (other than from river and sea, which includes "flooding from seawater". Where appropriate, infrastructure and flood risk it is important to recognise that water and/or sewerage infrastructure may be required to be developed in flood risk areas. By their very nature water and sewage treatment works are located close or adjacent to rivers to extract wastes for treatment and supply or to discharge treated effluent). It is likely that these existing works will need to be upgraded or extended to provide the increase in treatment capacity required to service new development. Flood risk sustainability objectives should therefore accept that water and sewerage infrastructure development may be necessary in flood risk areas. Flood risk sustainability objectives and policies should also make reference to "sewer flooding" and an acceptance that flooding can occur away from the flood plain as a result of development where off site sewerage infrastructure and capacity is not in place ahead of development. With regard to surface water drainage it is the responsibility of the developer to make proper provision for drainage to ground, watercourses or surface water sewer. It is important to reduce the quantity of surface water entering the sewerage system in order to maximise the capacity for foul sewerage to reduce the risk of sewer flooding. Limiting the opportunity for surface water entering the foul and combined sewer networks is of critical importance to Thames Water. Thames Water have advocated an approach SuDS that

Session Regulation 14 Consultation

3/24/2021 3:30 PM

to see the validity of all other considered locations and the rationale of why they

28

we live in a house every-
completed.
small houses

23	None	
23	None	and have witnessed the change from a

stop building large housing estates on surrounding countryside.

provision of appropriate infrastructure, and the provision of appropriate neighbourhood amenities, as well as making governance etc. Also the provision of appropriate

so a building site, with pavements and roads dug up for survivors for traffic, cyclists and

afterthought. EHOC refer to themselves as the Planning Agency. They should know that if they were capable of planning, they would be better off than they are today.

to be, they ensure that the infrastructure is in place before the building starts. I note that housing rates will be higher in the first year because of the better service than

are in an appalling state - when are they going to be fixed and the allotments will enhance the town and its

ACAN would appreciate more information on the road network serving your area. Please call 1-800-368-7262 for more information. If you are unable to call, please write to: American Concrete Association, 5401 Old Orchard Road, Skokie, IL 60077-4000.

34 ATCs and standing committees continue to provide a platform for potential allies for Alton's housing needs into the future - thanks to all concerned for us

the items or components of the site as to quality or quantity.³⁵

The items of CALA in Medstead is poor in finishing the site and there was a much experience of CALA in Medstead were sold and that was a much

Alton High School
Covid and the quality of clothing stores is very poor. Compared to

new doctors, surgery and how schools to determine

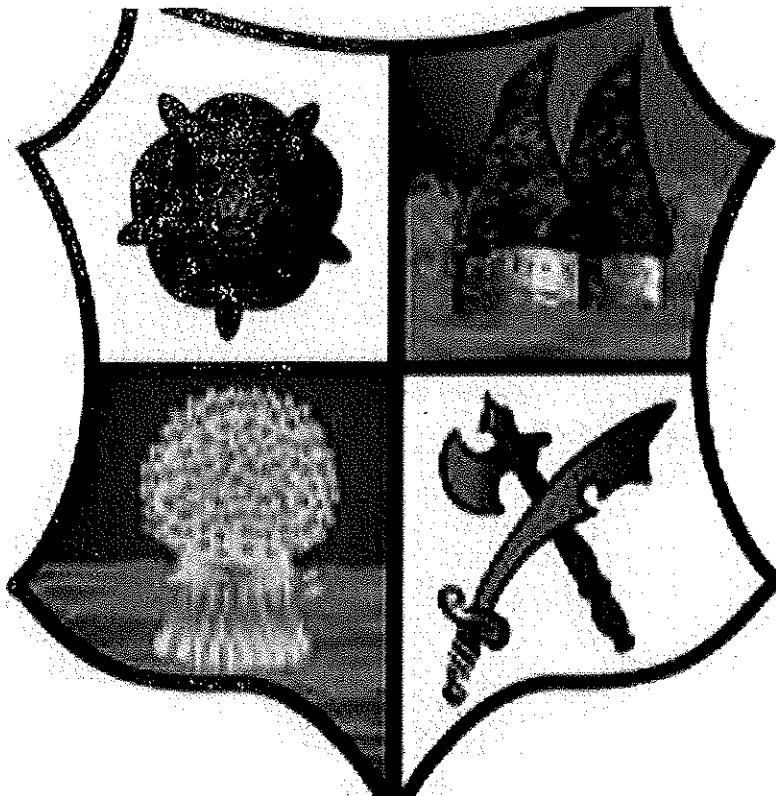
constraints that the application is not able to overcome. Just because the public application is not able to overcome the constraints that the application is not able to overcome, to what has been imposed on Alton. Just because the public application is not able to overcome the constraints that the application is not able to overcome, to what has been imposed on Alton. Just because the public application is not able to overcome the constraints that the application is not able to overcome, to what has been imposed on Alton.

transcending rural communities surrounding agricultural zones and effective measures taken to the impact on surrounding communities and effective measures

road infrastructure. E.g. existing infrastructure together with

ALTON NEIGHBOURHOOD DEVELOPMENT PLAN

Modification Proposal Statement



PUBLISHED in accordance with Regulation 15(1)(f) of the Neighbourhood Planning (General) Regulations 2012 (as amended) in respect of the Modification Proposal to the made Alton Neighbourhood Development Plan.

APRIL 2021

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4. STRATEGIC ENVIRONMENTAL ASSESSMENT	6
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1. INTRODUCTION

- 1.1 As a 'Qualifying Body', Alton Town Council ("the Town Council") proposes to modify the made Alton Neighbourhood Development Plan ("the Made Plan") of May 2016. This Statement is published as part of the submission documentation of the proposed modified Neighbourhood Development Plan ("the Modified Plan"). The final version of the Modified Plan, together with a Basic Conditions Statement and a Consultation Statement is published separately.
- 1.2 A Modification Proposal and a draft version of this Statement was consulted on in February and March 2021 as per Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 1.3 Both the Town Council and the Local Planning Authority, East Hampshire District Council ("the District Council") consider that the proposals represent material modifications to the Made Plan, but they are not considered so significant or substantial as to change the nature of the Made Plan. It is therefore more in the nature of a material update, which can be made without a referendum in accordance with the Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017/1243. Regulation 15(1)(f) of the amended 2012 Regulations (as amended by Regulation 5(7) of the 2017 Regulations) requires:
- "in relation to a modification proposal, a statement setting out whether or not the qualifying body considers that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion".*
- 1.4 This Statement serves this purpose and notes the following additional requirements in the Planning Practice Guidance (PPG):
- o *"the qualifying body must (at the pre-submission publicity and consultation stage and when the modified plan is submitted to the local planning authority) state whether they believe that the modifications are so significant or substantial as to change the nature of the plan and give reasons*
 - o *the local planning authority must (when sending the modified plan to the independent examiner) state whether they believe that the modifications are so significant or substantial as to change the nature of the plan and give reasons. The local planning authority must also submit a copy of the original plan to the independent examiner*
 - o *the qualifying body must decide whether to proceed with the examination after the examiner has decided whether the modifications proposed change the nature of the plan."*¹

¹ Paragraph: 085 Reference ID: 41-085-20180222

1.5 In accordance with the requirements of the PPG as stated above, this document is therefore setting out the background reason to this modification, sets out what the modification is and will set out the reasons as to why the Town Council believe that this modification of the plan is not so significant or substantial as to change the nature of the Made Plan.

2. BACKGROUND

- 2.1 The Made Plan covers the period 2011 – 2028. The designated neighbourhood area covers the same area as the Town Council area, with the exception of a small portion that lies within the boundary of the South Downs National Park. On 12 May 2016, the District Council agreed to 'make' the Alton Neighbourhood Plan, following a referendum which took place on Wednesday 24 February 2016. The results showed 93% of those who voted were in favour of the plan.
- 2.2 The Town Council has continued to monitor the effectiveness of the policies of the Made Plan on an annual basis. In general, the Made Plan has been effective in managing development proposals and a number of its development proposals have been implemented or are in the pipeline. The Neighbourhood Plan Steering Group has now been reconvened and taken on the role of steering the modifications to Neighbourhood Plan.
- 2.3 The Town Council has also been mindful of the changing housing land supply position in the East Hampshire area and of how this may lead to significant unplanned development proposals being granted planning permission if the weight of the relevant development plan is weakened. As a result, it has examined how a first review of the Made Plan may engage §14 of the National Planning Policy Framework (NPPF) – essentially to maintain the full weight of its policies for another two years – and how it may use the modification route created by the 2017 Regulations for this purpose.
- 2.4 In late 2020 the Town Council commenced its modification process by carrying out a gap analysis of the policies. It has received advice and support from the District Council and engaged an independent professional planning consultant to prepare the necessary documents. A number of working group meetings have been held since, with an East Hampshire officer in attendance at most, to discuss and agree the content of Policy HO3 New Housing Site Allocations in particular. Specifically, which should be retained in the original form, which parts require modification and which parts may be deleted.
- 2.5 The Town Council has concluded that it wishes to carry out a modification in two ways. Firstly, it wishes to make a relatively minor, but material, modification to the Made Plan under the new Regulations to lead to a Modified Made Plan by the end of 2021.
- 2.6 Secondly, it intends to carry out a more substantial review of the vision, objectives and spatial strategy of the Modified Made Plan at an appropriate time in the future to take account of the emerging Draft Local Plan by East Hampshire. At present not enough is known to inform and shape this type of review, hence the two-phased approach.

3. THE PROPOSED MODIFICATION

3.1 The Town Council proposes to modify Policy HO3 New Housing Site Allocations of the made Plan. That policy has been modified to:

- o Remove two Made Plan allocations as a result of their being at the advanced stages of build out and complete or almost complete;
- o Retain two Made Plan allocations as a result of their either being at the early stages of being built out or have not yet commenced;
- o Modify two Made Plan allocations in terms of development capacity (reduced) due to now having further detailed information regarding site constraints; and
- o Make two new housing allocations. Both sites are within the existing Settlement Policy Boundary and are coming forward through the planning application process at the present time in line with Policies CP2 Spatial Strategy and CP10 Spatial Strategy for Housing of the District Council's Joint Core Strategy adopted June 2014.

3.2 These modifications and the inclusion of the two new allocations result from the findings of the Site Allocations Report, published separately in the evidence base, and are in conformity with the spirit and stated intentions of the original policy and thus is not so substantial nor so significant to warrant consideration as a change to the nature of the plan. The Made Plan made provision for a quantum of new housing development in excess of the expectations of the Joint Core Strategy. The District Council therefore considers that because the Modified Plan retains those site allocations in the original Policy HO3 that have not yet been implemented, the Modified Plan will engage NPPF §14(b).

3.3 On the District Council's advice, Policy HO3 has been modified to set out the housing supply provisions as of January 2021 in respect of completions, commitments and allocations. The revised housing supply total of 877 dwellings reflects the loss of 21 dwellings from the original Land off Wilsom Road (14 dwellings) and Land east of Selbourne Road (7 dwellings) allocations (as a result of site constraints at the planning application stages) and the inclusion of two new site allocations at Molson Coors (283 dwellings) and at Alton Magistrates Court (43 dwellings) totalling 326 dwellings. Both new site allocations are coming forward through the planning application process at present. The Molson Coors site has received a resolution to grant planning permission and the Alton Magistrates Court site has already secured planning permission.

3.4 The recalculation shows that the housing supply figure continues to be in excess of what would have been its reasonable contribution to the Local Planning Authority's objectively assessed housing need. As such overall the modifications are considered essential in enabling the neighbourhood plan to deliver on its allocation intentions.

3.5 The Town Council therefore considers that the modifications are material but are not so significant or substantial as to change the nature of the made Plan. This has been agreed with the District Council.

4. STRATEGIC ENVIRONMENTAL ASSESSMENT

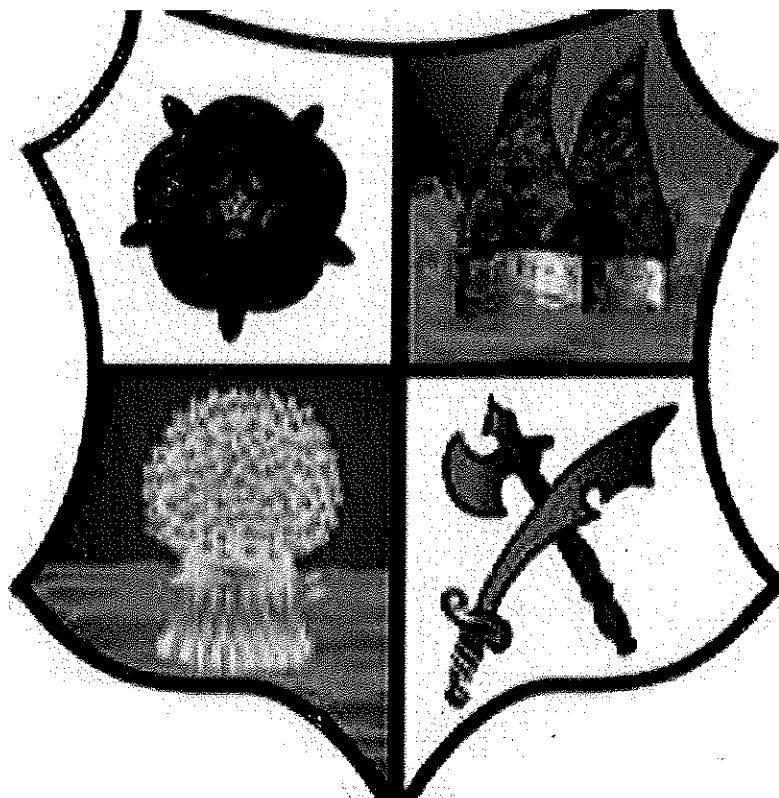
- 4.1 The Local Planning Authority has screened the modification proposals to determine if a strategic environmental assessment (SEA) will be necessary under EU Directive 2001/42 and the Environmental Assessment of Plans & Programmes Regulations 2004 (as amended). It has concluded that the modifications do not have the potential for significant environmental effects and an SEA will not be necessary. It consulted with the statutory bodies on its draft opinion and they have confirmed their agreement.

5. CONCLUSION

- 5.1 In summary the modifications are necessary and timely. The proposed modification ensures the deliverability of the plan in relation to Policy HO3 as intended and will therefore bring clarity and consistency to aid decision making. The modification is in conformity with the spirit of the plan and remains entirely consistent with the vision and objectives of the Made Plan and is not therefore so significant or substantial as to change the nature of the plan.

ALTON NEIGHBOURHOOD DEVELOPMENT PLAN

Basic Conditions Statement



PUBLISHED by Alton Town Council in accordance with Regulation 15(1)(d) of the Neighbourhood Planning (General) Regulations 2012 (as amended) in respect of the Modification Proposal to the made Alton Neighbourhood Development Plan.

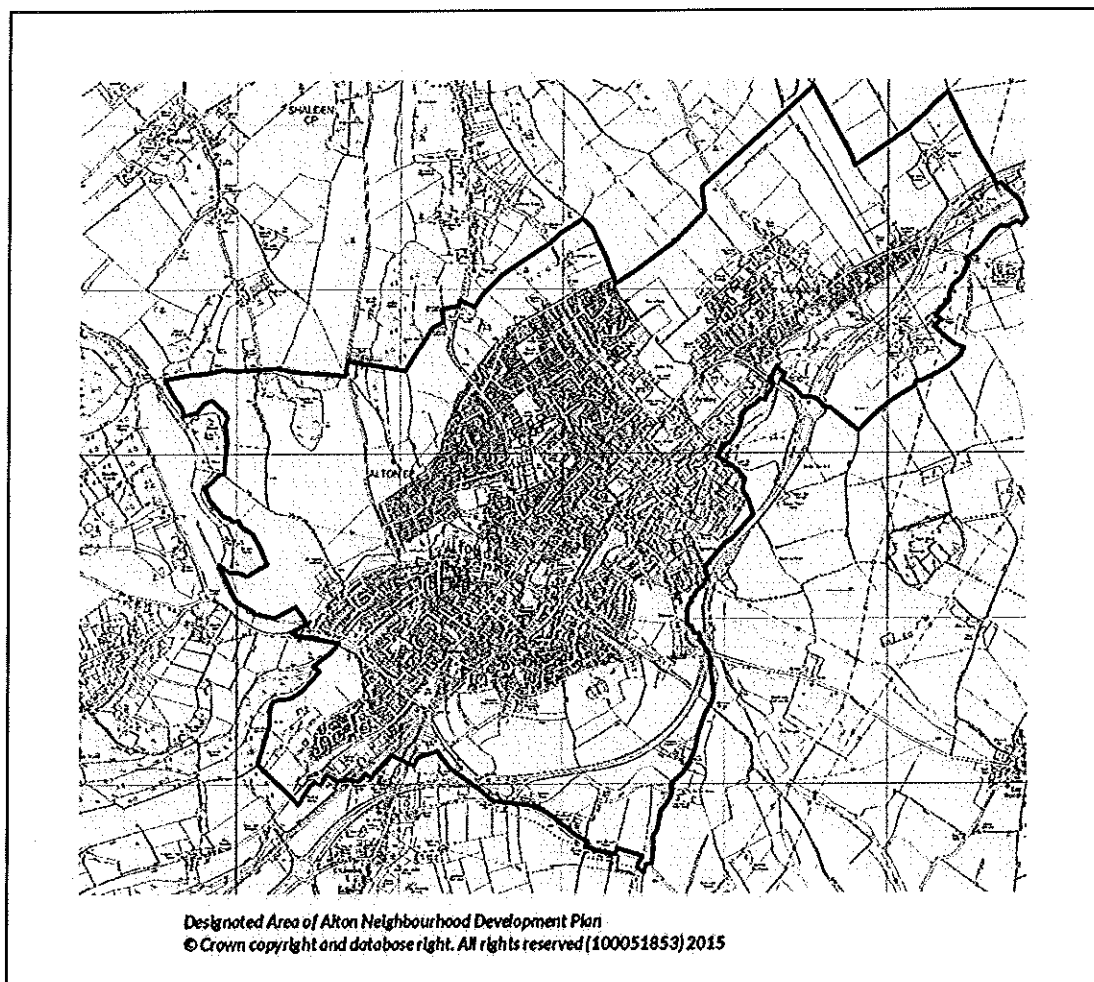
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1. INTRODUCTION

- 1.1 This statement has been prepared by Alton Town Council ("the Town Council") to accompany its submission of the Modified Version of the Alton Neighbourhood Development Plan ("the Modified Plan") to the local planning authority, East Hampshire District Council ("the District Council"), under Regulation 15 of the Neighbourhood Planning (General) Regulations 2012 (as amended) ("the Regulations").
- 1.2 The Modified Plan has been prepared by the Town Council, a qualifying body, for the Neighbourhood Area, which coincides with the boundary of the Town Council area, with the exception of a small portion that lies within the boundary of the South Downs National Park, and which was designated by the District Council on 8 May 2014 (see Plan A below). The Alton Neighbourhood Development Plan ("the Made Plan") was made by the District Council on 12 May 2016.



Plan A: Designated Neighbourhood Area

1.3 The Neighbourhood Planning Act 2017 contains provisions to amend Section 38 of the Planning & Compensation Act 2004 in relation to modifying a made neighbourhood plan. As a result, the Neighbourhood Planning (General) & Development Management Procedure (Amendment) Regulations 2017, which came into force on 31 January 2018, amended the Neighbourhood Planning (General) Regulations 2012 (as amended) for this purpose.

1.4 Those amendments enable a qualifying body to propose modifications to a made neighbourhood plan that, if considered not to be so significant or substantial as to change the nature of the neighbourhood development plan, requires only an independent examination and not another referendum. The 2017 Regulations amend Regulations 14 to 20 of the 2012 Regulations so that the process for preparing, consulting on, submitting, publicising and examining such modifications matches that for neighbourhood plans in general. However, Regulations 14 and 15 are amended to require the qualifying body to publish a statement alongside the modification proposal at the Pre-Submission stage and alongside the modified neighbourhood development plan as proposed to be modified at the Submission stage respectively:

"setting out whether or not the qualifying body consider that the modifications contained in the modification proposal are so significant or substantial as to change the nature of the neighbourhood development plan which the modification proposal would modify, giving reasons for why the qualifying body is of this opinion".

1.5 The Town Council published its Modification Proposal and Modification Proposal Statement in February 2021 for the statutory minimum six-week consultation period in accordance with Regulation 14 as amended. The representations made on those documents have been analysed and no further amendments were required to be made to the submitted documentation. A full record of the consultation process and outcome is provided in the separate Consultation Statement, as per Regulation 15 (1)(b).

1.6 This Basic Conditions Statement, as per Regulation 15 (1)(d), sets out how the modification proposals meets the basic conditions requirements and how the Modified Plan meets the requirements of paragraph 11 of Schedule A2 to the Planning & Compulsory Purchase Act 2004. Specifically, the Regulations state that the Modified Plan will be considered to have met the conditions if:

- A. Having regard to national policies and advice contained in guidance issued by the Secretary of State, it is appropriate to modify the made Neighbourhood Development Plan,
- B. (Not relevant for this modification),
- C. (Not relevant for this modification),
- D. The modification of the made Neighbourhood Development Plan contributes to the achievement of sustainable development,

- E. The modification of the made Neighbourhood Development Plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area),
- F. The modification of the made Neighbourhood Development Plan does not breach and is otherwise compatible with EU obligations.

1.7 Although the Modified Plan is submitted in full, this Statement focuses solely on how the modified Policy HO3 meets those tests, rather than revisit policies of the Made Plan that remain unmodified. The modified policy HO3 described in the Modified Plan continues to relate to the development and use of land in the designated Neighbourhood Area. It does not relate to 'excluded development', as defined by the Regulations, and will apply for the plan period of the Made Plan, up to 31 March 2028.

1.8 The submission documents comprise:

- o The Modified Plan (incorporating a modified Policies Map)
- o A Site Allocation Process Report
- o The Basic Conditions Statement (including a statement from the District Council on the re-screening of the Modified Plan in relation to EU obligations on Strategic Environmental Assessment)
- o The Consultation Statement
- o The Modification Proposal Statement

2. CONDITION A: REGARD TO NATIONAL PLANNING POLICY

- 2.1 The Modified Plan has been prepared with full regard to national policies as set out in the National Planning Policy Framework (NPPF) of 2019. The review of the Made Plan has taken into account how that version modified the 2012 version of the NPPF, against which the Made Plan was assessed. Account has also been taken of the Planning Practice Guidance (PPG) where relevant.
- 2.2 The materially modified Policy HO3 makes provision for 877 new homes through existing and new housing allocations, commitments, and completions as at January 2021. These existing and new allocations, commitments and completions meet, and exceed, the identified "housing requirement for designated neighbourhood areas" (§65 of the NPPF) confirmed by the District Council as 700 new homes in the plan period for the designated Alton Neighbourhood Area which includes Holybourne.

3. CONDITION D: CONTRIBUTION TO SUSTAINABLE DEVELOPMENT

- 3.1 It was determined by the District Council that the Made Plan did not have the potential for significant environmental effects and so a Strategic Environmental Assessment was not required. The District Council has rescreened the Modified Plan and has reached the same conclusion (see Section 5).
- 3.2 In the absence of an Assessment or Sustainability Appraisal, the sustainability performance of the modified Policy HO3 has been summarised below.
- 3.3 Proposing the reuse of brownfield land and directing the growth of the town to the most sustainable locations that is compatible with its size and location in the adopted spatial strategy will have a positive environmental effect. This will also prevent unplanned growth on the edge of the town as harmful incursions into the surrounding countryside and avoids inadequate infrastructure provision.
- 3.4 The allocation of land for new homes at Alton Magistrates Court will lead to the loss of community uses, however in making provision for new homes, the modified Policy HO3 is meeting local needs and therefore avoids an adverse social effect. This will also lead to sustaining the local labour market to support local businesses but will lead to the loss of employment land at Molson Coors, hence a neutral economic impact is predicted.

4. CONDITION E: GENERAL CONFORMITY WITH STRATEGIC POLICIES

- 4.1 The Made Plan was prepared to ensure its general conformity with the development plan for East Hampshire, that is the strategic policies of the East Hampshire District Local Plan: Joint Core Strategy (adopted June 2014).
- 4.2 The modified Policy HO3 accords with Policies CP2 and CP10 of the Joint Core Strategy by consolidating the Made Plan allocations with housing commitments and completions in the designated Neighbourhood Area to make, and exceed, its contribution to the District's housing supply over the plan period.

5. CONDITION F: COMPATABILITY WITH EU LEGISLATIONS

5.1 The Neighbourhood Plan has regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and complies with the Human Rights Act. The Plan has been subject to extensive engagement with those people local to the area who could be affected by its policies and their views have been taken into account in finalising the Plan.

5.2 A screening opinion was issued by the District Council for the Made Plan in June 2015, which confirmed that the Neighbourhood Plan would not have any significant environmental effects and that an SEA would not be required for the Neighbourhood Plan to be in accordance with EU Directive 2001/42. The District Council also determined that no Habitats Regulation Assessment was required of the Neighbourhood Plan under the EU Habitats Regulations because:

"The settlement of Alton is well over 5km from the Wealden Heaths Phase II Special Protection Area and Solent European sites therefore no further assessment work will be required."

5.3 The District Council has now undertaken a re-screening of the Modified Plan for submission, appended to this document. It concludes (see paragraph 5.7):

"Having regard to the considerations above and those in appendix 1, East Hampshire District Council considers that the Alton Neighbourhood Plan Review is unlikely to have any significant environmental effects and therefore will not require a Strategic Environmental Assessment."

5.4 In respect of Directive 2008/98/EC – the Waste Framework Directive – the Neighbourhood Plan does not include any policies in relation to the management of waste. On that basis, this Directive is not considered relevant to the Neighbourhood Plan and therefore could not be breached.

5.5 In respect of Directive 2008/50/EC – the Air Quality Directive – the Neighbourhood Plan includes some policies relevant to Air Quality. These policies are tested in accordance with national policy and guidance relevant to their content. The policies are not considered to breach the requirements of the Air Quality Directive.

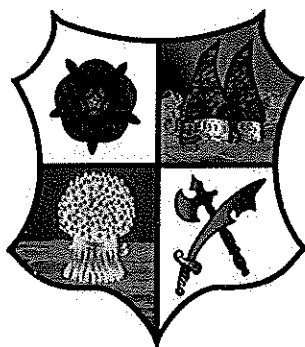
Alton Neighbourhood Plan Review

Strategic Environmental Assessment (SEA)

Screening Report - Determination under Regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004.

Final Determination

10/02/2021



**East
Hampshire**
DISTRICT COUNCIL

1. Introduction

- 1.1. This report sets out the East Hampshire District Council's final determination under Regulation 9 (1) of the Environmental Assessment of Plans and Programmes Regulations 2004 on whether a Strategic Environmental Assessment is required for the Alton Neighbourhood Plan Review .

Strategic Environmental Assessment

- 1.2. Under the Environmental Assessment of Plans and Programmes Regulations 2004 (implementing Directive 2001/42/EC known as the Strategic Environmental Assessment (SEA) Directive), specific types of plans that set out the framework for future development consent of projects must be subject to an environmental assessment.
- 1.3. There are exceptions to this requirement for plans that determine the use of a small area at a local level and for minor modifications, if it has been determined that the plan is unlikely to have significant environmental effects. The Review of the Neighbourhood Plan is seeking to manage future development on specific sites relating to a small area of land, in a small parish (Town Council boundary) level area within the wider Local Planning Authority area. It is unlikely that the Review will have any significant trans-boundary effect, taken primarily to mean impacting on another EU member state, as defined in the EIA Regulations. Even if 'transboundary' were to be defined as impacting on the jurisdiction of other administrative areas within the UK (for example between parishes or districts) the effect would be minimal.
- 1.4. A neighbourhood plan must meet a set of basic conditions in order to be adopted and if necessary, put to a referendum. One of these conditions is that the plan does not breach or is otherwise compatible with EU obligations such as (where appropriate) the requirement for SEA. Under Regulation 9(1) of the Environmental Assessment of Plans and Programmes Regulations 2004, a responsible authority (such as a parish council in the case of an emerging Neighbourhood Plan) must determine if a neighbourhood plan requires an environmental assessment. Where East Hampshire District Council determines that SEA is not required then under Regulation 9(3), it must prepare a statement setting out the reasons for this determination. The need for SEA is considered under Section 5 of this report.

Sustainability Appraisal

- 1.5. Under separate legislation (the Planning and Compulsory Purchase Act 2004 and associated Regulations), a local planning authority must carry out an appraisal of the sustainability of its proposals, when preparing a local plan. Neighbourhood plans are excluded from this requirement; however, they must still contribute to the achievement of sustainable development. The Sustainability Appraisal for the East Hampshire District Local Plan incorporates the requirements of SEA, and so the Local Plan's Sustainability Appraisal (SA) provides relevant information for determining the potential environmental effects of implementing the neighbourhood plan, and their significance. The East Hampshire District Joint Core Strategy (Adopted June 2014) and supporting documents have.

2. Background

- 2.1. The Alton Neighbourhood Plan Area, covering the entire Parish, was designated by East Hampshire District Council on 30 May 2014, under the Neighbourhood Planning (General) Regulations (2012), which came into force on 6 April 2012.
- 2.2. The Alton Neighbourhood Plan (2011-2028) was submitted to East Hampshire District Council on 17 June 2015. The Regulation 16 consultation took place between Friday 10 July and Friday 21 August 2015 whereby the Plan was publicised, and comments were invited from the public and stakeholders.
- 2.3. East Hampshire District Council appointed an Independent Examiner to review whether the Plan met the basic conditions required by legislation and whether the plan should proceed to referendum.
- 2.4. The Examiner's Report concluded that the Plan meets the Basic Conditions, and that subject to the modifications in the examiner's report, the plan should proceed to referendum.
- 2.5. Following a positive referendum result, East Hampshire District Council made the Alton Neighbourhood Plan ("the Plan") part of the Development Plan at a Council meeting on Thursday 12 May 2016

Background to SEA

- 2.6. East Hampshire undertook a SEA Screening report at the early stages of the Neighbourhood Plan preparation. The final assessment is appended to this report at appendix 1 which concluded that:

"Following its assessment against Schedule 1 of the EAPP Regulations it is the unanimous view of the three statutory bodies as well as the LPA that the Plan will not give rise to any significant environmental effects. Therefore, a full Environmental Report is not required in support of the Alton Neighbourhood Development Plan."

3. Scope of the review of the Alton Neighbourhood Plan

- 3.1 The purpose of the Alton Neighbourhood Plan Review is to review and update the HO3 residential allocation policies. The review will only consider:
1. Where existing Neighbourhood Plan Allocations can be removed as a result of being at the advanced stages of build out and complete or almost complete
 2. Where existing allocations should be retained as a result of either being at the early stages of being built out or have not yet commenced.
 3. Where existing allocations should be modified in terms of development capacity (likely reduced) due to now having further detailed information regarding site constraints.
 4. Potential new housing sites for allocation that are within the existing Settlement Policy Boundary and are either coming forward through the planning application process now or could come forward as windfall in line with JCS Policies CP2 and CP10.
- 3.2 The review to the Neighbourhood Plan is being undertaken in conformity with the adopted East Hampshire District Local Plan: Joint Core Strategy (adopted June 2014).

4. Purpose of the review

- 4.1 The reason for this focussed review is to ensure (in the absence of an up to date Local Plan) that the Neighbourhood Plan continues to support Policies CP2 and CP10 of the East Hampshire District Local Plan: Joint Core Strategy (adopted June 2014).

- 4.2 In light of revisions to the NPPF and its accompanying guidance and in the absence of an up to date Local Plan, the review of the Alton Neighbourhood Plan intends to continue to provide homes to meet local needs, boost town centre viability, improve services and facilities, as well as enhance public open spaces. Allocating more homes in relation to the minimum 700 dwelling target in the JCS will help strive further to meeting these opportunities and will also ensure paragraph 14 of the National Planning Policy Framework (NPPF) is engaged, essentially maintaining full weight of its policies for a further two-year period, following adoption. This will allow Alton and its residents to have a say on the location of growth and avoid the risk of speculative development

5. Strategic Environmental Assessment (SEA)

- 5.1 In relation to the above proposals, this document presents a final "screening" opinion as to whether they are likely to have significant environmental effects.

The SEA Screening Process

- 5.2 The process for determining whether an SEA is required is called screening. To conduct this screening exercise, it is necessary to determine if a plan will have significant environmental effects using the criteria set out in Schedule I of the 2004 Regulations. A determination cannot be made until the three statutory consultation bodies have been consulted: The Environment Agency, Natural England and Historic England.
- 5.3 Within 28 days of making its determination the authority must publish a statement such as this one, setting out its decision. If it determines that an SEA is not required, the statement must include the reasons for this.

SEA Determination and Reasons for Determination

- 5.4 Before making a final determination under Regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004, the three consultation bodies were consulted. The responses received are set out in Table 1 below:

Table 1 – Comments received by Consultation bodies

Consultation Body	Comments
Environment Agency	No response received.
Historic England	29/01/2021

Consultation Body	Comments
	Historic England agrees with the council's opinion that SEA is not required, for the following reasons. The quantum of development for Alton was established by the East Hampshire District Joint Core Strategy 2014, which was itself the subject of a sustainability appraisal and the two new proposed site allocations within the Review of the Alton Neighbourhood Plan are both located within the existing settlement policy boundary. We therefore conclude that the Review does not establish a new framework for future development: it is a lower tier plan in a hierarchy of plans where the framework for development has already been set, and been subject to sustainability appraisal, by a higher tier plan.
Natural England	26/01/2021 Natural England agrees with the judgment of the Council that the modifications do not have the potential for significant environmental effects and an SEA will not be necessary. 09/02/2021 Having taken a look at the screening document and based on the proximity to designated sites we would agree with the conclusion that SEA would not be required in this instance – as per our previous response back in 2015 and that an HRA would equally not be required as part of this process. We would however suggest that the LPA records this fact in a short document to ensure they have the decision is noted for reference should it be required as our opinion in this instance is purely an advisory one and it is down to the responsible authority to make the final decision.

SEA Screening Final Determination of the Alton Neighbourhood Plan Review

- 5.5 Appendix 1 provides details of the screening assessment dated 11 June 2015 for the existing Alton Neighbourhood Plan (2011-2028). East Hampshire District Council has reviewed its contents in light of the proposed scope and purpose of the Neighbourhood Plan Review and concludes that the focussed review of the plan relates to an overall small area of land which supports policies from the East Hampshire District Joint Core Strategy (adopted June 2014), namely CP2 and CP10, which was subject to SEA (as part of a Sustainability Appraisal) at a higher tier and as such the review falls within the scope of the evidence base that supported the Joint Core Strategy 2011-2028.
- 5.6 In addition to the above, the Neighbourhood Plan Review will be focused on reviewing and updating existing allocations, as well as the addition of approximately 300 dwellings. Any potential new housing sites for allocation will be in the existing Settlement Policy Boundary and are either already coming forward via the planning application process or could come forward via windfall in line with current Joint Core Strategy Policies. For example, approximately 220 dwellings, a care home and associated living units are associated with the former Molson Coors Brewery site, which was given resolution to grant planning permission in November 2020. Therefore, this focused review of the Neighbourhood Plan relates to a small area, even when covered cumulatively, and the existing Joint Core Strategy SA (including SEA) has already considered the issues of strategic merit.
- 5.7 Having regard to the considerations above and those in appendix 1, East Hampshire District Council considers that the Alton Neighbourhood Plan Review is unlikely to have any significant environmental effects and therefore will not require a Strategic Environmental Assessment.
- 5.8 This **final determination** was made on **10/02/2021** having regard to the responses of the consultation bodies. It may need to be revised and updated, should the proposals of the emerging Alton Neighbourhood Plan Review change from those that have been described in this document.

Appendix 1

Determining the need for SEA: Alton Neighbourhood Development Plan

Date of assessment: 11th June 2015

The Planning and Compulsory Purchase Act 2004 requires all local development documents (LDDs) to be supported, and to a great extent led, by a formal Sustainability Appraisal (SA) designed to meet the requirements of the SEA Directive. This requirement was amended as part of the Planning Act 2008 to only require full SA of development plan documents (DPDs) which are those documents that make up a 'local plan.' There is no requirement under either Act for a full SA to be prepared for Neighbourhood Development Plans. However, SEA may still be required.

Following the amendment to the Neighbourhood Planning (General) Regulations 2012 in February 2015 there is now a requirement for either an Environmental Report or a statement of reasons why an Environmental Report is not required to be submitted to the Local Planning Authority under Regulation 15. In the event that the following report is completed and no SEA is required then this document will comprise this aspect of the submission package.

The National Planning Practice Guidance (NPPG) suite, amended in February 2015, provides an overview of the approach that should be taken when identifying the need for SEA of Neighbourhood Development Plans:

"In some limited circumstances, where a neighbourhood plan is likely to have significant environmental effects, it may require a strategic environmental assessment. Draft neighbourhood plan proposals should be assessed to determine whether the plan is likely to have significant environmental effects. This process is commonly referred to as a "screening" assessment and the requirements are set out in regulation 9 of the Environmental Assessment of Plans and Programmes Regulations 2004.

If likely significant environmental effects are identified, an environmental report must be prepared in accordance with paragraphs (2) and (3) of regulation 12 of those Regulations.

One of the basic conditions that will be tested by the independent examiner is whether the making of the neighbourhood plan is compatible with European Union obligations (including under the Strategic Environmental Assessment Directive)."

The Environmental Assessment of Plans and Programmes Regulations 2004 (EAPP Regulations) are used to determine whether a plan or programme (PP) such as the Alton Neighbourhood Development Plan require SEA, directing the responsible authority in a series of steps to reach a view.

The following assessment, in accordance with the EAPP Regulations, was undertaken by East Hampshire District Council to identify any requirement for full SEA. The relevant Articles from the SEA directive are given in brackets:

Regulation	Yes/No	Reason
Regulation 2 (1) PP means plans and programmes, including those co-financed by the European Community, as well as any modifications to them, which – (a) are subject to preparation or adoption by an authority at national, regional or local level; or (b) are prepared by an authority for adoption, through a legislative procedure by Parliament or Government; and in either case, (c) are required by legislative, regulatory or administrative provisions; (Article 2(a))	Yes	The Alton Neighbourhood Development Plan is prepared by Alton Town Council. Upon successful completion of an examination and referendum it will be made by the local authority as part of the development plan. It is regulated by legislative procedures.
Regulation 5(2) Is it a PP which: (a) Is prepared for agriculture, forestry, fisheries, energy, industry, transport, waste management, water management, tele-communications, tourism, town and country planning or land use; AND (b) Sets the framework for future development consent of projects in Annex I or II to Council Directive 85/337/EEC on the assessment of the effects of certain public and private projects on the environment, as amended by Council Directive 97/11/EC? (Article 3.2(a))	Yes	The NP is a PP required for town and country planning purposes. The NP seeks to allocate a number of development sites that may be used to deliver development consents requiring EIA. Whilst this will be screened on an application by application basis, this requirement cannot be ruled out at this stage.
Regulation 5(3) Has the PP, in view of the likely effect on sites, been determined to require an assessment pursuant to Article 6 or 7 of the Habitats Directive? (Article 3.2(b))	No	Natural England has been consulted in relation to the requirement. The settlement of Alton is well over 5km from the Wealden Heaths Phase II Special Protection Area and Solent European sites therefore no further assessment work will be required.

Regulation 5(4) Is the first formal preparatory act of the plan on or after 21st July 2004; and does the plan set the framework for future development consent of projects?	Yes	The first formal preparatory act falls after 21st July 2004 and the plan does set the framework for future development consent of projects.
It may be required that the Plan would be automatically eligible for full SEA, unless: - The answer to the questions posed by Regulation 5(2) are both No; or - The answer to questions posed by exemptions set out under Regulation 5(5) or 5(6) apply. In either event the tests set out under Regulation 9(1) below must then be satisfied to ensure that no significant environmental effect is likely and no SEA is required.		
Regulation 5(5) Is the PP's sole purpose to serve national defence or civil emergency; a financial or budget PP; or is it co-financed under Council Regulations (EC) No's 1260/1999 or 1257/1999? (Articles 3.8, 3.9)	No	These do not apply.
Regulation 5(6) Does the PP: (a) Determine the use of a small area at local level; or (b) Propose a minor modification of an existing PP subject of the regulations. (Article 3.3)	Yes	(a) The strategic framework for Alton is included in the adopted Joint Core Strategy for East Hampshire. It identifies the development requirements for the town and considers how these can be delivered in the context of the District as a whole. In this context the Neighbourhood Development Plan only seeks to determine the precise locations of growth within the locality of Alton, on specific development sites. To this end, it is considered that the Plan principally seeks to determine the use of small areas of land at a local level. (b) The Alton Neighbourhood Development Plan does not propose minor modifications of an existing PP subject of the regulations.
It may still be required that the Plan would be eligible for full SEA, unless it is determined that it will not give rise to significant environmental effects under Regulation 9.		

Regulation 9(1) Is the PP likely to have a significant effect on the environment taking into account the views of the consultation bodies and the criteria set out at Schedule 1 of the Regulations? (Article 3.5)	No	Following consultation with Natural England, Historic England, the Environment Agency, the LPA and the qualifying body's own assessment of likely environmental effect, the following conclusion has been reached: The Neighbourhood Development Plan is unlikely to have a significant effect on the environment.
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Determining significant environmental effects

The following assessment has been made as to whether the plan is likely to have any significant environmental effects. Along with advice from the LPA, this takes into account the responses and independent assessments of the three consultation bodies against the Schedule 1 criteria in the EAPP Regulations, set out below.

Following consultation the three consultation bodies have returned the following opinions:

Consultation body	Date of response	SEA required?	Summary comments
Natural England	Email dated 3 rd June 2015	No	Given the additional information that has been provided by EHDC on behalf of Alton TC, Natural England do not require a SEA for the Alton Neighbourhood Plan.

Historic England	Letter dated 26 th May 2015	No	The SEA-compliant Sustainability Appraisal of reasonable housing site options across East Hampshire (outside the South Downs National Park) undertaken for the Local Plan Part 2 included sites at Alton, from which the proposed allocations sites have been selected. It is clear that this appraisal has included an assessment of likely effects on the historic environment. Historic England is therefore content that the proposed allocations sites in the Alton Neighbourhood Development Plan have been subject to an adequate and appropriate Strategic Environmental Assessment. In addition, the Town Council has undertaken further assessment of proposed allocation sites.
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Environment Agency	Email dated 29 th May 2015	No	The Environment Agency are satisfied that unless the Alton Neighbourhood Development Plan is intending to significantly exceed the Joint Core Strategy target of a minimum of 700 dwellings or change the sites that are being allocated, any environmental effects of this quantum of development and alternative sites will already have been considered.
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Copies of the full responses of the consultation bodies are appended to this statement.

The assessment set out below, as well as the assessment of the three consultation bodies, has been undertaken bearing in mind the following context:

- The Alton Neighbourhood Development Plan has been produced to be in general conformity with the strategic policies of the adopted *East Hampshire District Local Plan: Joint Core Strategy*, which itself was subject of SEA;
- Where relevant, we have had reference to the SEA work undertaken in support of the emerging aspects of the further parts of the development plan;
- The assessment set out below has been informed in a large part by discussions and the written responses of the three named consultation bodies;
- The assessment set out below has also been informed by other relevant screenings of the Alton Neighbourhood Development Plan against the Habitats Regulations.

Criteria set out in Schedule 1 of the Environmental Assessment of Plans and Programmes Regulations 2004	Assessment	Significant environmental effect (positive or negative)?
The characteristics of plans and programmes, having regard to:		

The degree to which the plan or programme sets a framework for projects and other activities, either in regard to location, nature, size and operating conditions or by allocating resources.	The PP only sets the framework for projects in a local context. There is a statutory requirement for this Plan's policies to be within the context of strategic policies in the adopted development plan. It therefore cannot provide for development that significantly exceeds, at a strategic level, the intentions of the adopted Local Plan. Rather, it provides for local Town allocations.	None likely
The degree to which the plan or programme influences other plans and programmes including those in the hierarchy.	Whilst Neighbourhood Development Plans comprise part of the statutory development plan for the LPA area, they are required to conform with the strategic policies of the development plan. They are effectively the bottom tier of the statutory policy pyramid.	None likely
The relevance of the plan or programme for the integration of environmental considerations, in particular, with a view to promoting sustainable development.	Neighbourhood Development Plans are required by legislation to help achieve sustainable development. This is one of the basic conditions against which the Plan will be tested at examination. This includes environmental sustainability, as one of the three pillars identified in the NPPF. The primary objective of the Plan is to plan positively and achieve a sustainable level of growth, whilst maintaining both the built and natural environment of the town and its surrounding area.	None likely
Environmental problems relevant to the plan or programme.	The Plan will seek to address environmental, economic and social issues in the neighbourhood area.	None likely
The relevance of the plan or programme for the implementation of Community legislation on the environment (for example, plans and programmes linked to waste management or water protection).	The Plan is not relevant in this instance, as the matters described are guided by higher level legislation (and in some instances these matters fall under the category of 'excluded development' for Neighbourhood Development Plans). Instead, the policies of the Plan must have regard to these matters and seek to ensure that any development it promotes does not compromise the objectives of higher level strategies.	None likely
The characteristics of the effects and of the area likely to be affected, having regard, in particular, to:		
The probability, duration, frequency and reversibility of effects.	The Neighbourhood Plan will set the local vision, objectives and policies to guide new housing development in the neighbourhood area. It is likely to result in long-term effects associated with changes to land use and physical development of land.	None likely

The cumulative nature of the effects.	The cumulative nature of the effects is described in part above. Ultimately the cumulative nature of the effects can be characterised by the impact that residents of the level of new homes planned for the Town will have on the environment. Whilst it is accepted that, unmitigated, there may be a number of potential effects around traffic movement, waste generation, recreational uses and impact on the water environment, the Plan in combination with the adopted development plan and other plans and programmes propose measures to restrict and neutralise the impact of new development in and around areas of sensitivity.	None likely
The trans-boundary nature of the effects.	In context the Plan is seeking to manage future development on specific sites in a small, parish level area within the wider LPA area. It is unlikely that the Plan will have any significant trans-boundary effect, taken primarily to mean impacting on another EU member state, as defined in the EIA Regulations. Even if 'trans-boundary' were to be defined as impacting on the jurisdiction of other administrative areas within the UK (for example between parishes or districts) the effect would be minimal.	None likely
The risks to human health or the environment (for example, due to accidents).	It is highly unlikely that the Plan will give rise to any significant instances of risk to human health. It principally proposes the delivery of residential and domestic scale development by way of a set of policies that seek to take into account all residual effects on residents, including traffic movement, fumes and pollution.	None likely
The magnitude and spatial extent of the effects (geographical area and size of the population likely to be affected).	As identified above it is highly unlikely that any environmental effect brought about by the Plan will be of any magnitude or impact on any area of scale. Neighbourhood Development Plans have a very limited ability to influence the delivery of strategic levels of development and this particular Neighbourhood Development Plan only seeks to direct development to small areas at local level.	None likely
The value and vulnerability of the area likely to be affected due to (i) special natural characteristics or cultural heritage; (ii) exceeded environmental quality standards or limit values; or (iii) intensive land use.	There are parts of the Neighbourhood Area which are both highly valued and vulnerable, namely areas prone to flooding, landscape, the Conservation Area and maintaining the Alton/Chawton Gap.	None likely

The effects on areas or landscapes which have a recognised national, Community or international protection status.	The settlement of Alton is well over 5km from the Wealden Heaths Phase II Special Protection Area and Solent European sites. It is also outside the designated South Downs National Park.	None likely
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Determination of the requirement for SEA

As a result of the assessment set out above, incorporating the comments of the three consultation bodies, East Hampshire District Council, as the responsible authority, determines that:

Following its assessment against Schedule 1 of the EAPP Regulations it is the unanimous view of the three statutory bodies as well as the LPA that the Plan will not give rise to any significant environmental effects. Therefore, a full Environmental Report is not required in support of the Alton Neighbourhood Development Plan.



Historic England

Ms Amanda Dunn
Principal Policy Planner
East Hampshire District Council
Penns Place
Petersfield, GU31 4EX.

Our ref: HD/P5236/
Your ref:
Telephone: 01483 252040
Fax:

26th May 2015

Dear Amanda,

Alton Town Neighbourhood Town Council – Re-screening for SEA

Thank you for your e-mail of 18th May in response to my letter of 6th May regarding the above. I apologise for the delay in getting back to you.

It is clear that there has been a misunderstanding on my part as to whether or not land for approximately 700 dwellings in Alton was to be allocated through the Local Plan Part 2 or the Neighbourhood Plan. Nevertheless, we remain of the view, as previously advised, that this quantum of development could have potentially significant environmental effects and that we would therefore expect any Plan proposing such a quantum to be subject to Strategic Environmental Assessment.

However, the note from the Town Council advises that the SEA-compliant Sustainability Appraisal of reasonable housing site options across East Hampshire (outside the South Downs National Park) undertaken for the Local Plan Part 2 included sites at Alton, from which the proposed allocations sites have been selected. Having referred to this Appraisal it is clear it has included an assessment of likely effects on the historic environment.

I am therefore content that the proposed allocations sites in the Alton Neighbourhood Plan have been subject to an adequate and appropriate Strategic Environmental Assessment. In addition, the Town Council has undertaken further assessment of proposed allocation sites.

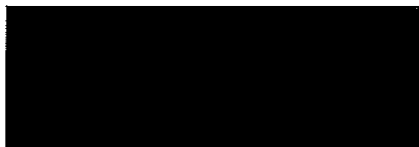
I therefore confirm that, in the light of this information, it is the view of Historic England that a Strategic Environmental Assessment is not required for the Alton Neighbourhood Plan.

Thank you again for consulting Historic England on this re-screening and for the additional information.

Cont'd



Yours sincerely,



Martin Small
Principal Adviser, Historic Environment Planning
(Bucks, Oxon, Berks, Hampshire, IoW, South Downs National Park and Chichester)

E-mail: martin.small@historicengland.org.uk



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Please note that Historic England operates an access to Information policy.
Correspondence or Information which you send us may therefore become publicly available.



Amanda Dunn

From: Lax, Laura <laura.lax@environment-agency.gov.uk>
Sent: 29 May 2015 11:02
To: Amanda Dunn
Cc: 'Barker, Francesca (NE)'
Subject: RE: Alton Neighbourhood Plan

Hi Amanda

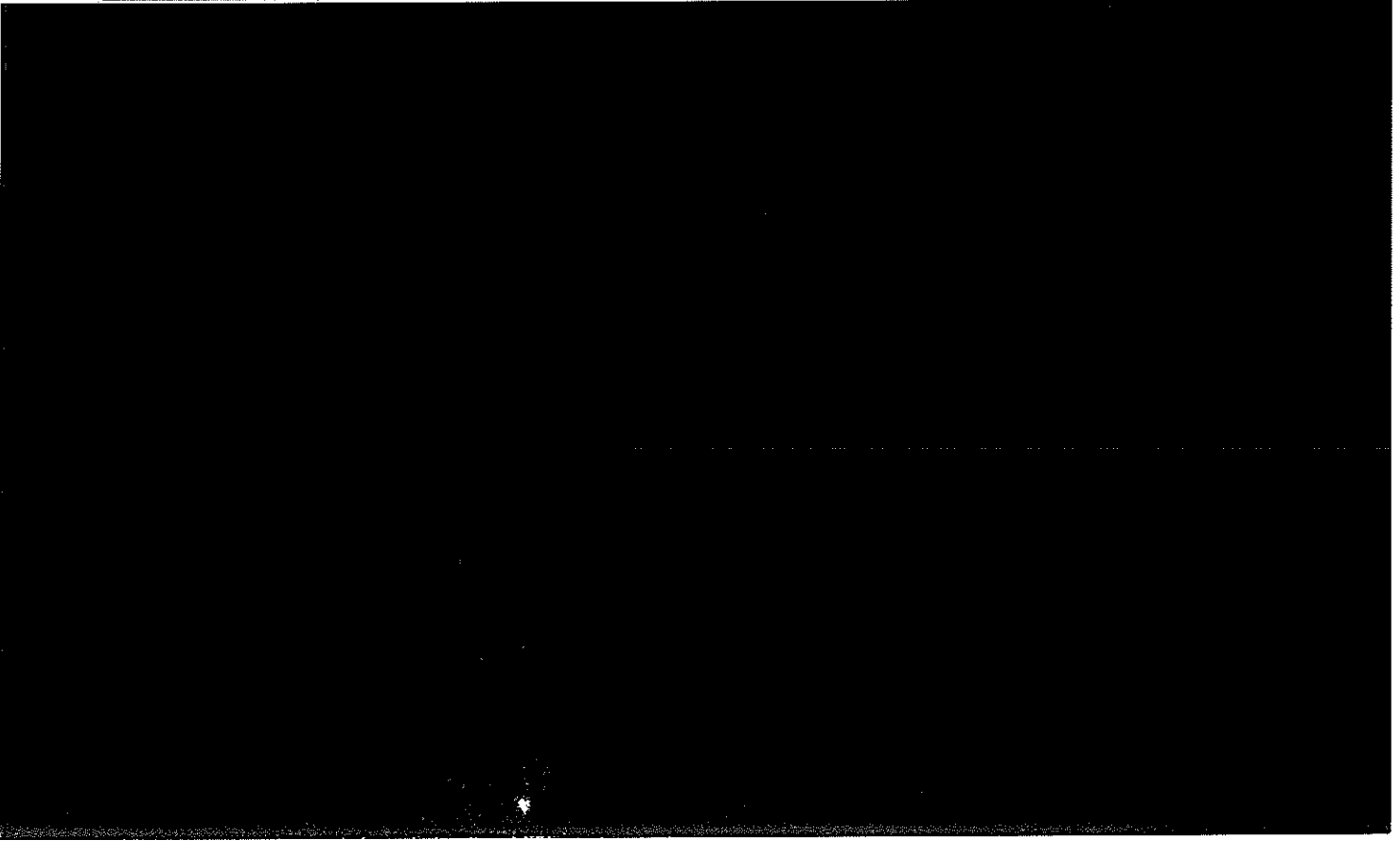
Thank you for the additional information that you have sent through regarding the site assessment and selection process for Alton Neighbourhood Plan. Having reviewed this information, we are satisfied that unless the Alton Neighbourhood Development is intending to significantly exceed the Joint Core Strategy target of a minimum of 700 dwellings or change the sites that are being allocated, any environmental effects of this quantum of development and alternative sites will already have been considered. Therefore in our opinion we would advise that no SEA is required. We feel it is however important that this additional information on site selection is included as part of the evidence base supporting the Neighbourhood Plan as it moves forward.

I hope that the above is useful to East Hampshire District Council, as the decision maker, to make an informed decision regarding the need for SEA

Kind regards
Laura

Laura Lax
Environment Agency - Solent and South Downs
Sustainable Places, West
Tel: 01794 834587
Email: laura.lax@environment-agency.gov.uk

Our Flood Risk Standing Advice has been updated.



Amanda Dunn

From: Barker, Francesca (NE) <Francesca.Barker@naturalengland.org.uk>
Sent: 03 June 2015 11:52
To: Lax, Laura; Amanda Dunn
Subject: RE: Alton Neighbourhood Plan

Dear Amanda,

I am sorry I haven't been able to get back to you sooner.

I agree with the Environment Agency's position that given the additional information that has been provided, that Natural England do not require a SEA for the Alton Neighbourhood Plan.

Warmest wishes,

Francesca Barker
Land Use Lead Adviser
Dorset, Hampshire and Isle of Wight Area Team

Natural England
Area 1C Nobel House,
17 Smith Square,
London SW1P 3JR
Tel: 0300 060 0873
Mob: [REDACTED]

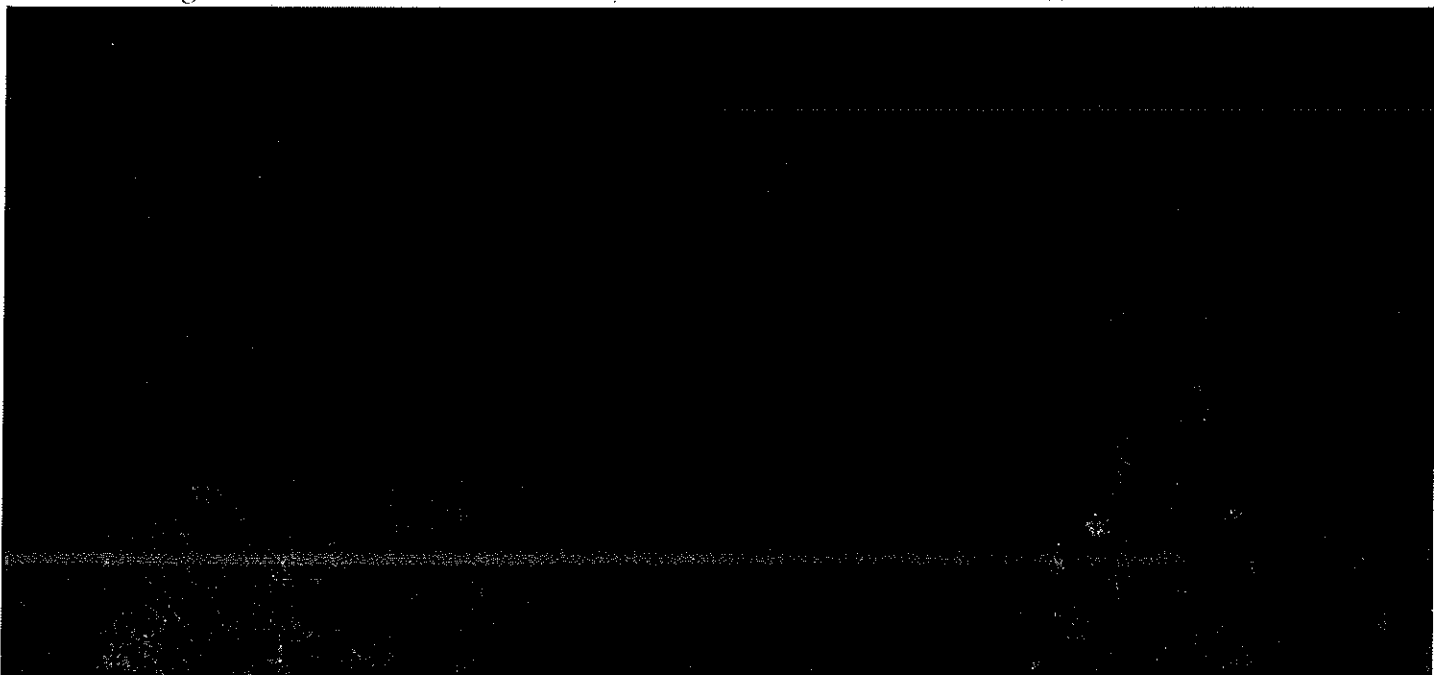
www.naturalengland.org.uk

If you have just sent me a land use consultation, please resend to consultations@naturalengland.org.uk or, for any other land use query, please contact our Land Use Planning Enquiry line (0300 060 3900) in the first instance.

We are here to secure a healthy natural environment for people to enjoy, where wildlife is protected and England's traditional landscapes are safeguarded for future generations.

In an effort to reduce Natural England's carbon footprint, I will, wherever possible, avoid travelling to meetings and attend via audio, video or web conferencing.

Natural England is accredited to the Cabinet Office Customer Service Excellence Standard



ALTON TOWN COUNCIL REVIEW OF THE EFFECTIVENESS OF INTERNAL AUDIT CONTROLS

Reviewed for the 2020/2021 Financial Year by Full Council on the 28th April 2021

In accordance with the Governance and Accountability for Smaller Authorities in England Practitioners' Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements March 2021, Alton Town Council (hereafter referred to as "the Council") is required to carry out a review of the effectiveness of the internal audit of the Council's accounting, financial and other operations. Regulation 6 of the Accounts and Audit Regulations 2015 requires the Council to conduct each financial year a review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement. The Regulations require that the review of the effectiveness of the system of internal audits precedes the annual governance review.

PART 1: Scope of the Internal Audit

The review should be designed to assure the authority that it has maintained the standards of an adequate and effective internal audit of its risk management, control and governance processes as listed in section 4.22.

Was the scope of the Internal Audit for 2020/21 adequate?

YES

PART 2: Independence of the Internal Auditor

The Internal Audit was conducted by an auditor who is independent of the council and the Town Clerk/Responsible Financial Officer. The appointment of the Internal Auditor complies with the Financial Regulations of the Council.

Was the independence of the Internal Audit adequate?

YES

PART 3: Competence of the Internal Auditor

The internal auditors are experienced financial auditors who understand the role of the internal audit and have an understanding of risk management and the powers and duties of Town and Parish councils. A comprehensive summary of the internal audit is made available to the Council.

The internal auditors undertake similar internal audits of other Town and Parish councils. The level of detail and scrutiny of the Council's processes during the annual Internal Audit is believed to be proportionate to the size of the local parish and the annual budget.

It is noted that the current Internal Auditors have worked with the Council for the last five years and as such as part of the audit over the next 12 months an independent qualified third party will be asked to scrutinise one internal audit visit to ensure the continuing effectiveness of the regime

Was the competence of the Internal Auditor adequate?

YES

PART 4: Relationships with the Clerk and the authority

The authority needs to ensure it has taken all necessary steps to facilitate the work of those conducting the internal audit. The Town Clerk works with the Internal Auditors to make available all the relevant documents and records and supplying any information or explanations required. The Clerk is present for all internal audit appointments with the Council to discuss the Council's progress and position with the Internal Auditors and signpost where the auditors may offer guidance to the Council.

Was the relationship with the Clerk and the Authority appropriate for the Internal Audit

YES

PART 5: Audit Planning and Reporting

Has the Internal Audit been effectively planned and reported upon?

YES

If any of the questions above have been answered "No", an appropriate action plan should be developed to increase the effectiveness of the Internal Audit.



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

19 March, 2021

The Town Clerk

Alton Town Council

Town Hall

Market Square

Alton, Hants

GU34 1HD

Dear Leah

Thlrđ Interim Internal Audit Report

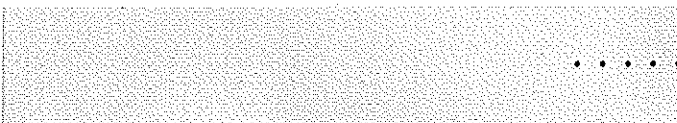
Alton Town Council – October 2020 to February 2021

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance. We confirm that we are independent of the Council.

The internal audit work to be carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Annual Governance and Accountability Annual Return (AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Governance and Accountability for Local Councils – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).



.....

March 19, 2021

Page 2

Background

A second interim internal audit review was carried out on the Monday 12 October 2020. An interim report from this review highlighted some good practice points and matters to be brought to the attention of the Council.

This third review has checked that the good practice points continue to be used by the Council. At this review we agreed to continue to test practices operated by Council.

The Council is not a sole managing trustee.

It is good practice for the Council to comply with the Local Government Transparency Code Regulation 2015.

The Council's accounting records are maintained on RBS Omega Software

The Council Offices continue to remain closed to the general public. However, it continues to retain full functionality.

The Council have approved a Covid 19 risk assessment which is reviewed on a regular basis. It provides for a framework that allows staff to be able to work from home. An additional letter confirmation has been provided to staff that complements their contracts of employment to indicate that the chosen place of work can be flexible between working from home or designated as the Town Council Offices.

These arrangements will be reviewed each year and will be form part of the performance management process to ensure staff member can demonstrate in practice the flexibility required for homeworking. It will also be considered as part of reviewing the most efficient and effective use of their resources for the Council.
(Audit Note: We suggest that these arrangements should also be reviewed when considering further guidance provided from NALC once the temporary Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (The Regulations) legislation outcome is known).

It was agreed with the Town Clerk that the third interim internal audit review should be carried out remotely on Monday 15 March 2021.

Consultations have continued with the Town Clerk, Finance and Administration Manager and the Assistant to the Town Clerk by video link and telephone conference calls and the Assistant to the Town Clerk provided the back-up information from RBS Omega software. We have used the financial back-up information for the period September 2020 to February 2021 to check the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

We are pleased to report that the Town Clerk had provided relevant updated information to keep the Council aware of the current budgetary position during the first three quarters of the financial year 2020/2021. We have also noted the extensive review and due diligence carried out to produce the budget report to Council when identifying the Precept setting that would sustain the Council's services in 2021/2022.

We have noted that the Council have carefully considered its budget and Precept setting for 2021/2022. We have noted that there have been changes in the East Hants District Council tax base calculations for 2021/2022 that affect the Council's Tax Band D position, but the final budget agreed by the Council will support the current level of service provision for 2021/2022.

March 19, 2021

Page 3

We continue to note the Council's support for local businesses through the Resilience Fund which has proved valuable to the Local Traders and Community.

We have also noted since the previous interim review that new tenants have commenced using the properties owned by the Council which had been vacated in the period July to September 2020.

We checked to see that the Lease details were signed and dated for the new tenant:

- 13 Market Square – The Twisted Teacup moved in from 4th September 2021.

Internal audit checks

We have undertaken a series of audit tests on the Council's financial records, vouchers, documents, Minutes, policies, procedures, and insurance documentation to ascertain the efficiency and effectiveness of the Town Council's internal control framework. This internal audit report is based on the audit testing carried out at the review.

During this review we checked a sample of the following:

- Minutes of Council and Committee Meetings
- Policies and Procedures
- Bank and cash
- Investments
- Petty Cash
- Budgetary Management
- Income and expenditure
- Payroll
- VAT claims
- Covid 19 arrangements
- Transparency of the Council website

Findings

Details of good practice noted, our recommendations and other matters to be brought to the Council's attention are set out below.

Good practice

- The Council continues to maintain its books and records on RBS Omega Software.
- Staff remain aware of the requirements of GDPR
- The Council is registered with the ICO.
- Details of total payments authorised at meetings are recorded in the Minutes.
- All income records including cash and cheque transactions are appropriate and recorded correctly
- All expenditure items could be traced and are recorded correctly in the financial ledger.
- Petty cash is maintained, recorded, and approved appropriately.
- All records continue to be up to date and easy to follow.
- The Council take an active scrutiny role.
- The Council continue to maintain a long-term investment position.
- The budgeting process is detailed, thorough and monitored throughout the year.

March 19, 2021

Page 4

- Bank reconciliations are carried out promptly each month and were accurate.
- VAT claims continue to be submitted to HMRC on a regular basis.
- Payroll information is calculated correctly, showing appropriate deductions for PAYE, National Insurance and Pension Contributions.
- Sales Invoices are raised when appropriate to record income due to the Council.
- The Council's website continues to meet the requirements of the Transparency Code Regulation 2015.

Recommendations

- There are no formal recommendations made from this third interim internal audit visit.

Other matters of note brought to the Council's attention

- The Council have provided evidence of the posting date for the Exercise of Public Rights in 2020 so we are able to answer "Yes" to Objective M on the Internal Audit Report (AGAR) for 2020/2021.
- The information supplied in the letter to Town and Parish Councils from the Chairman of JPAG (an email was sent to the Parish Clerk prior to the audit visit) relating to the Website Accessibility Regulation 2018 has been implemented by the Town Council to comply with the regulations. *(Audit Note: It is recommended that the Accessibility Statement records that scanned pdf documents do not comply with the Accessibility Regulation, but these documents can be provided in an alternative format or on alternative media, on request).*
- We continue to note that the Minutes of the Council and Policy and Resources Committee since October 2020 have yet to be signed by the Chairman for the financial year 2020/21 due to meeting remotely. *(Audit Note: We continue to recommend that the Chairman should also sign and date the bank reconciliations for the third quarter to confirm that bank reconciliations have been carried out accurately as part of Town Council scrutiny role).*
- The Council has remained active during the Covid 19 pandemic to support local organisations and community groups who require help and support. The Council are providing resilience funding although this does not form part of the Councils normal income streams as money held is on behalf of support group. We have agreed with the Assistant to the Town Clerk these sums will not form part of the income to be recorded in Box 3 on the Accounting Statements of AGAR 2020/2021 and will be deducted from the total income recorded in the RBS Omega software showing the end of year figures for 2020/2021.
- We have also agreed with the Town Clerk and Assistant to the Town Clerk that the financial risks for 2021/2022 should be updated. The likelihood of further potential loss of income requires a review of the Earmarked Reserves to ensure the financial health of the Council is sound. *(Audit Note: The Council should review its Reserves to check if it is viable to sustain projects earmarked for 2021/2022).*
- The Council have recently confirmed a commitment to create a carbon neutral estate by 2030 as well as progressing projects which seek to encourage activity and improve mental wellbeing and physical exercise. It is suggested the Council consider this commitment as part of the review of its Reserves. *(Audit Note: It is our opinion that the Council should budget for these commitments as part of the Earmarked Reserves programme rather than seek additional loan funding which will have a long-term repayment programme).*

Conclusion

Based on the tests we have carried out at this interim internal audit visit, in our view, the internal control procedures in operation are appropriate to meet the needs of Alton Town Council.

March 19, 2021

Page 5

Next visit

The next internal audit visit has been arranged for **Friday 16 April 2021**.

At this visit detailed checks will be carried out on:

- Minutes of Council Meetings
- Bank and cash
- Investments
- Income and expenditure
- VAT claims
- Asset Register
- End of Year Procedures

Next Steps

This report should be noted and taken to the next meeting of the Town Council.

Tim Light FMAAT and Paul Reynolds FMAAT
Internal auditors



7 Hodder Close, Chandlers Ford, Hants, SO53 4QD.
Tel: 07762 780605 Email: Tim.Light1@hotmail.co.uk

15 April 2021

The Town Clerk

Alton Town Council

Town Hall

Market Square

Alton, Hants

GU34 1HD

Dear Leah

Final Internal Audit Review:

Alton Town Council – covering March 2021 and Year End procedures

The Accounts and Audit (England) Regulations 2015 (as amended) require all Town and Parish Councils to undertake an effective internal audit to evaluate the effectiveness of their risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

We confirm that we are independent of the Council.

The internal audit work we have carried out has been planned to enable us to give our opinion on the control objectives set out in the Annual Internal Auditor's Report on the 2020-21 Annual Accountability and Governance Annual Return AGAR).

We have complied with the legal requirements and proper practices set out in:

- 'Accountability and Governance for Local Councils – A Practitioners' Guide (England)' 2020
- The Accounts and Audit (England) Regulations 2015 (as amended).

This is the final audit in 2020/2021 to check that the Council adheres to the requirements set out in the Accountability and Governance for Smaller Authorities in England ensuring that compliance with proper practices is maintained.

.....

April 16, 2021

Page 2

A visit was carried out to complete and finalise the End of Year Internal Audit 2020/2021 on Friday 16 April 2021.

Further links were also carried out by video and telephone conference calls between the Internal Auditors with the Clerk, Administration and Finance Manager and Assistant to the Town Clerk to finalise the review.

The Assistant to the Town Clerk has also provided back-up information for the period March 2021 and End of Year details to support the current governance and financial management position of the Council.

Further confirmation has been obtained of good practice and compliance with the Transparency Code Regulation 2015 from the Council's website.

As we have carried out interim internal audit visits and reviews throughout 2020/2021. We are also using the information already recorded from these visits to complete the internal control objectives on the (AGAR) Internal Audit Report.

Where this is necessary, we will complete the AGAR Internal Audit Report on evidence already seen from the previous reviews. This is acceptable practice for the External Auditor.

It is also noted that during 2021/2022 the Town Clerk will be exploring the possibility of setting up a framework for contracting certain services that are currently outsourced to Contractors that fall beneath the £25,000 Contracts threshold.

The new framework will allow the Town Clerk to use Contractors who are registered with the Town Council for certain types of service provision and this will be seen as a more efficient and transparent way of providing value for money to the Town Council.

If this is introduced Financial Regulations will be updated to reflect the new framework approach.

As part of this final Internal Audit Review, we checked:

Bank Reconciliations

- the Bank Reconciliation at 31 March 2021 was re-performed and no errors were noted.

Income and Expenditure including, VAT reimbursement and PWLB payments

- all income and expenditure items as at 31 March 2021 were confirmed and details are accurate to the records held by Council.

Town Council Minutes

- Minutes of the Council were checked on the website for approvals and decisions made and approval of payments was checked for March 2021.

Asset Register

- The Asset Register at 31 March 2020 was reviewed and additions for 2020/21 were agreed.

End of Year Procedures

- A full check was carried out on the End of Year documentation provided by the Clerk to confirm the accuracy of the details to be submitted to the External Auditor. This also included the validation

April 16, 2021

Page 3

of any variances of totals over 15% between 2019/20 and 2020/21 shown on Section 2 of the AGAR as required by the External Auditor.

- The Annual Internal Audit Report to be submitted to the External Auditor was completed and signed by Tim Light.

- The 2020/2021 AGAR Internal Audit Report requires the Internal Auditor to check the Council has correctly provided the proper opportunity for the Exercise of Public Rights in accordance with the requirements of the Accounts and Audit Regulations 2015.

- This includes the Internal Auditor being shown evidence that the posting of the notice on the website was done at least one clear day before the 30-working day period begins.
(Audit Note; We are pleased to report that the Town Council have displayed the Notice correctly to comply with the requirements of the Accounts and Audit Regulation 2015).

This report should be circulated for the next meeting of the Council to inform them of the Internal Audit work carried out. The details of this Internal Audit Letter Report should also be Minuted by the Council.

Yours sincerely,

Tim Light FMAAT and Paul Reynolds FMAAT
Internal Auditors.

Annual Internal Audit Report 2020/21

ALTON TOWN COUNCIL

WWW.ALTON.GOV.UK

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered*
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

08/07/20 04/10/20 15/03/21

TIM LIGHT FMAAT

Signature of person who carried out the internal audit

TJ

Date

18/04/21

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

19/04/2021

Alton Town Council

11:52

Balance Sheet as at 31/03/2021

31/03/2020

31/03/2021

Current Assets

6,829	Debtors	7,803
55,762	Vat Control	18,025
444,605	CCLA Deposit Fund	401,062
157	Petty Cash	253
59,149	Unity Trust Bank : Current A/c	222,027

566,502

649,171

566,502 Total Assets

649,171

Current Liabilities

12,435	Creditors control ac	11,893
0	Resilience Fund	15,396
40,792	Accruals	79,461
9,560	Receipts in Advance	7,048
927	Holding Deposits	927

63,714

114,725

502,788 Total Assets Less Current Liabilities

534,446

Represented By

38,788	Working Capital	41,832
40,000	Molson Coors Option Fee	40,000
8,183	EMR 3G Interest	11,467
28,179	Economic Development Reserve	28,179
58,250	EMR Capital Reserve	64,427
0	EMR Complian Homeless Trust	600
121,402	General Reserves	121,402
52,662	Barley Fields Reserve	52,662
40,000	Greenfields Reserve	40,000
13,157	EMR Community Infrastructure	23,663
9,296	Weywalk Reserves	9,296
34,573	Payments on Acc (Incl CGTF)	34,573
58,300	Treloar Heights	36,346
0	EMR Crownby Estate	30,000

502,788

534,446

19/04/2021

Alton Town Council

11:52

Balance Sheet as at 31/03/2021

31/03/2020

31/03/2021

The above statement represents fairly the financial position of the authority as at 31/03/2021 and reflects its Income and Expenditure during the year.

Signed :

Chairman

Date : _____

Signed :

Responsible

Financial

Date : _____

Alton Town Council
Income and Expenditure Account for Year Ended 31/03/2021

31/03/2020		31/03/2021
	Operating Income	
233	Corporate Management	31,314
2,234	Central Support-Admin Costs	1,951
74,877	Central Support-Town Hall	2,738
707,714	Operating Income & Exp.	744,050
354,764	Other Properties	50,147
55,010	Anstey Park	37,708
33,744	Jubilee Playing Fields	31,516
3,430	Grounds Maintenance Team	1,939
2,855	The Butts	700
13,895	Public Gardens	12,087
4,441	Windmill Hill	4,418
6,765	Kings Pond	7,220
20,341	Chawton Park Road	23,683
0	Greenfields	430
25,000	Flood Meadows	899
6,827	Allotments	7,220
27,761	Community	10,342
500	Christmas Lights	0
1,771	Alton in Bloom	0
42,051	Assembly Rooms	15,114
4,705	Street Furniture	6,746
0	Neighbourhood Plan	3,610
304,837	Projects	54,120
1,693,754	Total Income	1,047,953
	Running Costs	
105,873	Corporate Management	49,941
17,534	Democratic Representation	4,008
310,423	Central Support-Admin Costs	310,973
15,369	Central Support-Town Hall	14,852
389,071	Other Properties	36,353
44,142	Anstey Park	26,779
22,483	Jubilee Playing Fields	31,645
273,979	Grounds Maintenance Team	261,174
43	The Butts	1,332
5,198	Public Gardens	1,506
10,246	Kings Pond	1,099
0	Holybourne Play Area	265
37,935	Flood Meadows	9,563
14,760	Other Open Spaces	720
0	Closed Churchyard	1,225
8,580	Allotments	8,929
51,411	Community	57,457
24,702	Christmas Lights	20,360
11,770	Alton in Bloom	3,785
35,342	Grants	29,886
44,414	Assembly Rooms	25,800
10,548	Street Furniture	23,163
0	Neighbourhood Plan	3,151
300,933	Projects	92,330
1,734,757	Total Expenditure	1,016,295

Alton Town Council**Income and Expenditure Account for Year Ended 31/03/2021**

31/03/2020		31/03/2021
	General Fund Analysis	
17,250	Opening Balance	38,788
1,693,754	Plus : Income for Year	1,047,953
1,711,005		1,086,741
1,734,757	Less : Expenditure for Year	1,016,295
(23,752)		70,445
(62,540)	Transfers TO / FROM Reserves	28,613
38,788	Closing Balance	41,832

STATEMENT

Mrs L J Coney
Alton Town Council
Town Hall
Market Square
ALTON
Hampshire
GU34 1HD

CLIENT: ALTON TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: 0116590001PC

Statement at 31 March 2021

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/03/21	Brought Forward			401,049.99	
01/03/21	Dividend reinvested		12.24	401,062.23	4
31/03/21	Carried Forward			401,062.23	4

Statement of Dividends paid during the month to 31 March 2021

Date	Receiving Account	Amount Paid £
01-03-21	Dividend reinvested	12.24

From May 2020, prices and yields for CCLA's Funds will no longer appear in the Financial Times. To view the fund prices and yields, please visit www.ccla.co.uk

CCLA

CCLA Investment Management Limited (Registered in England No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: Senator House, 85 Queen Victoria Street, London, EC4V 4ET. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

**Alton Town Council**

Transaction listing for account 60-83-01 20302775 from 31 Mar 2021 to 31 Mar 2021

Date	Time	Description	Serial No	Debits	Credits	Balance
31Mar2021	19:09	Service Charge		(76.65)		220,902.38
31Mar2021	12:25	Manual Credit - Handling Charge		(26.80)		220,979.03
31Mar2021	06:25	Direct Debit (E.ON)		(582.30)		221,005.83

Alton Town Council

Invoices totalling £500.00 or more
for the period 01/01/2021 to 31/03/2021

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amt	Invoice Total
1	10	01/01/2021	01/01/2021	01/01/2021	1100017488 JAN	EHDC	East Hampshire District Council	649	0	649.00
1	10	01/01/2021	01/01/2021	01/01/2021	1100016689 JAN	EHDC	East Hampshire District Council	561	0	561.00
1	10	01/01/2021	01/01/2021	01/01/2021	1100341273 JAN	EHDC	East Hampshire District Council	502	0	502.00
1	10	04/01/2021	15/01/2021	19/01/2021	157584	CHALCOMM	Chalvington Communications	537.99	107.6	645.59
1	10	05/01/2021	20/01/2021	29/01/2021	3611307488	HCCSTRAT	Hampshire County Council - Strat	5144	1028.8	6,172.80
1	10	07/01/2021	31/01/2021	29/01/2021	JAN 2021	HAMPPEHS	Hampshire Pension Fund	6748.88	0	6,748.88
1	10	07/01/2021	31/01/2021	29/01/2021	JAN 2021	HMRC	HM Revenue & Customs	6709.42	0	6,709.42
1	10	11/01/2021	11/01/2021	11/01/2021	1002103825	HITACHI	Hitachi Capital	736.87	147.37	884.24
1	10	13/01/2021	12/02/2021	19/01/2021	4650M	HIGHLIGHTS	Highlights Floodlighting Ltd	480	96	576.00
1	10	14/01/2021	28/01/2021	19/01/2021	101305	FACMGMTLTD	Facility Management Wessex Limited	600	120	720.00
1	10	15/01/2021	14/02/2021	29/01/2021	INV-3100	SPARKX	Sparkx	3225.6	645.12	3,870.72
1	10	17/01/2021	01/02/2021	01/02/2021	H196388D7B	EON	E.ON	498.57	99.71	598.28
1	10	18/01/2021	28/01/2021	29/01/2021	9062260689	ROYAL	Royal Mail Group Ltd	1106.23	221.25	1,327.48
1	10	19/01/2021	31/01/2021	16/02/2021	2000165708	EHDC	East Hampshire District Council	1051.12	210.22	1,261.34
1	10	19/01/2021	31/01/2021	29/01/2021	16627	ALTO01	Alton Community Association	545	109	654.00
1	10	22/01/2021	31/01/2021	29/01/2021	GRANT	ALTO01	Alton Community Association	4000	0	4,000.00
1	11	31/01/2021	02/03/2021	16/02/2021	918132	ROSSAIR	Rossair Limited	1107.5	221.5	1,329.00
1	11	01/02/2021	01/02/2021	01/02/2021	1100017488 FEB	EHDC	East Hampshire District Council	649	0	649.00
1	11	01/02/2021	01/02/2021	01/02/2021	1100016689 FEB	EHDC	East Hampshire District Council	561	0	561.00
1	11	01/02/2021	01/02/2021	01/02/2021	1100341273 FEB	EHDC	East Hampshire District Council	502	0	502.00
1	11	01/02/2021	08/02/2021	16/02/2021	0058	BES COOP	Basingstoke Energy Services	3535	717	4,302.00
1	11	02/02/2021	28/02/2021	16/02/2021	MEMBERSHIP	ALLOT	Alton Allotment Association	1062	0	1,062.00
1	11	03/02/2021	03/03/2021	16/02/2021	944	ONEILL	O'Neill Homer	1650	330	1,980.00
1	11	03/02/2021	25/02/2021	16/02/2021	PROPERTY FUND	CCLA	The Local Authority Property Fund	30299	0	30,299.00
1	11	04/02/2021	04/02/2021	16/02/2021	158443	CHALCOMM	Chalvington Communications	701.56	140.31	841.87
1	11	08/02/2021	28/02/2021	26/02/2021	FEB 2021	HAMPPEHS	Hampshire Pension Fund	6509.74	0	6,509.74
1	11	08/02/2021	28/02/2021	26/02/2021	FEB 2021	HMRC	HM Revenue & Customs	6602.72	0	6,602.72
1	11	11/02/2021	11/02/2021	12/02/2021	ATH185425 FEB	HITACHI	Hitachi Capital	736.87	147.37	884.24
1	11	12/02/2021	28/02/2021	26/02/2021	41368	PLAYDALE	Playdale Playgrounds Ltd	1951.51	390.3	2,341.81
1	11	15/02/2021	28/02/2021	26/02/2021	16634	ALTO01	Alton Community Association	525	105	630.00

21/04/2021

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Alton Town Council

Invoices totalling £500.00 or more
for the period 01/01/2021 to 31/03/2021

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amt	Invoice Total
1	11	16/02/2021	18/03/2021	26/02/2021	1810735	GLASDON	Glasdon UK Limited	1047.7	209.54	1,257.24
1	11	18/02/2021	20/03/2021	16/03/2021	701193	WESSEX	WP Group	814.95	40.75	855.70
1	11	19/02/2021	21/03/2021	16/03/2021	227C49523	BIFFA	Biffa Waste Services	1158.8	231.76	1,390.56
1	11	22/02/2021	24/03/2021	26/02/2021	0788	INTRATEST	Intratec Limited	600	120	720.00
1	11	25/02/2021	27/03/2021	16/03/2021	15119	SURREY	Surrey Loams Limited	810.96	162.19	973.15
1	12	28/02/2021	30/03/2021	29/03/2021	8801194080	VEOLIA	Veolia Environmental Services	1214.69	242.94	1,457.63
1	12	28/02/2021	14/03/2021	16/03/2021	159305	CHALCOMM	Chalvington Communications	1013.22	202.64	1,215.86
1	12	01/03/2021	11/03/2021	11/03/2021	ATHW185425 MAR	HITACHI	Hitachi Capital	752.54	131.7	884.24
1	12	01/03/2021	01/03/2021	01/03/2021	1100017488 MAR	EHDC	East Hampshire District Council	649	0	649.00
1	12	01/03/2021	01/03/2021	01/03/2021	1100016689 MAR	EHDC	East Hampshire District Council	561	0	561.00
1	12	01/03/2021	01/03/2021	01/03/2021	1100341273 MAR	EHDC	East Hampshire District Council	502	0	502.00
1	12	01/03/2021	31/03/2021	16/03/2021	16639	ALTO01	Alton Community Association	525	105	630.00
1	12	01/03/2021	30/03/2021	16/03/2021	S1204866	FLEETLTD	Fleet (Line Markers) Limited	619.5	123.9	743.40
1	12	02/03/2021	16/03/2021	16/03/2021	5192079	CASTLEWATE	Castle Water	1054.67	0	1,054.67
1	12	10/03/2021	24/03/2021	16/03/2021	AND200106	ANDREWS	David C Andrews	466.24	93.25	559.49
1	12	11/03/2021	31/03/2021	29/03/2021	PAYE & NI	HMRC	HM Revenue & Customs	6908.56	0	6,908.56
1	12	11/03/2021	31/03/2021	29/03/2021	PENSIONS	HAMPSENS	Hampshire Pension Fund	6934.34	0	6,934.34
1	12	11/03/2021	25/03/2021	16/03/2021	101496	FACMGMTLTD	Facility Management Wessex Limited	600	120	720.00
1	12	11/03/2021	25/03/2021	29/03/2021	227	CLAMEG	Clameg foundation of consideration	7141.44	1428.29	8,569.73
1	12	11/03/2021	25/03/2021	29/03/2021	226	CLAMEG	Clameg foundation of consideration	2574.65	514.93	3,089.58
1	12	15/03/2021	31/03/2021	29/03/2021	BRX004139	BROXAP	Broxap Limited	9656	1931.2	11,587.20
1	12	15/03/2021	31/03/2021	29/03/2021	210315	LIGHT	Lightatouch Internal Audit Services	718.75	0	718.75
1	12	15/03/2021	30/04/2021	29/03/2021	0364469 2	RIGBYTAYLO	Rigby Taylor Limited	2154	0	2,154.00
1	12	16/03/2021	31/03/2021	29/03/2021	BIG DIG	ARCHAEOLOG	Liss Archaeologu Group	500	0	500.00
1	12	16/03/2021	31/03/2021	31/03/2021	H199AE4347	EON	E.ON	485.25	97.05	582.30
1	12	18/03/2021	31/03/2021	29/03/2021	K4110	SLATTER	S&C Slatter	951	190.2	1,141.20
1	12	19/03/2021	31/03/2021	29/03/2021	13129	MAVERICK	Maverick Industries Limited	6847.93	1369.59	8,217.52
1	12	22/03/2021	31/03/2021	29/03/2021	0163	ZERODRYTIM	Zero Dry Time - Farnham	1058	0	1,058.00
1	12	23/03/2021	31/03/2021	29/03/2021	S7554	CWC SOUTH	Complete Weed Control South	628.88	125.78	754.66
1	12	26/03/2021	24/04/2021		227C53658	CASTLEWATE	Castle Water	510.75	102.15	612.90

21/04/2021

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Alton Town Council

Invoices totalling £500.00 or more
for the period 01/01/2021 to 31/03/2021

<u>Ledger</u>	<u>Month</u>	<u>Invoice Date</u>	<u>Date Due</u>	<u>Date Paid</u>	<u>Invoice Number</u>	<u>A/c Code</u>	<u>Customer Name</u>	<u>Net Value</u>	<u>Vat Amnt</u>	<u>Invoice Total</u>
1	12	30/03/2021	13/04/2021		0005298354	CASTLEWATE	Castle Water	569.71	0	569.71
1	12	30/03/2021	14/04/2021		2807/300321/75	TWOACRES	Two Acres Nursery	1200	0	1,200.00
1	12	31/03/2021	14/04/2021		A3281	MACALLEN P	Macallan Penfold	2500	500	3,000.00
1	12	31/03/2021	31/03/2021		55074	COMPUTER S	Computer Solutions	1020.83	204.17	1,225.00
1	12	31/03/2021	30/04/2021		8801196249	VEOLIA	Veolia Environmental Services	852.19	170.44	1,022.63
1	12	31/03/2021	14/04/2021		160170	CHALCOMM	Chalvington Communications	561.91	112.38	674.29

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	Insurance Value	cost to ATC	comments
Town Hall	£ 925,000	£ 1	Insured value 2016
Assembly Rooms	£ 2,670,000	£ 1	Insured value 2016
Pavilions etc:			
Finnemore (Anstey Park)	£ 860,000	£ 821,891	Insured value 2016
Anstey Park Enclosure	£ 980,000	£ 1	Market Valuation - work completed December 2015
Anstey Park Garage	£ 6,356	£ 1	Insured value
Charles Reed (Jubilee PF)	£ 285,000	£ 1	Insured value 2016
Harry Baker (Jubilee PF)	£ 285,000	£ 1	Insured value 2016
Jubilee Playing Fields Store	£ 55,000	£ 14,307	Insured value 2016
Energique	£ 1,855,000	£ 1	Insured value 2016
Public Gardens Compound	£ 200,000	£ 150,194	Insured value 2016
Tenanted Properties			
1 Jubilee Fields	£ 150,000	£ 1	Transferred to ATC from EHDC
2 Jubilee Fields	£ 150,000	£ 1	Transferred to ATC from EHDC
2 x garages Jubilee	£ 8,500	£ 1	Transferred to ATC from EHDC
Semi-det. bungalows, Kings Pond	£ 345,000	£ 1	Transferred to ATC from EHDC
13 Market Square	£ 229,000	£ 1	Transferred to ATC from EHDC
The Tannery, Vicarage Hill	£ 225,000	£ 350,000	Purchased July 2019
Vehicles & Plant			
Kubota Tractor RX06PZA	£ 6,000	£ 21,570	revalued for insurance 2018
Kubota Tractor HX12 JFU	£ 13,000	£ 14,000	revalued for insurance 2018
Kubota F3680 HX13 DRZ	£ -	£ -	sold in part exchange Dec2018
Major TDR16000 roller mower	£ 12,000	£ 19,950	revalued for insurance 2018
Toyota Hilux MJ14 CPE	£ 9,350	£ 14,000	revalued for insurance 2019
Renault Kangoo HY65RZM	£ 5,822	£ 6,850	revalued for insurance 2019
Pickup 4x4 BD54VBU	£ -	£ -	removed - scrapped 2020
Citroen Berlingo BT66 HYB	£ 7,999	£ 7,999	purchased January 2020
Ransomes Commander WX11HD	£ 6,800	£ 9,340	revalued for insurance 2019
Roller	£ 3,399	£ 3,399	refurb. Cost
Vertidrainner (inc in vehicle insurance)	£ -	£ 33,000	purchased March 2020
Wessex trailer	£ 3,300	£ 3,300	Cost
Cricket Screens	£ 6,371	£ 10,391	£4020 purchased March 2021
Wicket Mower	£ 6,591	£ 6,591	Cost
Westwood Mower	£ 5,109	£ 5,109	Cost
Danarm Rotary	£ 875	£ 875	purchased 31/03/16 to replace
Woodchipper	£ -	£ -	Disposed of December 2018
Amazone Profihopper Smartcut	£ 15,172	£ 17,850	revalued for insurance 2019
Kubota Mower HX68 BVZ	£ 17,950	£ 17,950	Purchased December 2018
Ransomes Mower WX18 CFV	£ 46,772	£ -	lease hire
Billy Goat	£ 1,850	£ 1,850	Purchase 2018
Christmas Scuplture	£ 8,185	£ 4,000	Purchased June 2019
Christmas Scuplture 2	£ 8,000	£ 3,500	Purchased March 2020
Outdoor Equipment	£ 130,000		
CCTV system (new 2009)	included above	£ 81,600	Cost 2009
5 x allotment sheds	included above	£ 12,360	Cost new
Public Gardens Shelter	included above	£ 1	cost unknown
Christmas Lights	included above	£ -	some new some donated
Football Goals/ Rugby Posts	opt to self insure	£ 11,706	£9256 purchased March 2021
Events Gazebo, seating, tables	opt to self insure	£ 7,536	including benches in 2020

	Insurance Value	cost to ATC	comments
Street Furniture	£ 239,000		
90 public benches	opt to self insure		Donated
18 Bus shelters	included above	£ 28,000	Replacements
Miss Bells Fountain (x2)	included above	£ 1	Transfer date unknown
War Memorials	£ 40,000	£ 1	Transfer date unknown
Cairn inc War memorial	included above	£ 1	Transfer date unknown
Community Assets			
Anstey Park	PL cover only	£ 1	Transferred to ATC from EHDC
Jubilee Playing Fields	PL cover only	£ 1	Transferred to ATC from EHDC
The Butts	PL cover only	£ 1	Transferred to ATC from EHDC
Chawton Park Road	PL cover only	£ 1	Transferred to ATC from EHDC
Public Gardens	PL cover only	£ 1	Transferred to ATC from EHDC
Windmill Hill	PL cover only	£ 1	Transferred to ATC from EHDC
Greenfields	PL cover only	£ 1	Transferred to ATC from EHDC
Flood Meadows	PL cover only	£ 1	Transferred to ATC from EHDC
Kings Pond	PL cover only	£ 1	Transferred to ATC from EHDC
Barley Fields	PL cover only	£ 1	Transferred to ATC from PH 2017
Whitedown Allotments	PL cover only	£ 1	Transferred to ATC from EHDC
Wooteys/Spitalfields Allotments	PL cover only	£ 1	Transfer date unknown
Borovere Allotments	PL cover only	£ 1	Transfer date unknown
Public Gardens Bandstand	£ 75,000	£ 62,134	Cost
Anstey Park Play area	£ 39,861	£ 61,952	play area installed 2009, £1952 added Feb 2021
Public Gardens Play Area	£ 23,747	£ 110,000	Installed in 2011, updated July 2020 @ £50,000
Greenfields Play Area	PL cover only	£ 35,000	installed in 2009
Holybourne Play Area	£ 41,825	£ 60,000	installed in 1994
Jubilee Fields Skate Park	PL cover only	£ 275,000	installed in 2020
Anstey Park Trim Trail	PL cover only	£ 12,000	installed in 2017
Barley Fields Play Area	£ 15,385	£ 29,500	installed in March 2018
Treloar Heights Play Area	PL cover only	£ 22,000	Installed Oct 2020
Anstey Park Skate Park	PL cover only		
Portable Items			
Finnimore Pavilion Contents	£ 11,702	£ 11,702	Cost
Assembly Rooms Contents	£ 69,486	£ 69,486	Cost
Town Hall Contents	£ 60,000	£ 60,000	Cost price
SLRs	£ 12,262	£ 12,262	
CCLA Property Fund	N/A	£ 309,085	cost price
	£ 10,159,407	£ 2,809,268	

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Alton Town Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	543,791	502,788	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	671,015	713,565	Total amount of Precept income received in the year
3	Total other receipts	1,022,739	334,388	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	428,313	426,627	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	4,705	9,411	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	1,301,739	580,257	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	502,788	534,446	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	503,911	623,343	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	2,697,958	2,795,085	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	202,630	197,710	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

Bridget.C.Bowen
Chartered Accountant



Bridget.C.Bowen FCA
86 High Street
Weston
Bath BA1 4DD

Tel: 07465 416597
Email: bridget.c.bowen@outlook.com

2 April 2021

To whom it may concern

TIM LIGHT FMAAT

I have known Tim Light for approximately 8 years. I first met him when I was employed by Grant Thornton in the Public Sector audit department as a Senior manager responsible for 6,600 audit reviews of smaller authorities across 9 counties in England. Tim made an appointment to meet with me to better understand the external audit process and ensure he could give his clients an excellent service.

Tim has acted as an internal auditor for smaller authorities since 2011.

Since 2017 I have worked with Tim as an internal auditor for smaller authorities in Somerset, Wiltshire and Dorset.

I can confirm that he has a good understanding of the accounting and control requirements of smaller authorities. His internal audit work is of a high standard, he is competent and thorough and his work programmes cover all the required areas to meet the conclusions required to complete the Annual Internal Audit Report.

Yours faithfully

A handwritten signature in black ink, appearing to read "Bridget Bowen". The signature is written in a cursive, flowing style.

Bridget Bowen FCA

Internal auditor





ALTON TOWN COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2021/2022

STANDARD INTERNAL AUDIT:

Scope of Work

The following will normally be included in the standard internal audit:

- appropriate accounting records have been kept properly throughout the year
- a test check of expenditure vouchers to the financial ledger
- a review of the Committee and Council minutes to ensure decisions are properly approved in accordance with the Council's Financial Regulations
- a review of risk assessment procedures
- a review of insurance cover arrangements
- a test check on budget information
- a review of the Council's reserve policy
- a test check of income recorded on bank paying in books, credits to financial ledger and source documentation
- a test check on petty cash vouchers and approval
- a review of staffing and payroll documentation
- a review of the asset and investment registers
- test check on the periodic and year end reconciliation of bank account and investments
- a review of accounting statements prepared during the year
- a review of the Council's compliance with the Transparency Code
- a review of the year end information to be submitted to the external auditor.

Site visits by arrangement.

Matters arising and recommendations will be discussed with the Town Clerk/Responsible Finance Officer and a written report will be issued each internal audit visit.



ALTON TOWN COUNCIL

QUOTATION FOR THE INTERNAL AUDIT FOR 2021/2022

STANDARD INTERNAL AUDIT FEE

£1775 per annum based on a minimum of two mid-year visit and a year-end visit.

Included in the quoted fee above is an advice service on standard financial matters throughout the year.

Should you require any project or further work, I will be delighted to supply a separate fee quote.

Yours sincerely

Tim Light FMAAT

Audit Director

Lightatouch



ALTON CLIMATE ACTION NETWORK

APPLICATION TO ALTON TOWN COUNCIL TO TRANSFER GRANT BETWEEN PROJECTS

1. Introduction

Alton Town Council awarded a grant of £5,000 to ACAN in 2019 to enable the opening of a Community Hub at the Community Centre at Easter 2020. Additional funding was raised from councillor grants. It has not been possible to open the Hub during the Covid-19 pandemic; instead, we have communicated with people mostly online.

In October 2020, the Town Council agreed that the first instalment of £2,500 of its grant could be re-allocated to Energy Alton's Clean Heat Alton Project (CHAP), matched by a grant of £2,500 from Community Energy South. The project has progressed well and the CHAP guide will be published in May 2021.

At the Town Clerk's suggestion, £416 from the second instalment of the grant was transferred to contribute towards room hire costs last year at the Community Centre for the Community Share. The Town Clerk agreed in December 2020 that the balance of the grant, **£2,084** could be deferred to 2021/22.

This paper requests the use of the £2,084 to pay for approx. half a day per week of community facilitator time from September 2021 – March 2022 to take forward our new ACAN Local Action project.

2. Plans for the Eco-Hub

ACAN plans to open the Community Hub in October under the new title of Eco-Hub, which better describes its purpose. For the moment, we do not intend to open the Hub 6 days per week as originally envisaged, but rather to open it each week on Saturday mornings and one after-school afternoon and evening, for drop-in for information and advice, and group sessions on wildlife gardening, food preparation etc. We have sufficient funding from councillor grants to pay for the room hire for the last 6 months of this financial year.

ACAN has learned much in its two years of operation. Through all our groups and projects (see separate attachment), the network of people engaged with ACAN has expanded greatly. But the same pool of concerned and interested citizens tend to be involved. We are very uncertain that the Eco-Hub will attract many new people.

We feel that if our mission to involve and support many more Altonians in reducing their carbon emissions is to be achieved, we need to try a different approach.

3. "ACAN Local Action"

ACAN is therefore developing a new outreach initiative, ACAN Local Action, to be piloted in the Butts area of Whitedown Ward from September, to reach out and engage people at street level in behaviour change and community action. Informally we call it "bursting our bubble"!

We have selected Whitedown Ward as a good place to take forward our learning about outreach: it is central to the town; a number of ACAN's volunteers and supporters live there; it has a primary school with which we can develop closer links; allotments; and the AVLAN Butts Road plot is there.

A paid community facilitator/organiser would help us to make more rapid progress, alongside our volunteers. The person would talk to households, work with them on plans for change, organise community chats and events, use social media and so on. We would pay the facilitator on an hourly basis, probably £12-15 per hour based on the average community facilitator salary range of c £20-25,000. The £2,000 grant would pay for about half a day a week including on-costs for about 6 months, with some funding for non-pay costs.) HMRC has free payroll software for very small businesses <https://www.gov.uk/basic-payee-tools>

4. Evidence underpinning ACAN Local Action



This short video from the **United Nations Environment Programme's Emissions Gap Report¹** (Dec 2020) summarises the thinking behind ACAN Local Action – that lifestyle change and system change go hand in hand.

<https://www.youtube.com/watch?v=S45266olm58>

Politicians do not generally believe they have a mandate to take radical measures. We need to

demonstrate to MPs and Government that there is strong and popular demand for bold action, including legislation and fiscal policies. This will only come if there is much more active popular participation in lifestyle change and in advocating for system change. The climate crisis is everyone's problem. (See <https://www.thecommitment.uk/>)

ACAN Local Action is based on community development approaches. Some of the sources we are using to develop our project plan over the coming months are:

- **Climate Outreach's "Britain Talks Climate"** based on a survey of 10,000 people and focus groups. www.climateoutreach.org.uk/britain-talks-climate Climate Outreach's work shows how people are profoundly influenced by the behaviour of others around them and how local community action energises, enables and supports individual action.
- **The National Social Marketing Centre** has a detailed case study of the Global Action Plan Eco Teams project from 10-15 years ago, during which participating households in communities across the country achieved an average reduction in carbon emissions of 16 per cent. The project highlighted the importance of social support in communities in developing new habits and new social norms.
<https://www.thensmc.com/resources/showcase/ecoteams#:~:text=An%20EcoTeam%20is%20a%20group,together%20on%20practical%20lasting%20changes>.

¹ The Report states that we are still on course for 3 degrees of global warming this century – greatly in excess of the "safe" level of 1.5 degrees of warming.

- **Carbon calculators:** We have reviewed many of the calculators available and decided to recommend two (Gikizero and Carbon Independent). Reductions in CO2 emissions depend on people changing their diet, flying less, consuming less, being more energy efficient and moving to clean heat and calculators enable people to monitor their progress.
- **Count Us In** has an engaging and practical approach – 16 steps to cut your carbon emissions and persuade others to do the same www.count-us-in.org/16-steps/ This global online initiative by several partner organisations including Gikizero.
- **“Solent Achieving Value from Efficiency”** <https://save-project.co.uk/> This recent project achieved sustained behaviour change. It asked people to support the transition to a low-carbon economy by reducing their electricity consumption at peak time, between 4 and 8 pm. It found that the unifying force for behaviour changes was not about saving money, not about saving the planet, but the idea of being part of a caring, connected community. Addressing the issue of ‘Energy Literacy’ was essential once customers appreciated the significance of peak demand (4-8pm), the novel ‘shift’ message became compelling. Food played an important role in drawing people into conversations about energy, whilst focussing on saving time (as well as energy) helped break down the barriers to changing established cooking routines.

5. Taking ACAN Local Action forward

The aims of the project are to:

1. Help people to understand and feel the seriousness and urgency of the climate crisis, which is still not adequately covered in the media
2. Help people to take action in their households and local community
3. Help people to imagine and contribute to a better future

We will

- Use the themes that “Britain Talks Climate” suggests reach out to most people – avoiding waste, ending the throwaway society, saving energy, people within nature, the health impacts and benefits of low-carbon living (especially diet, walking and cycling)
- Engage people with solutions that are doable, easy and positive, e.g. (initially) giving up beef rather than giving up meat

Outline Project Plan

Step 1: May/June: Convene a meeting of ACAN contacts and volunteers and who live in and around Whitedown, for advice and ideas. Contact the head/chair of Governors of the Bults School.

Step 2: May/June: Develop a role description for the facilitator, determine rate of pay, advertise and recruit the facilitator

Step 3: Summer: Prepare materials for the project. Continue fundraising.

Step 4: Late August/early September: hold a community meeting in Whitedown to launch the project and listen to residents’ ideas (“Open Space” meeting)

Step 5: October onwards: Select a small number of residents’ ideas and work with them to develop and implement them. Using social media, e.g. What’s App, will be very important.

6. Conclusion

ACAN requests the transfer of the £2,084 remaining grant to the "ACAN Local" project. We believe this will give more benefit to the community than opening the Eco-Hub full-time.

ACAN Local Action is relevant and supportive to the HCC, EHDC and ATC climate strategies.

- Alton Climate Change Strategy Vision items 2 and 5
2 - Alton Town Council will lead by example, focusing on reducing its own carbon footprint, adopting policies and practices to reduce its consumption of resources and minimise its impact on the environment.
5 - Alton Town council will seek to promote schemes to reducing energy consumption and emissions from existing homes and businesses in the town by promoting energy efficiency measures, renewable energy sources and behaviour change.

If the facilitator role is effective, we might ask to apply to the Town Council for more funding for ACAN Local for 2022/23 to continue and expand the initiative elsewhere in the town. We are also seeking advice from Community First on applying for funding from other sources. It is of course not possible to request Councillor grants for pay costs.

Jenny Griffiths

On behalf of the ACAN Management Committee

21.4.21

Councillors' Code of Conduct

PREAMBLE TO THE CODE OF CONDUCT

This Preamble provides an explanatory introduction to the Councillors' Code of Conduct. It does not form part of the Code of Conduct, and in the event of any conflict between the Preamble and the Code, the Code shall take precedence. The Standards Committee are responsible for administering the Councillor's Code of Conduct.

Introduction

The East Hampshire District Council has adopted the following code dealing with the conduct that is expected of Councillors and co-opted members of the Council when they are acting in that capacity, as required by section 27 of the Localism Act 2011 ("the Act").

The Council has a statutory duty under the Act to promote and maintain high standards of conduct by Councillors, and the Code sets out the standards that the Council expects Councillors to observe.

The Code is not intended to be an exhaustive list of all the obligations that are placed on Councillors. If in doubt, Councillors should seek advice from the Monitoring Officer or Deputy Monitoring Officer, but the final decision and responsibility on how to act rests with Councillors themselves.

Councillors should not do anything in their capacity as councillors, which they could not justify to the public or could not justify by law. Councillors' conduct and what the public believe about their conduct will affect the reputation and credibility of Councillors and the Council as a whole.

Failure to comply with the code may result in a sanction being applied by the Council.

Failure to take appropriate action in respect of a Disclosable Pecuniary Interest may result in a criminal conviction and an unlimited fine and/or disqualification from office for a period of up to 5 years.

Expectations and Values

It is the responsibility of individual Councillors to understand comply with the provisions of the Code of Conduct and the Protocols contained in or linked to the Council's Constitution, as well as such other legal obligations as may apply to them from time to time.

Councillors have a responsibility to ensure that they comply with the Code of Conduct in all respects.

Councillors are community leaders who will hold their peers to account and challenge any conduct which is unbecoming to the role and position of Councillor.

Councillors will treat each other and officers civilly and with respect and will challenge any breach of this requirement.

Councillors will regularly review their personal circumstances and intended actions in the context of the Code.

It is not enough to avoid impropriety; perception is also important. Councillors should avoid any occasion for suspicion and any appearance of improper conduct.

CODE OF CONDUCT

SEVEN GENERAL PRINCIPLES OF PUBLIC LIFE

The Code of Conduct includes and is intended to be consistent with the following seven principles, introduced by the Committee on Standards in Public Life, as required by the Localism Act 2011.

1. Selflessness

Holders of public office should act solely in terms of the public interest.

2. Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4. Accountability

Holders of public office are accountable to the public for their decisions and actions to the

public and must submit themselves to the scrutiny necessary to ensure this.

5. Openness

Holders of public office should act and take decisions in an open and transparent manner.

Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6. Honesty

Holders of public office should be truthful.

7. Leadership

Holders of public office should exhibit these principles in their own behaviour. They should

actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Part A

General Provisions

Introduction and interpretation

1. — (1) This Code applies to members of the Council and any co-opted member.

(2) It is your responsibility to comply with the provisions of this Code.

(3) In this Code—

"meeting" means any meeting of—

(a) the Council;

~~(b) the Cabinet of the Council;~~

(c) any of the Council's ~~or its Cabinet~~ Committees, Sub-Committees, Joint Committees, Joint

Sub-Committees,

(d) any informal meeting,

"member" includes a co-opted member and an appointed Councillor.

Scope

2. You must comply with this Code whenever you—

(a) conduct the business of your Council (which, in this Code, includes the business of the office to which you are elected or appointed); or

(b) act, claim to act or give the impression you are acting as a representative of your Council, and references to your official capacity are construed accordingly.

(c) you act or may be perceived as acting in your role in public life.

General obligations

3. (1) You must treat others civilly and with respect.

(2) You must not—

(a) do anything which may cause the Council to breach the Equality Act 2010 (or subsequent legislation)

(b) bully¹ any person;

(c) intimidate or attempt to intimidate any person, in particular:

(i) a complainant,

(ii) a witness, or

¹ Bullying definition is the definition as adopted by ACAS and updated from time to time and includes any offensive, intimidating, malicious or insulting behaviour, abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.

(iii) involved in the administration of any investigation or proceedings, in relation to an allegation that a Councillor has failed to comply

with the Council's code of conduct; or

(d) do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.

(e) you must comply with any reasonable request made in any investigation of a complaint.

(3) ~~The Chief Executive~~ and the Monitoring Officer should be advised about any close personal relationship with an Officer or a close family member of an Officer, that goes beyond that of a simple friendship which might be expected to exist between colleagues.

4. You must not—

(a) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where—

(i) you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice (such as legal advice) provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is permitted by law; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which a reasonable member of the public would regard as bringing the Council or the office of councillor into disrepute.

6. You must:

(a) represent the needs of residents- the whole community and your constituents, including those who did not vote for you,

(b) deal with representations or inquiries from residents and visitors, fairly, appropriately and impartially

7. You—

(a) must not use or attempt to use your position as a Councillor improperly to confer on or secure for yourself or any other person, an advantage or disadvantage²; and

(b) must, when using or authorising the use by others of the resources of the Council—

(i) act in accordance with the Council's reasonable requirements;

² The advantage may be any benefit and need not be materially significant or financial.

- (ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and
- (c) must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

8. (1) When reaching decisions on any matter you must have regard to any relevant advice provided to you by—

- (a) ~~the Council's Chief Finance Officer~~; or
- (b) the Council's Monitoring Officer,

where that Officer is acting pursuant to his/her statutory duties.

(2) You must give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the Council.

Disclosable Pecuniary Interests

This part explains the statutory requirements of the Localism Act 2011 (Sections 29-34) in relation to disclosable pecuniary interests. These are enforced by criminal sanction.

1. Notification of disclosable pecuniary interests

Within 28 days of becoming a Councillor or co-opted member, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

A 'disclosable pecuniary interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) of the following descriptions:

- (a) Details of any employment, office, trade, profession or vocation carried on for profit or gain
- (b) Details of any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. (This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
- (c) Details of any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority under which goods or services are to be provided or works are to be executed; and which has not been fully discharged.
- (d) Details of any beneficial interest in land which is within the area of the relevant authority.
- (e) Details of any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

(f) Details of any tenancy where (to your knowledge) the landlord is the relevant authority; and the tenant is a body in which the relevant person has a beneficial interest.

(g) Details of any beneficial interest in securities of a body where that body (to your knowledge) has a place of business or land in the area of the relevant authority; and either the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or if that share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

For the purposes of the foregoing "relevant authority" means the Council; "relevant period" means the period of 12 months ending with the day on which you notify the Monitoring of your disclosable pecuniary interest, and "relevant person" means you or your spouse or partner as defined above.

2. Register of interests

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection and will be published on the Council's website.

3. Sensitive interests

Where you consider that disclosure of the details of a disclosable pecuniary interest could lead to you, or a person connected with you, being subject to violence, intimidation, threats, harassment or abusive behaviour and the Monitoring Officer agrees, if the interest or information is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest or information, but may state that you have a disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Localism Act 2011.

4. Non-participation in case of disclosable pecuniary interest

a) If you are present at a meeting of the Council, ~~Cabinet~~, or any Committee, Sub-Committee, Joint Committee or Joint Sub-Committee of the Council, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting:

- You may not participate in any discussion of the matter at the meeting.
- You may not participate in any vote taken on the matter at the meeting.
- If the interest is not registered, you must disclose the interest to the meeting.
- If the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

In addition, the Council ~~Procedure Rules~~ require you to leave the room where the meeting is held while any discussion or voting takes place.

~~b) Where a Cabinet member may discharge a function alone and becomes aware of a disclosable pecuniary interest in a matter being dealt with or to be dealt with by them, the Cabinet member must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter.~~

5. Dispensations

The Monitoring Officer may authorise the granting of dispensations pursuant to section 33 of the Localism Act 2011.

6. Offences

It is a criminal offence to:

(a) Fail to notify the Monitoring Officer within twenty-eight days of election of any disclosable pecuniary interest

(b) Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register.

(c) Fail to notify the Monitoring Officer within twenty-eight days of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting

(d) Participate in any discussion below or vote on a matter in which you have a disclosable pecuniary interest

~~(e) As a Cabinet member discharging a function acting alone, and having a disclosable pecuniary interest in such a matter, fail to notify the Monitoring Officer within 28 days of the interest.~~

(f) Knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting

7. Notification of changes

You must notify the Monitoring Officer within 28 days of any new disclosable pecuniary interest, or any change to a disclosable pecuniary interest already notified/registered.

Other Interests

8. Notification of Other Interests

(1) You must, within 28 days of adopted of the Code; or your election or appointment to office notify the Monitoring Officer in writing of the details of your other interests within the following categories, for inclusion in the register of interests:

(a) Details of any body of which you are a member or in a position of general control or management;

(b) Details of any body exercising functions of a public nature, any body directed to charitable purposes or any body one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management;

(c) Details of any gift or hospitality with an estimated value of at least £50 or from a single source where the total exceeds £100, that you have received in connection

with your role as a Councillor, and details of the donor, the reason for acceptance and disposal of the benefit.

(2) You must, within 28 days of becoming aware of any new interest or change to any interest registered under this paragraph notify the Monitoring Officer of the details of that new interest or change.

9. Disclosure of Other Interests

(1) Subject to sub-paragraphs (2) to (6), where you have an interest described in paragraph 8(1) above or in paragraph (2) below in any business of the Council, and where you are aware or ought reasonably to be aware of the existence of that interest, and you attend a meeting of your authority at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

(2) You have an interest in any business of the Council where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a member of your family or any person with whom you have a close association, to a greater extent than the majority of other Council Tax payers.

(3) Where you have an interest in any business of the Council of the type mentioned in paragraph 8(1)(c), (gifts and hospitality) you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.

(4) Where you have an interest by virtue of paragraph 8(1) but, by virtue of paragraph

11. sensitive information relating to it is not registered in the register of Councillors' interests, you must indicate to the meeting that you have an interest, but need not disclose the sensitive information to the meeting.

(5) Where you have an interest in any business of the Council by virtue of paragraph 8(1) or 9(2), and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

10. Register of interests

(1) Any interests notified to the Monitoring Officer under paragraph 8 above will be included in the register of interests.

(2) A copy of the register will be available for public inspection and will be published on the Council's website.

11. Sensitive interests

Where you consider that disclosure of the details of an other interest could lead to you, or a person connected with you, being subject to violence, intimidation, threats, harassment or abusive behaviour, and the Monitoring Officer's agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

12. Non participation in case of certain other interests

(1) Subject to paragraphs (2) and (3) below, where you have an interest in any business of the Council by virtue of paragraph 8(1) or 9(2) AND the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest you may not participate in any discussion of the matter at the meeting, and you may not participate in any vote taken on the matter at the meeting.

In addition, you are required to leave the room where the meeting is held while any discussion or voting takes place.

(2) Where you have an interest in any business of the Council to which paragraph 12(1) applies, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise, and provided that you leave the room where the meeting is held immediately after making representations, answering questions or giving evidence.

(3) Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have an interest under paragraph 12(1) that relates to the functions of the Council in respect of—

(i) housing, where you are a tenant of your Council provided that those functions do not relate particularly to your tenancy or lease;

(ii) an allowance, payment or indemnity given to Councillors;

(iii) any ceremonial honour given to Councillors; and

(iv) setting Council Tax or a precept under the Local Government Finance Act 1992.

~~(v) Where, as a Cabinet member, you may discharge a function alone, and you become aware of an interest under paragraph 12(1) in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter~~

Clerk to Alton Town Council
BY EMAIL ONLY

Enquiries to: Mark Watkins
Direct line: 02392 446 218 M: 07766 800195
Email: mark.watkins@havant.gov.uk
My reference:
Your reference:
Date: 10th March 2021

Dear colleague

Member Code of Conduct

On 30 January 2019, the Committee on Standards in Public Life (committee) published a report on local government ethical standards. The report follows a consultation by the committee in 2018 as part of its review of standards of behaviour by councillors. Please see the below link to the report.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4 WEB.PDF](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/777315/6.4896_CO_CSPL_Command_Paper_on_Local_Government_Standards_v4_WEB.PDF)

The report made a number of recommendations to improve ethical standards and general governance in a local authority context. It also identifies 'best practice' for councils as a minimum standard for ethical practice. For the purposes of this letter, I draw your attention to two of these:

- *Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities*
- *Recommendation No 20: Section 27(3) of the Localism Act 2011 should be amended to state that parish councils must adopt the code of conduct of their principal authority, with the necessary amendments, or the new model code*

You may be aware that East Hampshire District Council has recently reviewed and revised its code of conduct - see the below link.

<https://cdn.easthants.gov.uk/public/documents/EHDC%20Councillor%20code%20of%20conduct.pdf>

For the sake of completion I also provide a link to the associated complaints process.

<https://cdn.easthants.gov.uk/public/documents/Process%20for%20dealing%20with%20a%20complaint%20-%20EHDC%20Councillors.pdf>

Under the Localism Act 2011, much of the responsibility for standards in town and parish councils belongs to their principal authority; only a principal authority having the power to undertake a formal investigation and decision on an alleged breach of a parish council's code under section 28(6) of the Act.

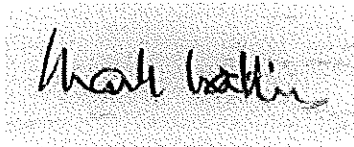
The committee found that dealing with standards issues in parish councils can be onerous for Monitoring Officers in principal authorities. In the course of its evidence taking, the committee heard that the variation in parish codes within a principal authority area represents an additional burden on that authority when advising, investigating and adjudicating on code breaches.

They went on to consider the need to balance the autonomy of parishes with a recognition that ultimately the principal authority must continue to be responsible for investigating breaches. Although there are benefits of parishes being able to devise their own code, given the burden of this statutory obligation (moreover the confusion that often arises in the case of dual-hatted councillors) the committee decided that the costs of giving parish councils the option to adopt their own code of conduct, outweigh the benefits.

Although the Government continues to consider the recommendations made by the committee, for the above reasons I ask that you discuss with and or invite your members to formally adopt East Hampshire District Council's new Member Code of Conduct as your own.

I look forward to working with you all this year and to hearing from you in due course on the request made of you in this letter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Mark Watkins', is written over a light grey, textured rectangular background.

Mark Watkins

Legal Services Manager & Deputy Monitoring Officer
East Hampshire District Council, Penns Place, Petersfield, GU31 4EX

ALTON YOUTH WORK REPORT



Report to Alton Full Town Council Meeting

We are pleased to provide you with this update following our last report dated 27th January 2021. Our key strategies and approaches continue to be: young-person centred, safe and fun, sustainable, and locally supported. Our priorities remain as follows:

1. Youth work provision
2. Fundraising
3. Personnel
4. Venue

Youth Work Provision

We have continued our online programmes and limited in-person youth work, but are delighted to be able to open our building for in-person work.

Government guidelines allow up to 15 young people for in-person programmes. Following a robust risk assessment, however, we believe that our building layouts, combined with the nature of our activities and programmes, warrant setting a maximum number of 12 at any one time.

Knowing that our young people are constantly reminded of social distancing regulations, we are using a whimsical approach with one-metre long inflatable bananas, which the young people can use to ensure they keep a safe distance.

We recently launched a new 'Elevate' programme in both of our centres, combining group and 1-1 mentoring.

In early February, we had hoped to launch an Aspire programme for Eggar's School students who are at risk of permanent exclusion. However, sorting transport for students from their far-flung homes, combined with the strict parameters of lockdown whilst the schools were still closed, were a barrier for the school. In the alternative, we established an Elevate group, which involves shorter sessions and can run on Zoom.

We have recently renewed our offers to both Eggar's and Amery for Aspire programmes to be held in our KA Alton centre; both schools have come back asking whether we can offer this provision at the schools. We are exploring this with them.

Our weekly programmes with a focus on Alton-area young people include:

- Monday lunchtime ReMind course, part of the Journey project through HSDC Alton, concluding this month
- Monday After School
- Monday Elevate group for Young Carers
- Tuesday ReMind for six Amery Hill students
- Wednesday Eggar's Elevate group
- Wednesday Supersonics group for young people with additional needs

ALTON YOUTH WORK REPORT



- Wednesday Young Carers under age 11 group
- Wednesday After School
- Thursday morning Elevate for three Year 9/10 Eggar's students
- Thursday Young Carers over age 11 group
- Thursday Elevate group for Young Carers

As of the start of this term, we now have a team in HSDC Alton three times a week.

In early February, we received a call from Neil McTaggart from Alton Mutual Aid, offering funding for food and essential supplies. The Mutual Aid leaders wanted to focus first on vulnerable young people and their families. Last year, early in the pandemic, a similar offer resulted in an uptake by two households, nominated by both The King's Arms and Elkolet. This year, twenty King's Arms young people in sixteen households requested assistance, and another ten households were supported by Elkolet. This is stark evidence of the impact of Covid on families. The King's Arms received £640 from Alton Mutual Aid and a further £200 from Alton Rotary.

In support of this 'hamper project', led by Youthlink Manager Lisa Hillan, the Alton Food Bank donated 'a Fiesta load' of non-perishable food and personal care items. We then purchased further non-perishable items from Booker and perishable items from Aldi (timed to align with the various deliveries). Each of our 16 households received 5-6 full carrier bags full of items. Households with two KA young people were given additional supplies. Youth workers Charlie, Martha and Sarah helped sort the 16 deliveries over 2.5 weeks at the beginning of March.

Each delivery allowed King's Arms staff members to engage in person with the young people or a member of their household, reinforcing our support and re-engaging with them during these difficult times. Each delivery also included a handwritten postcard for each young person and an A4 outline of local resources that can offer assistance in the future: The Alton Food Bank, Alton Community Cupboard, Alton & District Community Resilience Fund, and CAP (Christians Against Poverty) Debt Relief Assistance. The gratitude and relief from all of the recipients, expressed with sincere thanks, was deeply moving.

Another Youthlink-funded ReMind Facilitator training course ran on 25-26 March, led by Ralph Buckingham who developed the programme, and included an Alton-based church youth worker.

The Phoenix Theatre in Bordon is in the initial stages of seeking Arts Council funding for an outreach enrichment programme to support the mental health of young people. This project will include Petersfield and Alton, and we are contributing to the underlying analysis necessary to compile the bid. After a very positive recent initial meeting, we are assisting with a formal survey of young people as to what they would find interesting and useful. The goal is to submit the grant application, which will include a request for staff funding, by the end of May in time for programme launch in September.

Interaction and coordination through Youthlink with various forums and groups enable us to gather and share information about young people, their needs, and best practices. These forums include:

ALTON YOUTH WORK REPORT



- East Hants Strategic Children and Young People Partnership (our Local Children's Partnership 'LCP')
- Local Children's Partnership Chairs
- Youth Workers Together
- Petersfield Agencies Working Together
- Alton Community Coordination Group
- The Children's Trust Board

The expertise and experience within these groups is remarkable. In discussing the challenges young people are facing today, three major needs have been identified repeatedly. The severity and urgency of these needs has been underscored in recent weeks as young people have returned to school, where they are being observed and assessed by experienced teachers and staff.

These challenges include:

1. Suicide and Self Harming
2. Anxiety
3. Eating disorders

An additional challenge was articulated just last week: 'inertia'. For many young people, their forward adolescent psycho-social progress has stalled. They are disconnected from the usual and crucial social, educational, cultural experiences and stimuli essential to their development. 'Restarting' this progress will need to be an area of focus for those who work with young people.

Fundraising

Recent funds, grants and donations received, for which we are deeply grateful:

- Various new and used kitchen items from private donors. One is a reviewer for Amazon who donated several new small appliances.
- David Hillan, qualified PAT tester for Resurrection Furniture shop, has now tested all electrical items in both of our buildings using the equipment kindly loaned by the shop.
- Private donations from several donors totalling £250, including funds to pay for another professional-level Zoom licence.
- A grant from Councillor Richard Platt totalling £900 to fund recycling bins and window film to moderate solar effects.
- Carpet funding (carpet tiles and installation) through a JustGiving drive, combined with two generous private donations and a donation from Resurrection Trading, in excess of £2000.
- Hamper Project: Alton Mutual Aid £640 and Alton Rotary £200; project discussed above.

Whilst we have invested a large amount of time in fundraising for the new building, our energies now are transferring to long-term sustainable youth-work delivery. Our UK Youth and Radian grants have come to an end. We are implementing a strategic fundraising plan that targets some trust funds and individual ongoing regular donations. This fundraising approach has formed the backbone of our Petersfield operations for many years now, so we want to take a similar approach in Alton as well. Individual donors simply create a standing order; as little as £10/month is significant.

ALTON YOUTH WORK REPORT



If any councillors are involved in local groups to which we could present, or would be happy to liaise on our behalf, we can provide a fundraising pack. We recognise our work in this area has been stunted because of Covid, and the time it has taken to manage an alternative delivery platform for our youth work has been substantial.

Personnel

At our Petersfield centre, through the NHS's Time for Care programme, we have become part of a multi-agency approach to provide more support for young people's mental health. The funding comes through the NHS. Through a Service Level Agreement (SLA), two NHS practitioners are working in partnership with our KA team to provide this crucial service in Petersfield. Our plan is to see how we can influence this arrangement in Alton. Councillor Pam Jones is kindly liaising on our behalf.

Intern Landry Placid is relocating to Alton this month as planned, and will complete his internship with KA and the Parish of the Resurrection Alton.

It has been decided strategically that each of our management team will base themselves at the Alton centre once a week. This will support consistency, creativity and innovation, community engagement, communication, and team cohesion.

One manager remains on part-time furlough.

Venue Works

We are pleased—and more than a little relieved—that the final modifications to the guttering appear to have solved the water ingress problem. Redirecting the down pipe from its location near the new main entrance to the corner of the building appears to have been effective. Despite several significant storms in recent months, we have not observed any moisture inside the threshold.

Following completion of the interior decorating, and after working through the final "snag list", Clameg builders and painters have finished at The Tannery. We signed off on our contract with them on 31st March. We are deeply grateful for their professionalism and quality workmanship at all times and in every regard. The charity rate they offered was significant, providing very real support to the goal of establishing a King's Arms Alton youth centre.

We offer sincere appreciation to architect Mark Penfold as well. Mark provided many months of time and expertise on which we relied heavily throughout the demolition and renovation process, and Mark continues to offer advice when we have questions.

When circumstances permit, we look forward to honouring the myriad people and businesses who made KA Alton a reality.

Looking ahead, we still have some building works planned, which is why 'venue' remains on our priority list. In the longer term, we want to explore solar energy, but we need to devote our time and

ALTON YOUTH WORK REPORT



resources to fundraising to employ youth workers. With continued generosity, Mark Penfold recently has offered gently used solar panels, which we will store safely until we can explore options. Though the main roof containing asbestos is not suitable for solar panels, Mark suggests we could place panels on the single-storey slanted roof. We will explore grants, permissions, and funding next year after we fundraise for programme delivery and catch our breath a bit relating to large-scale building works.

In the near future, hopefully this summer, we plan to complete exterior cosmetic repairs and painting, as well as construction of a small porch outside the main entrance (subject to confirmation on planning). We need to fundraise for this or look for a capable volunteer.

Over the Easter break, taking into account the ongoing Covid guidance, we rearranged the furniture and brought over numerous chairs and tables from our Petersfield centre to maximise how we use The Tannery space. The curtains are nearly complete, thanks to a kind seamstress in Petersfield using the nearly new Mill Chase curtain fabric.

Alton & District Community Resilience Fund

Case No	Location	Items	Purchased from	Total Cost	Cost ex VAT	Comments
1	Alton	Fridge Freezer	AO.com	£270.00	£232.50	Closed
2	Alton	House move	Electrix	£60.00	£50.00	Closed
		Remove cooker and reconnect	Local provider	£360.00	£360.00	Closed
3	Alton	Carpets for child's room and main living area	Local Provider	£732.37	£10.30	Closed
4	Four Marks	Child's bed and bedding	Argos	£321.93	£268.27	Closed
		Child's bedroom furniture	Resurrection furniture	£95.00	£95.00	Closed
		Fridge	Donation	Nil	Nil	
5	Alton	Freezer	Argos	£129.99	108.32	Closed
		Cooker	Argos	£182.94	£152.45	
		Bed	Argos	£184.00	153.33	
6	Alton	Mobile phone and top up	Local phone recycle shop	£99.99	£99.99	Closed
		Bicycle, helmet, lights & padlock (3 mth loan)	Donation of bike & Halfords & service	£62.55	£54.72	
7	Alton	Removal service to Hythe	Leslie Gibbs	£240.00	£200.00	Closed
		Fridge Freezer	Donation	Nil	Nil	
		Washing machine	Donation	Nil	Nil	
8	Alton	Tumble Dryer	Basingstoke Community Furniture Project	£52.00	£52.00	Closed
		Delivery	Basingstoke Community Furniture Project	£12.00	£12.00	
9	Alton	Meeting room rental	Climate Change Meeting	£120	£120	Ongoing
		Fridge	Donation	Nil	Nil	
		Collection & delivery of fridge	Leslie Gibbs	£45.00	£37.50	
10	Alton	Freezer	Basingstoke Community Furniture Project	£40.00	£40.00	Closed
		Microwave	Basingstoke Community Furniture Project	£25.00	£25.00	
		King sized mattress	Dunelm	£138.95	£117.45	
11	Alton	Washing Machine (washer/dryer)	Basingstoke Community Furniture Project	£72.00	£72.00	Closed
		Delivery	Basingstoke Community Furniture Project	£12.00	£12.00	
		Washing machine	Basingstoke Community Furniture Project	N/a	N/a	
12	Alton	Microwave	Basingstoke Community Furniture Project	N/a	N/a	Cancelled
		Fridge	Donation	N/a	N/a	

		Mattress	Basingstoke Community Furniture Project	N/a	N/a
		Small sofa	Alton Freebay	N/a	N/a
		Delivery	Basingstoke Community Furniture Project	N/a	N/a
13	Alton	Fridge/freezer	Donation/delivery by Leslie Gibbs	£45.00	£37.50
			Replacement fridge/freezer	£169.00	£144.95
			Upgrade of fridge/freezer	£40.00	£30.05
14	Alton	Carpets	Mike Frost Carpets	£665.62	£554.68
15	Alton	Carpets	Passed to CAB	Nil	Nil
16	Alton	Cooker & Fridge	AO.com	£368	£306.66
		Install of cooker	Electrixxx	£78	£65
17	Alton	Christmas presents and Food	Referred to CAB	Nil	Nil
18	Alton	Fridge/freezer	Donation	Nil	Nil
		Washing machine	Basingstoke Community Furniture Project	£80.00	£80.00
19	Alresford	Curtains and Carpets	Passed to Parish Council	Nil	Nil
20	Alton	Boiler	Part has been found for boiler waiting for date to fix	£285.00	£285.00
		Carpets	Mike Frost Carpets	£427.89	£356.58
21	Alton	Washing machine & delivery	Basingstoke Community Furniture Project	£80	£80
		Fridge	Argos	£119.99	£99.99
		Cooker	Argos	£169.99	£141.66
		Install of cooker	Electrixxx	£78	£80
22	Alton	Fridge Freezer	Basingstoke Community Furniture Project	£95.00	£95.00
			Delivery	£12.00	£12.00
			7 laptops (Amery Hill)	£295.00	£245.83
			Delivery & collection	£90.00	£75.00
			13 laptops	£315.00	£262.50
23	Alton	Laptop recycling project	Delivery & Collection	£108.00	£90.00
			10 laptops	£1225.00	£1020.83
			Delivery & Collection	£144.00	£120.00
			17 laptops & 1IPad		
			Delivery & Collection	£54.00	£45.00
24	Lower Farringdon	Therapeutic Art Classes	The Bridge Foundation	£200	£200
					Not yet invoiced

25	Alton	Oven with Hob	Donated	Nil	Nil	Closed
		Fridge Freezer	Donated	Nil	Nil	
		Delivery	Delivery & collection	£84.00	£70.00	
26	Lower Farringdon	Counselling Sessions	Vicky O'Sullivan Counselling	£150.00	£150.00	Closed
27	Alton	2 IPads	Harrap ACT	£602.40	£502.00	Not yet invoiced
		Fridge/Freezer	Currys	£214.99	£179.16	
28	Alton	Mattress (Double)	Argos	£123.95	£103.95	Closed
		Mattress (Single)	No longer required	Nil	Nil	

Draft/ Litter Call – 16 April – Actions

Norse - review bin emptying timetable and levels of service	ATC
Link ACAN's Plastic Free Alton initiative with ATC's Climate Action agenda	ATC & ACAN
Set up new Facebook Page: • to enable people to highlight areas for litter clearance by groups arranged by ACAN, ADRA and AS (and others) • to publicise how areas of the town look pre and post clearance (and the amount of rubbish collected) • to publicise linked initiatives eg. million mile clear • to publicise corporate support eg. JISP and Specsavers	ATC
Need a name for the new Facebook Page Draft suggestion – "Litter Free Alton"	All Bob to ask ADRA
Use the Saturday of the Community Fair in June to launch the broader anti-litter campaign	All
ATC to provide litter picking equipment – better quality preferred	ATC
Discuss initiative with ADRA, including the hard-hitting Australian style posters	Bob
Litter stations	To follow in phase 2
Arrange clearance of Watercress Line land along footpath near Cala site	Bob
Street focussed litter picks	TBD
Get schools involved	TBD
Anti-dog fouling measures to continue as a separate initiative - Line marking paint is recommended	

ITEM 19 – DISTRICT COUNCILLORS REPORT – CLLR DOLAN FOR INFORMATION

Covid-19

Slowly moving from the Survival to Recovery phase.

EHDC through discretionary grants etc have supported circa 2400 businesses.

750+ business enquiries have been dealt with by the Economy team.

Restart grants (April 21) - one off cash grants of up to £18k underway (hospitality, accommodation, leisure, personal care and gyms)

Welcome Back Fund (announced March 21) has circa £100k for each authority, to support

- ☐ Action plan for safe reopening of local economies
- ☐ Communication and public information
- ☐ Business facing awareness raising activities
- ☐ Allow local areas to develop plans for responding to the medium term impact of Covid-19

Economic Recovery Programme

- ☐ Supporting businesses
- ☐ Supporting young people into employment
- ☐ Strategic employment sites
- ☐ High Streets and Town Centres
- ☐ Sustainable Places

Town Centres Recovery Plan for East Hampshire



ALTON TOWN COUNCIL CALENDAR OF MEETINGS - 2021/2022

<u>DATE</u>	<u>MEETING</u>	<u>DATE</u>	<u>MEETING</u>
<u>MAY 2021</u>		<u>DECEMBER 2021</u>	
5 May *	Policy and Resources	1 December (5.30pm)	Staffing Sub Committee
19 May	Planning and Transport	1 December	Planning and Transport
26 May	Annual Meeting (AGM)	29 December	Planning and Transport
<u>JUNE 2021</u>		<u>JANUARY 2022</u>	
2nd June	Community	5 January	Community
2nd June (9.30am)	Allotment Sub Committee	12 January	Budget Workshop
9th June	Open Spaces	19 January	Policy and Resources
16th June	Planning and Transport	26 January	Planning and Transport
<u>JULY 2021</u>		<u>FEBRUARY 2022</u>	
14 July	Planning and Transport	2 February	Full Council (Budget)
21 July	Policy and Resources	9 February	Open Spaces
21 July (5.30pm)	Staffing Sub Committee	23 February	Planning and Transport
28 July	Full Council		
<u>AUGUST 2021</u>		<u>MARCH 2022</u>	
11 August	Planning and Transport	16 March	Annual Electors Meeting (APM)
26 August	Open Spaces	23 March	Planning and Transport
		30 March	Open Spaces
<u>SEPTEMBER 2021</u>		<u>APRIL 2022</u>	
4 September (12.00pm)	Mayor's Reception/In Bloom	6 April	Community
8 September	Planning and Transport	13 April	Policy and Resources
15 September (9.30am)	Allotments Sub Committee	20 April (9.30am)	Allotment Sub Committee
15 September	Community	20 April	Planning and Transport
		27 April	Full Council
<u>OCTOBER 2021</u>		<u>MAY 2022</u>	
6 October	Planning and Transport	18 May	Planning and Transport
13 October	Policy and Resources	25 May	Annual Meeting (AGM)
27 October	Full Council		
<u>NOVEMBER 2021</u>			
3 November	Planning and Transport		
24 November	Open Spaces		

All meetings are held at 7pm in the Council Chamber unless specified.

* Covid meeting legislation permits this meeting to be held virtually under the Local Authorities & Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings Regulations 2020 ("the 2020 Regulations")) which came in to force on 4 April 2020 and expire on 6th May 2021

It is anticipated that whilst social distancing guidance remain in place, remote access to meetings to enable the public to attend will be in place.