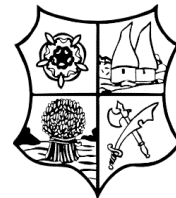


ALTON Town Council



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Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

20th April 2023

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 26th April 2023 at 7.00pm** when the under mentioned business will be transacted.

Yours faithfully

LConey

Leah Coney
Town Clerk

To: All Town Councillors

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

ALTON TOWN COUNCIL – WEDNESDAY 26th APRIL 2023
TOWN HALL, MARKET SQUARE, ALTON - AGENDA

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Minutes of the last meeting held on the 22nd March 2023
- 4 Declaration of Interest and Requests for Dispensations - Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter
- 5 Questions to the Council. Members of the public are invited to make representations
- 6 Planning Application 32440/007: Proposal: Existing building previously used as a two-screen cinema to be converted into 6 Flats (Class C3). Site Address: 58B Normandy Street, Alton, GU34 1DE
- 7 Planning Application 22766/041: Proposal: 3 pairs of semidetached dwellings & 1 detached dwelling with car parking, garage & cycle store Site Address: Alton House Hotel, Normandy Street, Alton, GU34 1DW
- 8 Internal Auditors Report for Financial Year End and Review of effectiveness of Internal Audit
- 9 Statement of Governance 2023/24
- 10 Statement of Accounts to Financial Year end 31st March 2023
- 11 Conflict of interest form and confirmation of the dates of the notice of exercise of public rights.
- 12 Appointment of the Internal Auditor for 2023/24
- 13 Movement of funds to CCLA deposit fund
- 14 Policy Document Updates: a) Financial Risk Assessment for 2023/24
b) Financial Regulations for 2023/24
c) Updated Neighbourhood CIL policy document.
- 15 Legal Agreement Update: Assembly Rooms Collaboration Agreement ACA
- 16 Expenditure: a) Tree Works
b) Mayoral Regalia.
c) Security Patrols.
- 17 Planning Application Delegated authority.

**ALTON TOWN COUNCIL
FULL COUNCIL – 26th APRIL 2023**

REPORTS BY THE TOWN CLERK and THE FINANCE AND ADMINISTRATION MANAGER

ITEM 6 PLANNING APPLICATION 32440/007

FOR DECISION

Proposal: Existing building previously used as a two-screen cinema to be converted into 6 Flats (Class C3). Site Address: 58B Normandy Street, Alton, GU34 1DE

This application is for brownfield development of the former Palace Cinema in Normandy Street which closed last year. The applicant has been able to demonstrate that the premises has been marketed as a going concern and for commercial use with no success.

Previous applications 32440/003 – loft space to front of the building converted into a 1 bedroom flat with external staircase gained approval in October 2006 and a subsequent application 32440/004 for partial demolition to the rear of the Palace Cinema into 4 x 2 bedroom flats gained approval in October 2014 with Conditions, which were satisfied in May 2016.

The applicant has sought pre-application planning advice for the current scheme to identify any aspects of the proposal that needed further development before submitting a full planning application. Comments were prepared by the Case Officer Stephen Wiltshire and received 14th July 2022. The advice at that time outlined several elements of the proposal that had not been addressed in sufficient detail. These elements have now been resolved within the above application and the relevant supporting documents. The response was positive overall, highlighting the potential for the conversion of the former cinema to residential dwellings with the Case Officer concluding that the principle of residential development on the site was supported.

Members should note the following:

- **Parking:** The proposal is situated in a highly sustainable location and relies upon active travel for the residents. The justification for this is primarily the site's location and proximity to local facilities and transport infrastructure, including Alton train station and local bus services. (The neighbouring site of 58a Normandy Street was granted consent for the creation of a 1-bed dwelling (application ref: 32440/003) with no provision for car parking.)
- **Refuse Storage and Collection:** The existing building has a bin storage area located near the rear of the building, which has been moved closer to Normandy Street within the proposed development to improve accessibility for collection. The proposed refuse storage provides facility for 2 no. 1100L bins for the communal designation of general waste, recycling, and food waste for the 6 no. dwellings. There is additional space for smaller bins if required. There is one access for residents and collection from the access lane that runs along the side of the site, nearby to all communal and individual flat entrances, to provide suitable accessibility and shorter travel distances from each dwelling. It is proposed that refuse vehicles will park on Normandy Street. The neighbourhood plan policy does not specify a maximum distance for the collection of residential bins. For the avoidance of doubt, the drag distance from the communal bin store to Normandy Street is 15 metres. It is noted that this drag distance is less than that of the flats at Cinema Mews, approved under application ref: 32440/004
- **Design:** The site lies within the Alton Town Conservation Area and the proposed scheme poses several specific challenges, both to the conversion of the property and the retention of heritage within a wider context. The design process has generated a design that demonstrates sensitivity to the street scene.

The approach to the preservation and regeneration of the Palace Cinema's façade has drawn direct influence from nearby conservation projects using a rejuvenated rendered exterior context.

RECOMMENDATION: Members are requested to confirm their response to this application

ITEM 7 PLANNING APPLICATION 22766/041

FOR DECISION

Proposal: 3 pairs of semidetached dwellings & 1 detached dwelling with car parking, garage & cycle store
Site Address: Alton House Hotel, Normandy Street, Alton, GU34 1DW

Planning permission was recently granted for 9 residential units approved under planning application 22766/040 for 6 flats and 3 detached dwellings (9 in total) with car parking and landscaping. This application is for 7 dwellings with the following parking and refuse collection provision.

- Cars
 - Each 3 bed house has 2 parking spaces
 - The 4 bed house has 3 spaces (2 spaces + garage)
 - There are 4 visitor spaces (1 space per 2 dwellings)
- Bicycle Provision
 - 2 spaces per dwelling.
 - For the 3 bed houses, these will be provided in cycle stores in the rear gardens.
 - For the 4 bed house the spaces will be provided in the garage.
- Electric Vehicle Charging Infrastructure
 - Each house will have a charging point provided.
- Refuse
 - Recycling and refuse bins will be stored in the rear gardens on paved areas and placed near the kerbside on collection days.

There is extensive planning history for this site some 26 in total and 1 appeal. In March 2021 Alton Town Council objected to Planning Application 22766/040 as follows:

OBJECT for the following material reasons:

1. There is no provision for renewable energy or other measures commensurate with the climate emergency and the proposal lacks any forethought or ambition in this respect.
2. The proposal would result in a cramped and unacceptable form of development such that, that proposed, would have an adverse effect upon the character of the area in general and the amenities, outlook and privacy of the occupiers of the adjacent residential properties in York Mews.
3. There is no provision for visitor parking as required by TR5 of the Alton Neighbourhood Plan (and the area is notoriously short of parking at present).
4. The residents parking provision does not meet the standard specified in TR5 of the Alton Neighbourhood Plan which is 6 x 3 metres whereby the car ports in the application are only 5 x 2.5 metres.
5. This site was not included as a site allocation within the Regulation 14 consultation for the Alton Neighbourhood Plan Modification.

However, the Planning Authority in the Officers Report concluded:

- The first point is that the application makes no provision for renewable energy or other measures commensurate with the climate emergency. As identified above, a condition is proposed to secure

details that ensure the built development achieves standards of construction that exceed that of building control levels. It is standard practice to secure such details through a condition and subject to which, the proposal accords with policy CP24 of the JCS.

- The second concern is that the proposal would result in a cramped and unacceptable form of development that would have an adverse effect upon the character of the area in general and the amenities, outlook and privacy of the occupiers of the adjacent residential properties in York Mews. The amended proposal would replicate the scale and layout of the existing development in York Mews and the density would be commensurate with the area and the town centre location. As identified above, the proposal is not considered to result in harm to the amenity of residents of surrounding property. It is reiterated that the proposal is similar to and no greater than the proposal for 12 flats previously allowed at appeal.
- The third and fourth points relate to parking in that there is no provision for visitor parking and that the car ports do not accord with the size dimensions set out in the Alton Neighbourhood Plan. The amended plans make adequate provision for parking, including visitor parking and the amended plans remove the initially proposed car ports.
- Lastly, the Town Council comment that the site was not included as a site allocation within the Regulation 14 consultation for the Alton Neighbourhood Plan Modification. It is not necessary for the site to be allocated to be acceptable as the site accords with the development strategy of the Joint Core Strategy set out in policies CP2 and CP10; it is regarded as a 'windfall' site and development of such sites is consistent with the housing policies of the Joint Core Strategy and national guidance in the NPPF

RECOMMENDATION: Members are requested to confirm their response to this application

**ITEM 8 INTERNAL AUDITORS REPORT FOR FINANCIAL YEAR END
AND REVIEW OF EFFECTIVENESS OF INTERNAL AUDIT.**

FOR DECISION

- 1) The final 2022/23 report from the Internal Auditor covering the period to the 31st March 2023 is enclosed within Members bundles. Members are requested to receive the report and approve its content.
- 2) The review of effectiveness of internal audit is enclosed in Councillor bundles.

RECOMMENDATION: Members are requested to approve:

- a) the content of the Internal Auditor's report.
- b) review of effectiveness of internal audit

ITEM 9 STATEMENT OF GOVERNANCE 2022/23

FOR DECISION

Members are requested to read the statement of governance included in their bundles and satisfy themselves that there is a sound system of internal control including the preparation of the accounting statements.

RECOMMENDATION: Members are invited to approve the statement of governance.

**ITEM 10 STATEMENT OF ACCOUNTS TO FINANCIAL YEAR END
31ST MARCH 2023**

FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports prior to the meeting and if there are any questions arising, please submit these to the Clerk in advance of Full Council to ensure answers are available at the meeting.

Overall, the Council remains in a strong position financially; a small underspend, initially identified during the budget setting process for 2023/24, of £27,815 has been recorded for the year alongside an increase in the balance sheet, primarily from CIL receipts and reserves earmarked for specific projects.

Balance Sheet as at 31st March 2023

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

Income & Expenditure

Attached is the Statutory Income and Expenditure Report for the Year Ended 31st March 2023; this illustrates the Operating Income and Expenditure for the council's financial year ending 31st March 2023 against the 2022 figures for the same period.

Bank Reconciliation Statement as at 31st March 2023

The Bank Reconciliation Statements are as presented with a closing balance of £83,062.88 (Unity), £968,121.22 (CCLA) and £240.53 (Petty cash). This requires signing off on behalf of the council that the figures presented reconcile with the original bank statement which will be given to the Chairman on the night.

Payments over £500

The attached report includes all payments over £500, issued between 1st January 2023 and 31st March 2023 in respect of invoices and grant cheques.

Accountability and Governance Annual Return (AGAR) Section 2

The completed section 2 of the AGAR is enclosed in Members bundles for approval.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1) Conflict of Interest for External Audit.
- 2) The balance sheet dated 31st March 2023
- 3) The Income and Expenditure account to 31st March 2023
- 4) The bank reconciliations for the Unity Account and the CCLA Deposit Account
- 5) The Payments over £500 covering 1st January to the 31st March 2023
- 6) The Accountability and Governance Annual Return Section 2.

ITEM 11 CONFLICT OF INTEREST FORM AND CONFIRMATION OF THE DATES OF THE NOTICE OF EXERCISE OF PUBLIC RIGHTS.

FOR DECISION

Enclosed in Members bundles is the BDO conflict of interest form and a copy of the notice of the exercise of public rights.

RECOMMENDATION: Members are requested to confirm:

- 1) that the dates for the publication of the notice of the exercise are Monday 5th June 2023 to Friday 14th July 2023
- 2) that there are no conflicts of interest with BDO LLP.

ITEM 12 APPOINTMENT OF THE INTERNAL AUDITOR 2023/24

FOR DECISION

Following the retirement of the Council's current auditors LightaTouch, a new internal auditor was approved by Policy and Resources Committee on 25th January 2023, for 2023/24 – 2025-26 as follows:

The new auditor visited the Council on the 21st April to effect a handover with the retiring auditor who was undertaking the year end visit.

The Council is requested to ratify this approval.

RECOMMENDATION: Members are invited to ratify the appointment of Mulberry at a cost of £1,700 plus travel at 45p per mile for the forthcoming financial year.

ITEM 13 MOVEMENT OF FUNDS TO RESERVES

FOR DECISION

The Clerk would like to request approval for £200,000 of the first tranche of precept (total £500,000) received this month from EHDC, be transferred from the Unity Current Account to the CCLA Deposit Account in order to keep an acceptable level of working capital available whilst maximising the current rate of return in the deposit account which is currently providing a yield of 4.1828% (as at 17th April 2023)

RECOMMENDATION: Members are requested to approve the transfer of £200,000 from the Unity Bank Account to the CCLA Deposit Account

ITEM 14 POLICY DOCUMENT UPDATES

FOR DECISION

A) FINANCIAL RISK ASSESSMENT 2023/24

Enclosed in Members bundles is the updated Financial Risk Assessment for 2023/24

B) FINANCIAL REGULATIONS 2023

Enclosed in Members bundles is the updated Financial Regulations which have been amended on the recommendation of the internal auditor to reflect the current position that with the dissolution of the Policy and Resource Committee all accounting matters go to Full Council for review.

The Regulations have also been updated to reflect the increased limit on the corporate credit card as well as the introduction of the use of principle authority framework for certain capital contract works and well as a minor modification to reflect current practice that it is not standard council policy to consult publicly on council lease agreements; as such the words (as appropriate) have been added to this section.

C) UPDATED NEIGHBOURHOOD CIL POLICY

Enclosed in Members bundles is a revised Neighbourhood CIL policy with a small number of revisions to the previously approved document required following the last round of funding.

RECOMMENDATION: Members are requested to approve the updated Financial Risk Assessment, Financial Regulations and Neighbourhood CIL policy document as tabled.

ITEM 15 LEGAL UPDATE: COLLABORATION AGREEMENT ALTON COMMUNITY ASSOCIATION

FOR DECISION

The Town Council Policy and Resources Committee last October approved an extension to the collaboration agreement for the Assembly Rooms with Alton for 12 months from 1st April 2023. A copy of the agreement is included in Members bundles. The Community Centre are aware of the new agreement with the WBTP from 1st January 2024 but in the interim have requested that two changes be made to the approved agreement.

- 1) An increase from £11 per hour to £12 per hour for caretaking charge at the Assembly Rooms in view of the increase to the national minimum wage from 1st April 2023.
- 2) An increase from the agreed £800 per month to £1,100 per month for the service charge, returning to the level being charged in 2019. The Community Association held the pandemic level rate of £575 per month a gesture of goodwill while the level of business built up after the Covid pandemic. As bookings have improved and ACA have met their booking target to 31st March 2023, they feel that £800 is too low and it is time to return to the previously negotiated rate. They noted that their Treasurer has advised that they are currently providing the service at a loss so the increase is needed.

RECOMMENDATION: Members are requested to approve the alterations to the collaboration agreement as detailed.

ITEM 16 EXPENDITURE

FOR DECISION

A) TREE WORKS

The Council has recently received the Year 2 Tree Survey Reports from its appointed contractor Gristwood & Toms (of the contracted 3 years) for its open space sites. The recommendations for works required are recorded under 4 categories:

Urgent – Public Safety - works should be completed within the next 3 months

Essential – recommended that works should be completed within the next 18 months

Desirable – recommended that works that should be completed within the next 36 months

No Action Required – there is no works required.

A synopsis of the Emergency Works required are detailed below and Planning Applications have been submitted for the urgent works required at both Treloar Heights and Flood Meadows as these trees are covered by TPOs. Subsequent applications will be submitted for all essential works (defined as works that should be completed within 18 months) in due course.

Details of the Urgent – Public Safety works required are:

Anstey Park:

T18 and T19 Horse Chestnuts– adjacent to the skate park – FELL – remove arising and grind out stump

T78 Common Lime– opposite Scout Hut – removal of epicormic growth to enable assessment of the health of the tree to be undertaken

T81 Sycamore – next to Rugby Club – FELL – remove arising and grind out stump

T89 Common Lime – along the drive - remove dead and diseased wood

T87 Sycamore – along the drive - remove dead and diseased wood

Flood Meadows:

T158 & T168 Common Beech – along footpath Netherfield Close to vets – Remove deadwood and hanging branches

T167 Cherry species – o/s & right in the corner of 32 Brandon Close and the footpath that goes down between the houses – FELL and stack arisings

Treloar Heights – 2 Connaught Way (Lower area as you enter the site):

T16 & T25 Common Lime – at the far end of the avenue of Lime Trees – FELL remove arisings and grind out stump

T32 Oak – adjacent to Chawton Park Road (tag 0095) remove deadwood and sever ivy

T33 Oak – sever ivy (tag 0096) and remove any deadwood

Treloar Heights – 39 Connaught Way (Upper area of the site):

T7 Austrian Pine – (tree belt from play area to Robertson Close) – FELL remove arisings

T14 Common Beech – FELL remove arisings

T20 Common Beech – FELL remove arisings

Kings Pond:

T148 (tag 1613) & T149 (tag 1614) Sycamores – FELL remove arisings

Additionally, Resistograph tests are required to be undertaken on three trees to determine the health of the trees and what if any subsequent works are required. The trees in question are at the following sites and once the investigations have concluded and the work required known, planning applications will be submitted for both the Public Gardens and Treloar Heights.

Public Gardens:

T9 Popular species – investigate extent of basal decay – area of decay at ground level, west aspect

Anstey Park:

T99 Sycamore – investigate extent of basal decay

Treloar Heights: 39 Connaught Way

T21 Common Beech - investigate extent of basal decay – ivy removal required prior to investigation

The 2023/24 approved budget for tree works is £20,000 with officers being required to obtain 3 quotes for the works and to ensure best value before confirming a contractor to undertake ensuring that the required permissions have been obtained from EHDC.

Any additional works which are required in excess of the approved budget will need to come back to Council for approval.

Subsequent works required under the category “Essential” will be reviewed and work assessed as to which can be undertaken in house and which will need to be put out to tender. The full reports for each site will be published on the Council’s website in due course.

B) MAYORAL REGALIA

The lozenges on the current Mayor’s chain of office are now full and a new chain is needed for the incoming Mayor. The pendant will be retained but a new felt backing is also required as the current one is showing its age.

The Deputy Mayor currently has a ribbon for their pendant, which past Deputy Mayors have commented is uncomfortable and does not sit well on the person. With a new chain required for the Mayor quotations were sought for a chain for the Deputy Mayor with the same design as the Mayoral Chain just smaller overall.

is a specialist service but two companies have been able to provide pricing. Fattorinis is more expensive being Sterling silver gilt.

WH Darby (illustration is enclosed in Councillor bundles)

Hand-made Mayors Chain of Office Only No pendant. Polished gold-plated metal, comprising of our C70 chain links connected with joining rings, size approximately 66x85mm. £2,998.00 + fabric mounting £293.49.

Hand-made Deputy Mayors Chain of Office only no pendant. Polished gold-plated metal, comprising of our C70 Mini chain links connected with joining rings, size approximately 31mm x 25mm. £2,529.00

Fattorinis (illustration is enclosed in Councillor bundles)

Hallmarked Sterling silver gilt 40 inch Mayoral chain of office, comprising link P69 (size 43mm x 32mm) plus joining rings and centre link with pendant hook 649-G. Polished hard gold finish. Attached to a Blue fabric backing.

Packed in a bespoke block fitted presentation case (which will incorporate your existing pendant.) £4553.62

Deputy Mayors Chain of office. Price not available until design chosen, were unable to make a smaller version of the Mayoral Chain.

C) SECURITY PATROLS

Following the successful trial of open spaces security patrols in the Public Gardens over the winter months, our security provider has been undertaking additional patrols around the town (on a free of charge basis) in order to identify the key areas of antisocial behaviour to provide targeted community safety patrols over the summer months. It is recommended that patrols be taken on 4 days per week (each patrol up to 4 hours to cover all of our open spaces as needed and the town centre. Contract to commence 1st May through to 30th September. This includes the out-of-hours call out number which has/is being added to our open spaces, This is a free service but with a separate charge is an on-site visit is required.

RECOMMENDATION: Members are requested to approve:

- a) purchase of the Mayor and Deputy Mayor's chain of office including fabric mounting for the Mayoral Chain at a total cost of £5,820.49 from WH Darby.
- b) Tree works required up to the budget code limit of £20,000 with 3 quotes being obtained for each site wherever possible.
- c) Appointment of DGCD – Security at a cost of £6,656 for 6 months including 4 patrols of up to 4 hours for each patrol every week from 1st May to 30th September. (equivalent to c.£16 per hour)

ITEM 17 PLANNING APPLICATIONS DELEGATED AUTHORITY

FOR DECISION

Members are requested to confirm attendance at next week's final Planning and Transport Committee meeting (3rd May) and to approve that all planning applications beyond this date for May, will be dealt with by delegated authority as there will be insufficient councillors after the elections with planning training to hold a Planning and Transport Committee meeting until June, once councillors have received planning training which is booked for the 7th June.

RECOMMENDATION: Members are requested to approve delegating to the Town Clerk authority to respond to all planning applications received between 3rd May and 7th June to ensure a response is received from the Council in advance of the formation of the new Planning and Transport Committee.