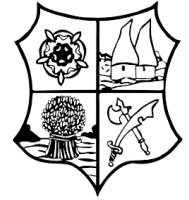


ALTON Town Council



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Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

28th September 2023

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 4th October 2023 at 7.00pm** at the Town Hall when the under mentioned business will be transacted.

Yours faithfully

LConey

Leah Coney
Town Clerk

To: All Town Councillors

Councillor Ben Hamlin
Councillor Matthew Bayliss
Councillor John Chubb
Councillor Mark Boyce-Churn
Councillor Annette Eyre
Councillor Don Hammond
Councillor Graham Hill
Councillor Matthew Kellermann
Councillor Nick O'Brien
Councillor Barbara Tansey
Councillor Janice Treacher
Councillor Peter Wadman
Councillor Jonathan Waugh

ALTON TOWN COUNCIL – WEDNESDAY 4th OCTOBER 2023
TOWN HALL, ALTON – AGENDA

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Minutes of the last meeting held on the 6th September 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 Assembly Rooms Lease – Dementia Friends
- 7 Brewery Heritage Trail
- 8 Appointments 1) Outside Bodies – Jalsa Salana
2) Finance Champion
3) Wellbeing Champion
4) Climate Change Committee
- 9 Events Calendar 2024
- 10 Asset of Community Value - Cowdray Park Amenity Land
- 11 Conclusion of 2022/23 External Audit.
- 12 Capital Expenditure – ATC grounds machinery
- 13 Alton Arts Festival Event Grant application
- 14 Appointment of Interim Town Clerk – for ratification.
- 15 Landlord consent for licenced premises and lease amending agreement - Energique
- 16 Lease agreements – Food Bank and Citizens Advice.
- 17 Public Gardens Coffee Kiosk Licence to Occupy (Extension)

**ALTON TOWN COUNCIL
FULL COUNCIL – 4th OCTOBER 2023**

REPORTS BY THE TOWN CLERK

ITEM 6 ASSEMBLY ROOMS LEASE

FOR DECISION

Following the deferral at the last meeting to receive a management plan for the building, Karen Murrell from Dementia Friendly Alton met with Councillors at a briefing session on the 27th September to review the draft management plan which has been submitted to the council the previous week. Members were asked to raise any questions or queries. At the end of the session, Members agreed that they were sufficiently satisfied to see this item re-tabled for consideration at this Full Council meeting.

There was a question remaining over the timing of the securing of funds for the DFA project and as such a fall-back position (recommendation 2) has been added to the motion, following confirmation from Alton Community Association that they would be in a position to extend the current arrangement if required.

RECOMMENDATION: Members are requested to consider the following:

- 1) To confirm their approval of the draft Heads of Term for a lease to Dementia Friendly Alton for Alton Assembly Rooms to take effect from 1st January 2024.
- 2) To approve the issuing of a licence to occupy for Dementia Friendly Alton together with continuation of the collaboration agreement with Alton Community Association from, 1st January 2024 to 31st March 2024, should funding not be secured by Dementia Friendly Alton prior to the 31st December, (preventing them from signing the lease.)

ITEM 7 HERITAGE BREWERY TRAIL

FOR DECISION

Further to the pre-meeting briefing held earlier this evening, Members are requested to consider approval to hold and administer the funds for the Heritage Brewery Trail on behalf of the Amery Hill Residents Association. Funds only to be released to pay for subsequent works with the written approval of the project team. This arrangement has been agreed with the Amery Hill Residents Association for previous projects (Pockets Parks and Wey Walk)

This decision does not prejudice any grant or Neighbourhood CIL application which may be submitted to the Town Council for consideration at a later date

RECOMMENDATION: Members are requested to approve the holding of funds for the Heritage Brewery trail on behalf of local community group Amery Hill Residents Association.

ITEM 8 APPOINTMENTS TO OUTSIDE BODIES

FOR DECISION

1) JALSA SALANA

Members are requested to consider the appointment of Councillor Kellermann and Councillor Wadman to the Jalsa Salana UK Liaison Group whose primary objective of this liaison group is to keep the group members updated on Jalsa Salana matters, with the potential for dissemination of relevant information to residents. Additionally, this group aims to facilitate volunteer support from Jalsa Salana UK to neighbouring villages and areas. The group will convene monthly at Hadeeqatul Mahdi, the site of Jalsa Salana UK. It is important to note that the group members will not possess voting rights but will serve as an information panel.

The panel will also include the following group members:

- Parish Councillors from Binstead PC, Kingsley PC, and Worldham PC
- EHDC Councillors for the ward under which Hadeeqatul Mahdi falls
- South Downs National Park
- Hampshire Police Service
- AMA UK

2) FINANCE CHAMPION

Councillor Boyce-Churn has indicated that he would be willing to act as Finance Champion for the Town Council, to provide officers with a councillor liaison when considering matters such as the financial risk assessment, the investment policy and any accounting related queries.

3) HEALTH AND WELLBEING

Councillor Hamlin has indicated that he would like to act as Health and Wellbeing Champion for the Town Council, to provide a link for the Council with local social prescribers, the updating of the Community Support Directory and to represent the Council on the Health and Wellbeing Forum which he has already attended in his Mayoral capacity and would like to continue attending.

4) CLIMATE CHANGE COMMITTEE

At their last meeting in July, the Climate Change Committee wished to update their terms of reference to reflect the inclusion of an additional councillor (as there are now 4 on the committee, previously 3) and also reviewed the terms of reference in respect of external membership. These are, the existing, but vacant role of youth representative, the existing but vacant role of business representative and the creation of two new roles, EHDC officer liaison and Active Travel representative.

As a result, the Council is requested to consider the following appointments:

Active Travel Representative - Chris Chappell

"I retired from a lifelong career in the NHS in 2007 (nursing, health visiting and Public health). Since then I have initiated two voluntary campaigning groups: Greening Alton and Holybourne in 2008 (which led directly to Energy Alton and Alton Local Food Initiative, and indirectly to ACAN) and Cycle Alton in 2020. Each time with a very strong and supportive team. My passion about and experience in promoting active travel grows with every passing year, helped by good liaison with all three tiers of local councils. I look forward to achieving more with ATC's Climate Change Committee".

Youth Representative – Erdogan Ornek

I have been actively involved in various climate initiatives within our community. I have participated in local climate awareness campaigns, litter picking events, and youth-led climate discussions. My primary climate interests include sustainable recycling, food waste, and decreasing the amount of fast fashion, which is why I am so thankful to all of the 'Back on the Rack' events Young ACAN has hosted. Thank you for this opportunity, and I am eager to work together towards a more sustainable future.
Erdogan Ornek - Senior Ambassador of Young ACAN

Councillor Tansey has kindly agreed to approach the Climate Change Officer at EHDC (Pennie Brown) and a local business representative and may be in a position to provide a further update on these two appointments at the meeting.

RECOMMENDATION: Members are requested to approve the following:

- 1) Councillor Kellermann and Councillor Wadman to the Jalsa Salana UK Liaison Group
- 2) Councillor Boyce Churn as Finance Champion

- 3) Councillor Hamlin as Health and Wellbeing Representative
4) Chris Chappell – Active Travel Representative and Erdogan Ornek – Youth Representative to the Climate Change Committee.

ITEM 9 EVENTS CALENDAR 2024

FOR DECISION

Following review by the Community Events Champion Councillor Tansey, the 2024 proposed events calendar is tabled below, for approval.

Alton Town Council – Proposed events programme for 2024

- March/April **Easter Trail (Friday 29th March – Friday 12th April)**
After the success of this year's easter trail we would like to have another trail families can enjoy over the Easter school holidays.
- May **Alton Walking Festival (Wednesday 1st – Friday 31st May)**
Expanding on the 2023 successful Walking Festival we will be encouraging more themed walks and evening or early morning walks for people that can't walk during the day due to work commitments. We will be capping the program to 100 walks. We still have medals from 2023 so will be relaunching the walk 100 miles challenge.
- Alton's Spring Garden Fair (Saturday 11th or 18th May)**
Outdoor themed fair to included seed swapping and plan stalls.
- Live from the bandstand (TBC)**
Live from the Bandstand series of summer music.
- June **D-Day 80 (6th June)**
TBC
- Regency Day (Saturday 22nd June) and Victorian Cricket (TBC)**
These are 3rd Party events, and it is anticipated that these may be supported financially by the Town Council up to £500 each as required.
- Teddy Bears Picnic (TBC)**
Teddy Bears Picnic and Storytelling with Pumpkin Pantos. Join various character for a magical storytelling evening. You'll be transported to a world of wonder and imagination.
- Live from the bandstand (TBC)**
Live from the Bandstand series of summer music.
- July **NEW for 2024 Alton Arts Festival (Friday 5th – Sunday 14th July)**
3rd Party event. Town Council have agreed to support the event with covering the cost of printing.
- Thank You Day (Sunday 7th July)**
(3rd party event) The inaugural staging of this event, organised by local people will be held at Anstey Park. Timings TBC
- Live from the bandstand (TBC)**
Live from the Bandstand series of summer music.

	Fun Friday (Friday 26th July) Children’s entertainment in the Public Garden 2pm – 3pm
August	Fun Friday (Friday 2nd August) Children’s entertainment in the Public Garden 2pm – 3pm Fun Friday (Friday 9th August) Children’s entertainment in the Public Garden 2pm – 3pm Fun Friday (Friday 16th August) Children’s entertainment in the Public Garden 2pm – 3pm Fun Friday (Friday 23rd August) Children’s entertainment in the Public Garden 2pm – 3pm Fun Friday (Friday 30th August) Children’s entertainment in the Public Garden 2pm – 3pm Live from the bandstand (TBC) Live from the Bandstand series of summer music.
September	NEW for 2024 Harvest Festival (Saturday 7th September) Outdoor themed harvest event with stalls Lions Classic Car Rally (TBC) All day, through the Town Centre. This is also proposed to be a 3 rd party supported event, organised by Lions with financial support for entertainment provided by the Town Council.
October	Autumn Walking Festival (Monday 14th – Sunday 20th October)
November	Alton and Holybourne Remembrance Services (Sunday 10th November)
December	Christmas Lights Switch On (Friday 22nd November)

RECOMMENDATION: Members are requested to consider their approval of the events calendar for 2024.

ITEM 10 ASSET OF COMMUNITY VALUE

FOR DECISION

This item is proposed by Cllr Wadman and seconded by Cllr Hamlin.

An Asset of Community Value (ACV) is a term arising from the Localism Act 2011, to describe a building or land that has been identified as having a main use or purpose of furthering the social wellbeing or social interests of the local community and could do so into the future.

Once listed as Assets of Community Value with the District Council, the local community will be informed if they are listed for sale within the five-year listing period. An asset of community value cannot be sold by its owner for six weeks, giving residents time to put together a plan to buy the land or property themselves. The community can then enact the Community Right to Bid, which gives them a moratorium period of six months to determine if they can raise the finance to purchase the asset.

Once the six months is up the building's owner can then decide whether to sell his property and who to sell to.

Councillor Wadman has requested that the Town Council consider submitting an application to East Hampshire District Council to register an identified piece of amenity land at Cowdray Park, which has recently been subject to two planning applications for a new house, as an asset of community value. This would give the local community the opportunity to purchase the land, should it become available for sale in the future, in order to safeguard its use as amenity land for the local residents and for those accessing Windmill Hill for recreation.

RECOMMENDATION: Members are requested to submit an application to East Hampshire District Council to register the amenity land at Cowdray Park as an asset of community value (ACV)

ITEM 11 CONCLUSION OF 2022/23 EXTERNAL AUDIT

FOR DECISION

Enclosed in Members bundles is the annual return which has now been returned from the external auditors at BDO.

Attention is drawn to section 3 which states:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

There are no other matters arising.

RECOMMENDATION: Members are requested to approve the content of the external auditors report for 2022/23, noting that there were no matters raised.

ITEM 12 CAPITAL EXPENDITURE -GROUNDS MACHINERY

FOR DECISION

At the Full Council meeting of the 25th April 2018 (Minute 378 refers), the Town Council approved a five year contract hire for a new Ransoms MP493 multisite 4 wheel drive mower.

The hire period on this piece of equipment has now concluded and Members are requested to approve the budgeted figure of £11,500 to outright purchase the machine from TH White. The alternative would be to continue to lease the machine at £650 per month for a minimum 12-month period, which officers believe is not as cost effective. The mower has been regularly serviced and maintained throughout the lease period and the Head of Grounds has confirmed his endorsement of the recommendation to purchase.

RECOMMENDATION: Members are requested to approve the purchase of the Ransoms MP493 for £11,500 from TH Whites.

ITEM 13 ALTON ARTS FESTIVAL - EVENT GRANT

FOR DECISION

Included in Members bundles is an application from the newly formed Alton Arts Festival group for £1,000, together with details of the programme and the mission statement from the group, who have ambitious plans for this new event in 2024, which will be supported by Alton Town Council.

RECOMMENDATION: Members are requested to approve an event grant of £1,000 to Alton Arts Festival.

ITEM 14 APPOINTMENT OF INTERIM TOWN CLERK

FOR RATIFICATION

Further to the correspondence circulated to all councillors from the Chair of the Staffing Committee, Full Council is requested to ratify the decision made by the Staffing Committee at its meeting on the 21st September to approve the appointment of the current Finance and Administration Manager as the Interim

Town Clerk for Alton Town Council. This will be with effect from Friday 3rd November for a period not exceeding 18 months but notwithstanding this, should be required for around 12 – 15 months whilst longer term succession planning, training and the appointment of a permanent Town Clerk is put in place.

The Staffing Committee wishes to pass on its congratulations to Mrs Harris and requests Members recognise her commitment to Alton Town Council in stepping into the role to assist in the smooth running of the Council following the departure of the current Town Clerk.

RECOMMENDATION: Members are requested to ratify the appointment of Mrs Harris as the Interim Town Clerk.

ITEM 15 LANDLORD CONSENT FOR LICENCED PREMISES ENERGIQUE

FOR DECISION

Landlord consent has been requested by Energique for permission to sell alcohol from the premises within the area of the building occupied by SugarLoaf Coffee Shop (sub-tenant.)

SugarLoaf Coffee Shop have themselves already applied to EHDC for a premises licence (pending approval)

Following an exchange of correspondence with Energique (tenant) it has been agreed that any landlord consent will take the form of a lease amending agreement to ensure the licence is used in accordance with the intent of the applicant as detailed below and not as a permanent late licence bar and music venue, for on and off alcohol sales, which would be permitted as part of the licence which has a wide scope.

“We have applied for a late license for Fridays and Saturdays in line with our private parties we wish to offer and have been running via TEN’s notices up to now, ultimately no change to our normal usage just open a little later, (finishing at 1am). Every other day we are only licensed to sell alcohol and play music during the hours of 11am through to 11pm, our intension is Afternoon teas and light occasional drinking with food.

The license for alcohol for us will allow us to provide afternoon teas and the ability for customers to have alcoholic drinks with their food, this is not to create a pub type environment, we wish to maintain our smart cafe environment

With regards to music internally we have applied for this because our parties will require a late music license in line with the alcohol, again predominantly private events.

RECOMMENDATION: Members are requested to grant landlord consent for the sale of alcohol for private parties and for consumption of alcohol with food at the premises and for the playing of music at the premises, through the issuing of a lease amending agreement. All other terms of the current lease with Energique to remain unaltered.

ITEM 16 LEASE AGREEMENTS – CITIZENS ADVICE & FOODBANK

FOR DECISION

Enclosed in Members bundles are the draft proposed leases for Citizens Advice and Foodbank. Given the decision at the last Full Council meeting to withdraw from the CALA Community Building Project, new contractual leases have been drawn up for these two organisations who currently reside in the units below the Town Hall, to ensure security of tenure for the next two years. The terms for each lease remain unchanged from their previous lease which have now expired (they are currently both occupying on statutory periodic tenancies in preparation for the move across to the CALA building)

One of the reasons for the proposed relocation to the CALA Community building was to provide more confidential meeting space for Citizens Advice. Therefore, to facilitate this, a clause has been added to this

lease agreement to permit Citizens Advice to make use of the remaining unit and there the Town Hall which is currently only used for a few hours a week by ACAN and other organisations as a meeting space.

RECOMMENDATION: Members are requested to approve the draft leases as tabled.

ITEM 17 PUBLIC GARDENS KIOSK – LICENCE TO OCCUPY FOR DECISION

Acorns Coffee currently have a licence to occupy for their mobile kiosk in the Public Gardens. This agreement is due to expire on 30th November 2023.

Acorns Coffee has been trading for 2 years in the Public Gardens and has become well established, popular with visitors as well as providing a permanent presence particularly in the summer months. They have also assisted the Council with community events in the park such as the Easter Trail.

Acorns Coffee have requested an extension to the current agreement to enable them to trade for a further three years. A copy of the draft licence is included in Members bundles. This will provide regular income for the Town Council of £4,800 per annum and provide security of tenure for the company as they look to consolidate their presence in the park.

RECOMMENDATION: Members are requested to consider approval for a three-year extension to the current agreement for Acorns Coffee in the Public Gardens with effect from the 1st December 2023.