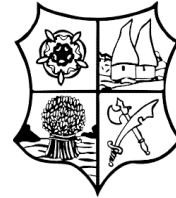


ALTON Town Council



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Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

4th January 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 10th January 2024 at 7.00pm** at the Town Hall when the under mentioned business will be transacted.

Please note that there is a pre-meeting briefing to Councillors at 6.00 p.m. by representatives from the Citizens Advice Bureau – Helen Drake, Chief Executive and the Chair, Paul Susans

Yours faithfully

Patricia M Harris

Pat Harris
Interim 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 10th JANUARY 2024
TOWN HALL, ALTON – AGENDA

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Minutes of the last meeting held on the 1st November 2023 for approval.
- 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. Community Grants 2024/25 for approval including Event Grant for approval
7. Neighbourhood CIL Grants for approval
8. Budget and Precept 2024/2025
9. Auto Speed Watch
10. Accounts to 31st December 2023
11. Assembly Rooms - drainage
12. Landlords Consent – Alton FC in support of a FA Grant Application
13. To receive a report from and ask questions of the County Council and District Council representatives
14. To receive a report from the Kings Arms
15. To receive the minutes from the following Committees: -
Climate Change Committee – 18th October 2023

**ALTON TOWN COUNCIL
FULL COUNCIL – 10TH JANUARY 2024**

REPORTS BY THE TOWN CLERK

ITEM 6 COMMUNITY GRANTS 2024/25

FOR DECISION

For 2024/25 a total of 7 applications have been received (the summary sheet is reproduced in Members bundles). Councillors were invited to review the applications at their Councillor briefing workshop held on 3rd January 2024 with all councillors receiving the applications via e-mail in advance of the workshop.

Councillors are reminded that a draft Community Grants Budget of £30,000 has been requested for 2024/25 following the Budget Workshop held on 13th December, which although has yet to be confirmed, gives an indication of the funds that councillors wish to be available to support applications received during the period 1st November and 31st December of each year (the “open” period for submitting applications). However, for Event & Project Grants, these are awarded throughout the year with grants being awarded in this category up to £1,000.

With the total value of the applications received not exceeding the budget which has been provisionally set and in seeking to determine the outcome of each application councillors were reminded at their workshop of the following factors when considering whether to approve a grant request and the amount of grant to be awarded to ensure a fair and equitable outcome.

- (a) Does the work carried out by the group or organisation demonstrably and directly impact the people of Alton wholly or just in part?
- (b) Do any applications duplicate work is already being funded by the Town Council?
- (c) Do any applications which “pre-discriminate” certain members of the community?
- (d) The Town Council also cannot fund activities that it considers to be the responsibility of a Statutory Authority

Members are reminded that:

- 1. Awards of over £2,000 will be paid in tranches across the year – normally April and October (reference: point 1.6 of the Alton Town Council Grants Policy 2019 as amended June 2023)
- 2. The Council is not currently constrained by the S137 grant rules as the Council adopted the General Power of Competence in 2017. However, the ethos that the amount given should be commensurate to the number of people in the locality who are to benefit should still be of consideration to Members.

RECOMMENDATION: The Committee is invited to:

- (i) **Determine which applicants are to be awarded a grant**
- (ii) **Determine the amount each successful applicant is to be awarded**

ITEM 7 NEIGHBOURHOOD COMMUNITY INFRASTRUCTURE LEVY (CIL) APPLICATIONS
FOR DECISION

The Neighbourhood CIL funding window opened on 1st November and closed on 30th November 2023. This is for local groups and organisations to submit applications for infrastructure related projects which benefit the local community. All applications received were reviewed by Councillors at their Briefing Workshop held on 3rd January 2024 with applications being sent in advance via e-mail.

The Town Council must use CIL money to support the development of the local council’s area, by funding:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

Typically, there are three broad categories of infrastructure:

- (a) Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres,
- (b) Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
- (c) Green infrastructure: e.g. play areas, public open space, woodlands

The available fund currently sits at £339,769.74 which is made up of £1,556.07 carried forward from CIL allocations ending March 2023, plus CIL allocations received in April 2023 of £103,014.35 and in October 2023 of £235,197.72

Councillors should note, however, that not all funds approved in the year ending March 2023 have yet been fully expensed including £170,000 allocated to Kings Pond and £152,039 towards the cost of the fitout of the CALA building (although these funds will be re-allocated to allow EHDC to undertake following Alton Town Council's withdrawal from the project).

A total of 11 bids were received and all were initially discussed and reviewed by officers of both EHDC and Alton Town Council by way of

- (i) verifying whether applicants met the laid down criteria
- (ii) independent scoring of those applications that qualified
- (iii) all applications were further reviewed with recommendation to put to councillors using a scoring matrix as below:
 - those scoring above 40 should be recommended for granting
 - those between 35-40 should be considered for further evaluation
 - those below 35 rejected as not meeting criteria for either recommendation or further discussion

Four applications did not pass the first stage of scoring as funding was being requested for 100% of costs which is not supported by Alton Town Council (Policy item 15) or that they were seeking revenue funding.

Applicant D	Bushy Leaze Family Support – Creation of an outside space £22,068 (100% request)
Applicant E	Alton Maltings – replacement windows £31,500 (revenue funding)
Applicant H	Alton Town Council – replacement windows at Town Hall £80,000 (revenue funding)
Applicant K	Alton Community Centre – exterior wall maintenance £17,000 (100% & revenue funding)

For the remaining 7 qualifying projects, the detailed scoring sheet had been circulated to Councillors. The benchmark for approval is considered to be 35.

Applicant A	Wooteys School Campus – Electric Gates £10,000
Applicant B	Amery Hill Residents Association – Brewery Heritage Trail £22,000
Applicant C	Alton Cricket Club – Carpeting of cricket nets £8,000
Applicant F	Alton Dental – Expansion of dental practice £20,000
Applicant G	Allen Gallery & Garden – Expansion of gallery offering & upgrade of garden £15,000
Applicant I	Alton Town Council – Development of a community office/meeting space £5,900
Applicant J	Treloars – Purchase of an electric bus £10,000

RECOMMENDATION: Members are requested to consider which qualifying Neighbourhood CIL applications as presented are to be approved.

ITEM 8 BUDGET AND PRECEPT 2024/2025

FOR DECISION

Members bundles contain the proposed budget and precept for 2024/25, drafted after the specific Budget Workshop meeting held on 15th December when Councillors considered the level of increase in the precept to support the budget to be approved at the 10th January 2024 Full Council Meeting. Also included within the spreadsheet was the mid-year revised budget for 2023/24 a supplementary explanations sheet and a copy of the current balance sheet.

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

The proposed budget for 2024/25 represents an increase of 3% on a Band D. This equates to £113.59 per household (or £2.18 per week) an increase of £3.31 per annum or 6.3p per week and this equates to an overall precept request of £851,976.11

RECOMMENDATION: Members are requested to:

- (i) **Approve the budget and precept request for 2024/25**
- (ii) **Approve the revised budget for 2023/24 to enable the appropriate virements to be actioned.**

ITEM 9 AUTO SPEED WATCH

FOR DECISION

Following a last-minute change of mind from the Alton Community Speedwatch team, a representation was made to officers seeking that Alton Town Council submit an application to EHDC for funding to secure one of the new high-tech speed camera devices for Alton. The Speed Camera Systems Scheme was originally launched in February 2023 as one of Districts 12 new initiatives that have been worked into their welfare programme. The cameras each take an average speed reading from passing cars from fixed points, recording number plates, vehicle speeds, times of high traffic and other related data which may then be passed on to the police to see if there is a pattern of traffic issues in certain areas.

There was a closing date of 1st December to apply and following officers seeking confirmation from EHDC that (a) funding was still available and (b) that by submitting an Expression of Interest application that it did not commit Alton Town Council. EHDC were made aware that given the tight timescales involved we could not satisfy the requirement of having all relevant permissions in place including Full Council approval to submit the application. The only other requirement placed on Alton Town Council was to provide evidence that it would be working with the police and local organisations to make sure the devices are placed in a location where they can do the most good.

EHDC's role is only to fund the cameras and it will be for the local community group (Alton Community Speedwatch) to liaise with the police directly on how to use the data collected.

1. Three possible sites were initially identified as suitable by the Community Speedwatch team: Anstey Road, The Butts and Basingstoke Road. On closer inspection of the guidance this was narrowed down to just one: Basingstoke Road, between the junction with Pertuis Avenue and the roundabout at Old Odiham Road/Lenten Street. Lamp posts 32 and 51 were identified as being the most suitable on which to place the two cameras to record the average speeds of traffic travelling towards the town.
2. Hampshire Constabulary have confirmed on email that the designated location (Basingstoke Road): *"location is supported as we can probably assist with laser work when we get the data back from cameras to help us map the most frequent times."*
3. The application to Hampshire Highways for the required Licence has been initiated and will be taken forward upon confirmation from EHDC as to the success of the application submitted. There is a cost for the Licence (currently £175 but this figure is subject to confirmation).

4. With regards to any signage required that may be required, EHDC have responded as follows: *“Having discussed signage with HCC, who confirmed that this did not form part of their S178 Licence, we have removed this requirement from our Guidance documents. My turn to apologise, as you may have a copy of the original Guidance documents. To be clear, for the purposes of your application, this will no longer be needed. If, however, as a parish you decide that you would like to use signage in the future, the sign design and location will have to be agreed by HCC.”*
5. Permission will be required to place equipment on chosen lamp posts and an application will need to be submitted to Eneveo but this cannot be done until Alton Town Council is in possession of the Licence from HCC and it is only at that stage that we will know whether a structural test (load test) is required to be carried out on the posts. (EHDC have stated that the equipment is very lightweight and that is unlikely).
6. Neither of the lampposts identified are directly outside residential properties, however, there may still be a need to consult with neighbouring properties on the placement of the cameras – this is currently being explored further.
7. At the end of the first year, Alton Town Council would have to assume responsibility for the maintenance of the equipment (including calibration) which would be subject to an evaluation of the effectiveness of the devices in reducing speeds and providing valuable information / statistics to the police.

RECOMMENDATION: Members are requested to

- (i) **Retrospectively approve the submission of the application to EHDC for a high-tech speed camera**
- (ii) **The location for the fixed devices on the Basingstoke Road between its junction with Pertuis Avenue and the roundabout at Old Odiham Road/Lenten Street as endorsed by Hampshire Police – lamp posts 32 and 51**
- (iii) **Subject to evaluation as to the effectiveness of the devices at the end of the first year, Alton Town Council would assume responsibility for the ongoing maintenance of the devices**

ITEM 10 ACCOUNTS to 31st DECEMBER 2023

FOR DECISION

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.

Balance Sheet as at 31st December 2023

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

Income & Expenditure

Attached is the Income and Expenditure Report for the third quarter of 2023/24 financial year; this illustrates the Operating Income and Expenditure for the council to 30th December 2023 against the budget set by the Council.

Bank Reconciliation Statement as at 31st December 2023

The Bank Reconciliation Statements are as presented with a closing balance of £375,525.84 (Unity), £1,432,576.08 (CCLA) and £270.83 (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 October to 31st December 2023 in respect of invoices and grant cheques.

RECOMMENDATION: Members are requested to confirm their approval of:

1. The balance sheet dated 31st December 2023
2. The Income and Expenditure account to 31st December 2023
3. The bank reconciliations for the Unity Account and the CCLA Deposit Account
4. The Payments over £500 covering 1st October 2023 to 31st December 2023

ITEM 11 ASSEMBLY ROOMS: DRAINAGE

FOR DECISION

Members will recall that approval for drainage works to be undertaken by Metro Rod at the Assembly Rooms was granted at the Full Council meeting held on 14th June in the sum of £8,705.00 ex VAT (Minute reference 22.1 refers). Subsequently a Purchase Order was raised but the invoice presented and paid on 28th July was only in the sum of £2,580 and was for patch work that had been undertaken. However, on 2nd January a major sewage blockage occurred which led to overflow inside the building and emergency clearance of the blockage was undertaken by specialist company Metro Rod. It transpires that new additional external works now needs to be undertaken to remove a broken pipe, relay pipework and to install a new manhole chamber and a quote has been received in the sum of £7,615 ex VAT. Officers have authorised this work under emergency powers in agreement with the Mayor and is due to commence on Monday, 8th January and is anticipated to take 5 days to complete. With the funding previously approved by Full Council, the quote for the additional work together with the £210 charge for clearance on 2nd January, retrospective approval is requested from Full Council for an additional £1,250 (the cumulative cost of drainage work at the Assembly Rooms to be approved).

RECOMMENDATION: Members are requested to approve the additional spend of £1,250 for drainage works at the Assembly Rooms to be undertaken by Metro Rod.

ITEM 12 LANDLORDS CONSENT: ALTON F.C.

FOR DECISION

Alton Football Club have advised the Town Council that they wish to submit a grant application to the FA (under the second application window which has now opened) for the Howdens Kitchens and England Football grassroots clubs programme which launched a £3m programme at the beginning of December 2023.

The purpose of the grant funding is to support clubs who wish to apply to improve their kitchen/catering provision facilities. Howdens' Game Changer Programme in partnership with England Football will see the kitchen company aim to fund £3m worth of kitchens over three years for England Football Accredited grassroots clubs. The Programme has already provided better kitchen facilities to help clubs make their matchday experience more enjoyable and increase revenue opportunities.

Applications are invited from those England Football Accredited clubs who are:

- 2 or 3 Star Accredited
- 1 Star Accredited and have a minimum of 8 teams with the ambition to become a 2 Star Accredited club

In addition, the club must:

- Own their facilities freehold or
- Have a lease of 5 years or longer and have your landlord's consent to undertake the proposed works or
- Have a licence in place for the next 5 years with landlord consent to carry out the works

RECOMMENDATION: Members are requested to confirm the granting of Landlord's Consent to Alton FC for the purpose of submitting a grant application to the Howdens Kitchens and England Football Grassroots Clubs Programme.

**ITEM 13 TO RECEIVE A REPORT FROM AND ASK QUESTIONS OF THE COUNTY COUNCIL
AND DISTRICT COUNCIL REPRESENTATIVES FOR INFORMATION**

Enclosed in Members bundles is the District Councillor's report from Cllr Graham Hill.

RECOMMENDATION: This report is for information only.

ITEM 14 TO RECEIVE A REPORT FROM THE KINGS ARMS FOR INFORMATION

Enclosed in Members bundles is the Kings Arms latest quarterly report which is submitted in accordance with the terms and conditions of their SLA

RECOMMENDATION: Members are requested to note the report from the Kings Arms

**ITEM 15 TO RECEIVE THE MINUTES FROM THE CLIMATE CHANGE COMMITTEE
FOR INFORMATION**

Included in Members bundles are the Minutes from the Climate Change Committee of 18th October 2023.

RECOMMENDATION: Members are requested to note the Minutes from the Climate Change Committee of 18th October 2023