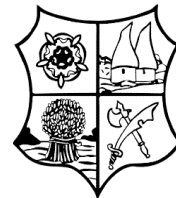


ALTON Town Council



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Town Clerk: Leah Coney

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

1st February 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 7th February 2024 at 7.00pm** at the Town Hall when the under mentioned business will be transacted.

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 7th FEBRUARY 2024

TOWN HALL, ALTON – AGENDA

- 1 Apologies for absence
- 2 Town Mayor's announcements
- 3 Minutes of the last meeting held on the 1^{0th} January 2024 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 Response to Local Plan
7. CIL application – Alton Dental
8. To review the Service Level Agreement for the Kings Arms and to receive its latest report
9. Non-Financial Risk Assessments for approval –
10. Accounts to 31st January 2024 and Asset Register as at 31st January 2024
11. Landlords Consent: Edgar Hall and Alton Assembly Rooms
12. Event Grant – Victorian Cricket
13. Calendar of Meetings 2024-2025

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

REPORTS BY THE TOWN CLERK

ITEM 5 QUESTIONS/REPRESENTATIONS TO THE COUNCIL

1. E-mail correspondence received from Mr. Anthony Furnival regarding the Neighbourhood CIL application for Alton Dental Services sent to Councillors Eyre, Hill & Kellermann and the Town Clerk and circulated to all councillors
2. Copy of correspondence sent by the Chair of the Amery Hill Residents Association to Clare Miller of Clarion Housing regarding the state of Kingdon's Mews circulated to all councillors

ITEM 6 RESPONSE TO THE DRAFT EHDC LOCAL PLAN

FOR DECISION

On Wednesday 10th January the draft Local Plan was approved by the EHDC Planning Policy committee for publication for the purposes of a Regulation 18 consultation. The consultation is now open and will last for 6 weeks closing on 4th March. Alton Town Council will need to submit a response particularly on the proposed sites to meet development needs up to the year 2040 which includes the 1000 homes approximately to include 6 Travelling Show people plots on land at Neatham Manor Farm considered by EHDC as a Strategic site allocation. For this purpose, officers propose engaging the services of the same consultants appointed to provide full support to the Alton Neighbourhood Plan Steering Group - Oneill Homer in the preparation of that response.

A quote to undertake this together with a full scope of works to be undertaken is enclosed in Members bundles which will be a maximum of £2,600 for the work with an additional in person meeting fee of £100- this would be for a briefing to councillors on the response to be submitted if required.

RECOMMENDATION: Members are requested to approve engaging Oneill Homer to prepare the response to the EHDC Draft Local Plan Reg 18 Part II Consultation on behalf of Alton Town Council for a fee of up to £2,600 plus a £100 in person briefing if required.

ITEM 7 NEIGHBOURHOOD CIL APPLICATION: Alton Dental Services

FOR DECISION

Members had deferred a decision on the CIL application for £20,000 funding received from Alton Dental Services pending further assurances being received as to how many additional NHS patients would be served by the practice should their application to Alton Town Council be successful. Councillors wished to be satisfied that Alton Dental would be taking on additional NHS patients over and above their current number by their re-opening their NHS waiting list. Dr. Safri had provided the information requested stating that an additional 950-1100 new patients could be registered and that as at 19th January the practice currently had 12,816 NHS patients registered.

Councillors also requested as part of the deferment that a Condition be placed on the Award should it be granted:

RECOMMENDATION: Members are requested to consider

- (i) **Approval of the Neighbourhood CIL application for Alton Dental Services in the sum of £20,000**

- (ii) **Application of a Condition for a period of 3 years to read**

“Subject to the submission of evidence to the Town Clerk on a three-monthly basis for a period of 3 years, should Alton Town Council be unsatisfied in that the capacity of the NHS patients has not been maintained, it may request further clarification from the applicant to address any rationale behind this. Should any rationale provided not be sufficient, Alton TC may request

repayment of part of the funding to ensure that the funding is spent in line with Regulation 59C of the CIL regulations”

**ITEM 8 TO REVIEW THE SERVICE LEVEL AGREEMENT FOR THE KINGS ARMS AND TO
RECEIVE ITS LATEST ACCOUNTS FOR DECISION**

The current Service Level Agreement for the Kings Arms expires on 31st March of this year. This agreement was put in place to support the funding agreed for the provision of youth services by the Kings Arms in Alton. Enclosed in Members bundles is a copy of the proposed new Service Level Agreement (SLA) which is presented without amendment from the current agreement and is for a further period of two years effective from 1st April 2024. Members should note that in confirming the Budget for 2024/2025 it included provision for the continuation of youth services funding to The Kings Arms in the sum of £20,000 (twenty thousand pounds) - budget Line 401/4308 refers. Members are, therefore, requested to agree a new SLA for a further period of 2 years without amendment from that which is currently in place as tabled.

RECOMMENDATION: Members are requested to agree the continuance of a 2 year Service Level Agreement for the Kings Arms with effect from 1st April 2024 and to note the latest Accounts as presented.

ITEM 9 NON-FINANCIAL RISK ASSESSMENTS FOR DECISION

In advance of the meeting Councillors Annette Eyre and Don Hammond met on the 17th January in the Town Hall to undertake a physical review of the full version of the non-financial risk assessments as listed:

Health & Safety Policy and Procedures
Health and Safety Logs
Individual Risk Assessments – General and Events
Asbestos Surveys
Electrical Systems Log-Book
COSHH data Sheets
Fire Risk Assessments.
Legionella Risk Assessment.

Both councillors have confirmed their assessment of the documentation is current and queries raised have been satisfied. The full suite of documents will be available in the Council Chamber in advance of the meeting for any Members wishing to further review.

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

**ITEM 10 ACCOUNTS AS AT 31ST JANUARY & ASSET REGISTER AS AT 31ST JANUARY 2024
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 January 2024

The balance sheet is presented for sign off by the Chairman of the Council and the RFO (Responsible Financial Officer)

Income & Expenditure

Attached is the Income and Expenditure Report; this illustrates the Operating Income and Expenditure for the council to 31st January 2024 against the budget set by the Council.

Bank Reconciliation Statement as at 31st January 2024

The Bank Reconciliation Statements are as presented with a closing balance of £313,126.37 (Unity), £1,437,004.31 (CCLA Deposit Fund) and £351.87 (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 to 31st January 2024 in respect of invoices and grant cheques.

Direct Debits

There have been no new Direct Debits added to the bank account since the variable direct debits list was approved by Full Council in November 2023.

Asset Register

The Asset Register is required to be reviewed and updated every two years and is presented as tabled having had a review undertaken and updated accordingly.

RECOMMENDATION: Members are requested to confirm their approval of:

1. The balance sheet dated 31st January 2024
2. The Income and Expenditure account to 31st January 2024
3. The bank reconciliations for the Unity Account and the CCLA Deposit Account
4. The Payments over £500 covering 1st to 31st January 2024
5. Asset Register at 1st January 2024

ITEM 11 LANDLORDS CONSENT: EDGAR HALL & ALTON ASSEMBLY ROOMS

FOR DECISION

Edgar Hall: Men's Shed

An approach has been received from Men's Shed advising that they have obtained a number of grants to improve the working environment within the workshop (3 bay garage area) and loft space area of Edgar Hall. They are now formally seeking Landlord's Consent to carry out the following works as soon as possible,

- (i) Insulate the 3 garage doors internally with timber frame to hold insulation in place and fire rated plaster board. Box out around existing roller shutter mechanism and seal between bottom of roller shutters and concrete floor. This to include an access door through one of the openings. The existing roller shutter doors will not be altered in any way.
- (ii) Insulate the workshop floor with 100mm insulation boards covered with tongue and grooved timber boards.
- (iii) Insulate loft space above communal areas with 200mm Rockwool Thermal Insulation.

The Town Clerk has advised that further permissions may be required and that Men's Shed should seek further guidance from EHDC Planning Department to ascertain which, if any other permissions are required, and that Men's Shed need to satisfy themselves that these works as specified under (i), (ii) and (iii) above either do not require permission and provide evidence to that effect or that planning permission is required and that an application has been submitted to EHDC for approval of the work they wish to carry out.

RECOMMENDATION: Members are requested to grant Landlord's Consent subject to confirmation from EHDC that either

- (i) **Building Control permission is not required or**

- (ii) **That Men's Shed have submitted a planning application for permission to carry out the works requested**

Assembly Rooms: Dementia Friendly Alton

An approach has been received from Dementia Friendly Alton (DFA) to carry out several improvements/alternations at the Assembly Rooms as per the plans included in Members bundles entitled *Ground Floor Plan as proposed*. These works are requested in order that DFA can utilise the rooms at the rear of the building either as meeting or treatment rooms. The works include:

- (i) the installation of a roller-shutter in one side of the kitchen facility to restrict access to the area where the electric cooker and microwave are
- (ii) make alternations to 3 areas at the rear of the building which currently consist of : 1 large room utilised as two changing areas by AODs (twice a year) by drawing a curtain in between; 1 room currently licenced to Wey Valley Radio until the end of June 2024; and one area (known as the "green room") which has a toilet and sink in it. The work being sought is:
 - a. to erect a stud wall in the room being used as changing rooms to establish two meeting rooms
 - b. to re-engineer the room used by Wey Valley Radio (when they vacate) to establish a meeting room and a corridor
 - c. to re-engineer the "green room" and instal a shower and disabled toilet facility within the proposed treatment area
 - d. to establish a new disabled entrance and corridor to access the meeting rooms

These proposed alterations to the building will need planning permission which DFA will need to apply for as well as requiring Landlords Consent to undertake.

RECOMMENDATION: Members are requested to confirm their agreement to the proposed alterations to the Assembly Rooms and grant Landlords Consent in order to

- (i) **allow Dementia Friendly Alton to expand the services they can offer by bringing back into use 4 meeting/treatment areas at the rear of the building**
- (ii) **create a disabled access to the rear of the Assembly Rooms**
- (iii) **instal a roller shutter door in the kitchen**

Also enclosed in Members bundle is a report from Dementia Friendly Alton on the progress to date during their first month of occupancy at the Assembly Rooms for information.

ITEM 12 EVENT GRANTS: VICTORIAN CRICKET

FOR DECISION

The Victorian Cricket event is a very well supported and established third-party fund raising event held on The Butts each year.

RECOMMENDATION: Members are requested to approve an Event Grant for Victorian Cricket in the sum of £500 (five hundred pounds)

ITEM 13 CALENDAR OF MEETINGS 2024-2025

FOR DECISION

Enclosed in Members bundles is the proposed calendar of meetings for the forthcoming municipal year.

RECOMMENDATION: Members are requested to approve the calendar of meetings 2024/25