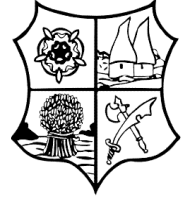


ALTON Town Council



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Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

29th May 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 5th June 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 Annette Eyre
Councillor Graham Hill
Councillor Matthew Bayliss
Councillor John Chubb
Councillor Mark Boyce-Churn
Councillor Don Hammond
Councillor Matthew Kellermann
Councillor Nick O'Brien
Councillor Barbara Tansey
Councillor Janice Treacher
Councillor Peter Wadman
Councillor Jonathan Waugh

ALTON TOWN COUNCIL – WEDNESDAY 5th JUNE 2024
TOWN HALL, ALTON – AGENDA

1. Apologies for absence
2. Town Mayor's announcements
3. Minutes of the Full Council meetings held on 1st & 29th May 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. Correspondence received and questions to the Council: Members of the public are invited to make representations.
6. Alton Neighbourhood Plan – approval of the pre-submission Draft Neighbourhood Plan
7. To receive a verbal report from and ask questions of County Councillor Andrew Joy
8. Statement of Accounts to 30th April 2024
9. Alton Arts Festival Grant application
10. Landlords Consent: Alton Rugby Club for the installation of a disabled access ramp
11. Review of Alton Town Council Policies & Regulations:
 - (1) Financial Regulations
 - (2) CCTV Policy
 - (3) The Communications & Social Media Policy
 - (4) Recording at Meetings Policy

Confidential

12. Code of Conduct

**ALTON TOWN COUNCIL
FULL COUNCIL – 5th JUNE 2024**

ITEM 5 CORRESPONDENCE RECEIVED

FOR INFORMATION

E-mail correspondence (with attachment) has been received from the Farnborough Noise Group and is attached.

ITEM 6 ALTON NEIGHBOURHOOD PLAN

FOR DECISION

An updated pre-submission draft (v4) of the Alton Neighbourhood Plan (ANP) is included in Councillor bundles which incorporates additional information provided by the South Alton developer including their framework plan and the renaming of the site as Windmill Hill rather than Weysprings (which has been reflected in the document for consistency).

The preparation of this draft follows the approval by Full Council in February 2023 to undertake a full review of the current Alton Neighbourhood Plan. It comes after 15 months of fortnightly Steering Group Meetings, research, evidence gathering, local informal engagement and discussions with statutory consultees, EHDC officers and developers.

As Members will recall, the Regulation 14 consultation, which is the first of two formal stages of engagement with the community and statutory consultees to consider the draft plan, was scheduled to commence in early 2024 but was delayed so as to avoid any confusion with the EHDC Draft Local Plan consultation which took place during the period January - March 2024.

The draft ANP is tabled in full, following approval by the Steering Group (SG) of its content at its meeting on 24th April.

The content of the draft ANP responds to the concerns raised relating to the SGs previous recommendation of “no allocations” and has reverted to its original position to include potential site allocations, approved by the SG in November 2023.

Ahead of the Full Council meeting, Councillors at their request, will be holding a workshop briefing session on 4th June with its appointed planning consultants, ONH Consultants, the Chair of the Alton Neighbourhood Plan Steering Group and the EHDC Planning Policy Manager, Adam Harvey at which time they will have the opportunity to further review the draft Alton Neighbourhood Plan.

As has been previously discussed, the primary driver in respect of whether site allocations were included within the draft ANP, sought to answer the question “what will serve Alton well”? So much development over the preceding decade did not deliver the improvements to the infrastructure and services facilities and the SG did not want to be driven by an arbitrary number for Alton, which leads to choosing the least-worse options without considering the bigger, longer-term picture.

The SG maintains that the figure of 700 passed to the ANP by EHDC as a housing target, does not serve Alton well and just results in more piecemeal housing and no planned infrastructure to serve both new developments and benefit existing residents. Neither does the proposed development of a minimum of 1,000 homes at Neatham Down.

The options were therefore a “no allocation” leaving the decision of site allocations to EHDC or “full allocation” to enable the community and statutory consultees, through the Regulation 14 process, to understand all sites under consideration and to comment on their potential inclusion.

It is to be stressed that no decisions have been made as to the final content of the draft ANP and this will only be determined after the Regulation 14 has been concluded, the results analysed, and any required changes made to the Plan, prior to its submission to EHDC for a further statutory 6-week consultation. Ultimately the Plan needs to be approved by the community at referendum, so if its content does not reflect community views, then it will not be approved.

Neighbourhood Planning is designed to bring the community together, with a shared vision for the future development of the town. It is understood that some residents have reservations in respect of site allocations, but this is an opportunity for the community to comment upon the facts as presented.

The brownfield first approach is included within the draft plan (Policy HO3) with HO3(A) to HO3(D) detailing four potential greenfield site allocations.

The SG also commends the remainder of the ANP to the Town Council, which it trusts will influence and control future development where it does come forward, through its design policies, its climate change policies, protection for Local Green Spaces and biodiversity and its policies on parking and transport.

If Members approve the ANP pre-submission draft plan for consultation this evening, the Regulation 14 consultation will commence in late August, enabling the 6-week period to be concluded by the end of September/beginning of October. This will also provide sufficient lead-in time for the SG to work with Town Council officers and our consultants on the required Communications Plan and publication of supporting evidence bases.

It is envisaged the outputs of the Regulation 14 will be brought back to the Town Council for further consideration in the autumn.

RECOMMENDATION: Members are requested to approve:

- 1. The draft pre-submission Alton Neighbourhood Plan (V4) for the Regulation 14 consultation, as tabled.**
- 2. Delegating to the Town Clerk any amendments to the draft Plan including spelling, grammatical errors, or amendments to wording, which do not change the nature of the policies, as required, prior to publication for the Regulation 14 consultation.**

ITEM 8: STATEMENT OF ACCOUNTS TO 30th APRIL 2024

FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports to 30th April 2024.

Balance Sheet as at 30th April 2024

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

Income & Expenditure

Attached is the Statutory Income and Expenditure Report for the period 1st April -30th April 2024

Bank Reconciliation Statement as at 30th April 2024

The Bank Reconciliation Statements are as presented with a closing balance of £544,047.99 (Unity), £1,464,204.17 (CCLA) and £141.29 (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 -30th April 2024 in respect of invoices and grant cheques.

RECOMMENDATION: Members are requested to confirm their approval of:

- 1. The balance sheet dated 30th April 2024**
- 2. The Income and Expenditure account to 30th April 2024**
- 3. The bank reconciliations for the Unity Account and the CCLA Deposit Account**
- 4. The Payments over £500 covering 1st -30th April 2024**

ITEM 9 ALTON ARTS FESTIVAL GRANT APPLICATION

FOR DECISION

Enclosed in members bundles is a grant application from the organising committee of the Alton Arts Festival in the sum of £2,000 to assist with the costs associated with the staging of this inaugural event for Alton.

RECOMMENDATION: Members are requested to determine this grant application in the sum of £2,000

ITEM 10: LANDLORDS CONSENT FOR THE INSTALLATION OF A DISABLED ACCESS RAMP AT THE ALTON RUGBY CLUB

FOR DECISION

Alton Rugby Club are seeking Landlords Consent for the installation of a disabled access ramp to their clubhouse. Details of the dimensions and location for the ramp are attached.

RECOMMENDATION: Members are requested to approve the installation of a disabled access ramp at the Alton Rugby Club

ITEM 11: REVIEW OF ALTON TOWN COUNCIL POLICIES & REGULATIONS:

The following Policies are tabled for review by Members with changes detailed below for ease of reference. The Recording of Meetings Policy is a new policy:

- (1) Financial Regulations – have been updated to add in new legislation and to make sure our regulations are within HALC's new model Financial Regs which were issued April 2024. The main points to note are:
 - 3.4 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.
 - Updates to the amounts shown in footnotes on page 10.
 - Removal of committees no longer in existence.
 - A few spelling / grammatical errors eliminated.
- (2) CCTV Policy – The CCTV Policy has been updated to reflect the length of time information will be retained and the purposes for which it can be used, in line with current legislation.
- (3) The Communications and Social Media Policy has been reviewed and the main changes are:

- The removal of the term 'Leader of the Council' from 4.1, 4.2 and 8.3
 - The removal of a '-' from 4.5
 - The addition of the word 'to' between 'wish' and 'include' in 9.8
 - Addition of the words 'At all times treat others with respect and' in 9.8
 - Addition of point 9.10
- (4) The Recording of Meetings Policy is a new policy which incorporates the existing 'Protocol for Recording at Meetings' but expands of the need to inform the Chair of the Meeting and the law surrounding the recording of children and vulnerable persons, the editing of material, health and safety matters pertaining to the use of equipment and the requirement to cease and remove equipment during confidential sessions. It also gives the Chair of the meeting power to stop or suspend recording under certain circumstances.

RECOMMENDATION: Members are requested to approve as tabled

- 1. The Financial Regulations**
- 2. CCTV Policy**
- 3. The Communications & Social Media Policy**
- 4. Recording at Meetings Policy**