

135 Correspondence Received and Questions to the Council

135.1 A letter was received from Alton United Charities re the Thomas Geale's Almshouses and had been circulated to all councillors prior to the meeting. Councillors Hammond, Kellermann and Hill said they would be happy to attend a meeting if the Town Clerk could please organise it.

135.2 Abigail Hills had submitted the following question to Councillors in advance: "I would like to ask what can be done to ensure critical infrastructure is in place prior to accepting any further development in Alton. We are at breaking point with our sewage works and health facilities."

135.3 Dr June Chatfield spoke about her letter she had published in the Alton Herald on 21st March. She said that there are limiting factors which must be looked at before planning large scale developments, and for Alton this includes the geology and the nature of the land. Alton is built on chalk, and whilst the upper strata of pure white chalk of the North and South Downs is both well-drained and consolidated, this does not apply to the Lower Grey chalk strata that underlie the main hollow of Alton. Alton is unusual in having so much grey chalk, the material characteristics of which are rarely understood by contractors and developers. The high clay content gives both poor drainage (compromising sustainable drainage solutions) as well as much fracturing, making vertical faces unstable. There are some very steep sites and as Highways insist on a 1:10 slope or less for access roads, this means digging deep into our hillsides, which causes instability on this heavily fractured chalk. Problems encountered in King's View off Ashdell Road need to be learned from.

The number of people has a drain on water supply and additional sewage must be dealt with. Sewage works in Alton also have to deal with the increased number of houses in Four Marks and Medstead, and this is already putting a huge strain on them.

135.4 Abigail Hills wished to comment on the reversal of the decision item on the agenda, stating that at the time the resolution was made it was well received, and that it would be very sad for the town if it were rescinded.

In response, councillors acknowledged the sensitivities surrounding the agenda item, but with a lack of brownfield sites they would have no choice but to allocate on greenfield sites in the Neighbourhood Plan. Therefore, in order that they at least have the option to put a Plan with site allocations to the residents of Alton at the next consultation, they would have to rescind.

Councillors also highlighted the fact that the council's objection to the Local Plan and the proposal for Neatham Down would not be affected by the decision to rescind the Statement of Principle.

136 Rescission of Resolution 101ii at the Extra-ordinary Meeting of Full Council on 28th February

The motion before Council was in two parts which were considered separately.

1. On the proposal of Councillor Bayliss, seconded by Councillor Treacher, it was

RESOLVED TO

Rescind Resolution 101(ii) as recorded in the Minutes of the Extra-ordinary meeting of the Full Council held on 28th February 2024 in accordance with Standing Order 7a (previous Resolutions) and the written notice as signed by Councillors Chubb, Bayliss, Hill, Eyre, Treacher, Hammond & Waugh

In favour: Councillors Annette Eyre, Matthew Bayliss, Don Hammond, Graham Hill, John Chubb, Janice Treacher, Peter Wadman, Jonathan Waugh

Against: Councillors Matthew Kellermann, Nick O'Brien and Barbara Tansey

2. There was no proposer for part 2 of this agenda item and therefore it was not carried.

137 **Planning Application: 60102/001 Land adjacent to Westbrook House, 17 Howards Lane, Holybourne, Alton.**

Councillor Chubb had already declared an interest in this item and Councillor Hill confirmed that he would be commenting as District Councillor and as such would take no part in the discussion or vote.

On the proposal of Councillor Hammond, seconded by Councillor Bayliss, it was

RESOLVED

to submit a response of NO OBJECTION to the planning application to build three detached houses with garages and associated new access road on land adjacent to Westbrook House, 17 Howards Lane, Holybourne.

In favour: Councillors Annette Eyre, Matthew Bayliss, Don Hammond, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

138 **Internal Auditors Report for Financial Year End and Review of Effectiveness of Internal Audit**

Councillor Kellermann raised the issue of a repeat comment in the Internal Audit about how up to date the website was. Officers confirmed that having just moved the website over to a new platform a full review was currently underway.

Councillor Bayliss wished, on behalf of the Council, to extend its thanks to the officers and everyone involved with the huge amount of excellent work which had been undertaken, and Councillors Hill and Chubb commended the Town Clerk on a very healthy balance sheet.

1. On the proposal of Councillor Hill, seconded by Councillor Eyre, it was

RESOLVED to approve the content of the Internal Audit covering the period to the 31st March 2024.

All in favour

2. On the proposal of Councillor Bayliss, seconded by Councillor Hammond, it was

RESOLVED to approve the review of effectiveness of the internal audit

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann, who wished it to be recorded that he could not possibly know whether the Internal Auditor was independent or competent and whether they had any relationship with the Clerk.

139 **Statement of Governance 2023/24**

On the proposal of Councillor Hill, seconded by Councillor Chubb, it was

**RESOLVED
to approve the statement of governance.**

All in favour.

140 **Statement of Accounts to Financial Year End 31st March 2024**

On the proposal of Councillor Treacher, seconded by Councillor Chubb, it was

**RESOLVED
To approve:**
1. The balance sheet dated 31st March 2024
2. The Income and Expenditure account to 31st March 2024
3. The bank reconciliations for the Unity Account and the CCLA Deposit Account
4. The Payments over £500 covering 1st January to the 31st March 2024
5. The Accountability and Governance Annual Return Section 2.

All in favour.

141 **Conflict of Interest form and confirmation of the dates of the notice of exercise of public rights**

On the proposal of Councillor Bayliss, seconded by Councillor Hill, it was

**RESOLVED
to confirm:**
1. There are no conflicts of interest with BDO LLP.
2. The dates for the publication of the notice of the exercise are Monday 3rd June 2024 to Friday 14th July 2024

All in favour.

142 Re-appointment of Internal Auditor

On the proposal of Councillor Bayliss, seconded by Councillor Hammond, it was

RESOLVED

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

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

143 To approve the Draft Terms of Reference for the Climate Change Committee & Staffing Committee

1. On the proposal of Councillor Hill, seconded by Councillor Kellermann, it was

RESOLVED

to approve the Draft Terms of Reference for the Climate Change Committee as tabled.

All in favour.

2. On the proposal of Councillor Bayliss, seconded by Councillor Chubb, it was

RESOLVED

to approve the Draft Terms of Reference for the Staffing Committee as tabled.

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Against: Councillor Matthew Kellermann

Abstained: Councillor Don Hammond

144 To approve the Alton Town Council Auto Speed Watch Policy

On the proposal of Councillor Treacher, seconded by Councillor Bayliss, it was

RESOLVED

to approve the Draft Auto Speed Watch Policy

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

145 **To approve an Event Grant application from the Alton Lions: Classic Car Show**

On the proposal of Councillor Waugh, seconded by Councillor Chubb, it was

RESOLVED

to approve an event grant to the Alton Lions for the Classic Car Show for the sum of £500 (five hundred pounds)

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Abstained: Councillor Matthew Kellermann

146 **Approval of a Blue Plaque at the Alton Quakers Meeting House in Church Street**

On the proposal of Councillor O'Brien, seconded by Councillor Tansey, it was

RESOLVED

to approve a Blue Plaque for Alton Quaker Meeting House in Church Street to be added to the Alton Town Council Blue Plaque scheme

In favour: Councillors Annette Eyre, Matthew Bayliss, John Chubb, Don Hammond, Graham Hill, Nick O'Brien, Barbara Tansey, Janice Treacher, Peter Wadman, Jonathan Waugh

Against: Councillor Matthew Kellermann

147 **Landlord's Consent for the erection of signage on Edgar Hall**

On the proposal of Councillor Kellermann, seconded by Councillor Bayliss, it was

RESOLVED

to approve the erection of a Brazilian Jujitsu sign on the outside of the building known as Edgar Hall.

All in favour.

148 **To receive a verbal report from and ask questions of County Councillor Andrew Joy**

County Councillor Andrew Joy spoke about how he has been taking notice of the increasing deterioration of the roads around the town. He said the highways team are very active, but they do rely on members of the public reporting as much as they possibly can, using either the website or the ourhants app. The app is very easy to use and any help to promote it and increase the use of it would be appreciated. As the weather warms up, the amount of work they can do to make the necessary repairs will increase, but this will inevitably cause some inconvenience to members of the public as roads, or sections of roads, may need to be closed while work takes place. Councillor Joy asked that people are patient and that they report as much as possible so that as much work as possible can be done in one go.

Councillor Joy also expressed his strong concerns about the future of the Curtis Museum due to funding issues. He was part of a group that had come up with a solution some years ago, bringing together the 'warring factions' and an excellent volunteer group, which led to the creation of the Hampshire Cultural Trust. The current situation is that Hampshire County Council have had to look at their grant funding to that trust, but they cannot determine where the money the trust do have will be spent/saved. It is therefore up to the HCT whether these places close, not HCC. The volunteer group has within it a number of people who are highly respected professionals and some of their opinions have not been met with approval from the trust. Some of these people were then sacked from their positions and Councillor Joy said that he is very much on the case and looking into this. The facilities the two places offer are too important to the town to just be let go.

The Mayor thanked Councillor Joy for his update and opened the floor for councillors questions.

Councillor Chubb asked whether it was possible to have a time stamp of the website so we can see when a pothole was reported and when it has been validated and scheduled for repair.

Councillor Bayliss thanked Councillor Joy for sitting through the whole meeting every month and questioned whether it would be possible to move his report up the agenda so there may still be other members of the public there. The Town Clerk confirmed this could be done if so requested by Councillor Joy.

The Town Clerk then asked whether engineers have yet inspected the splitting seam in Alton High Street. Councillor Joy responded to say that he has verbally reported it, but is unaware whether it has been taken further and cannot say whether anyone has also logged it on the app. The Town Clerk also asked for clarification about whether, when you have reported something and receive an email to say the matter is now closed, that means that the issue has actually been fixed, or whether it means it has been reported to their contractor. Councillor Joy said he would find out about this.

The meeting closed at 8.45pm.

**ALTON TOWN COUNCIL
MINUTES OF THE ANNUAL MEETING HELD ON
WEDNESDAY 29 MAY 2024 AT 7.00PM AT THE TOWN HALL**

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

In attendance:	Patricia Harris	-	Town Clerk
	Hayley Carter	-	Deputy Clerk
	Wendy Simson	-	Assistant to the Clerk
	Samantha Brown	-	Councillor Support Officer
	Natalie Beckell	-	Events & Marketing Lead Officer
	Doug Richards	-	Applicant for co-option
	3 Members of the public		

1 Election of Town Mayor for 2024/25

The outgoing Town Mayor Annette Eyre welcomed everyone to the meeting and thanked all the councillors and staff for their work throughout the year. She then asked for nominations for the position of Town Mayor.

On the proposal of Councillor Hill, seconded by Councillor Hammond, Councillor Eyre was nominated and consented to the nomination.

Councillor Kellermann nominated Councillor Peter Wadman but there was no seconder.

Thus it was

RESOLVED

Councillor Eyre be elected Town Mayor for the coming year.

All in favour

2 To receive the Town Mayor's Declaration of Acceptance of Office

Councillor Annette Eyre read out and signed the Declaration of Acceptance of Office.

3 Presentations to outgoing Town Mayor

The Town Mayor, Annette Eyre, was presented with flowers and thanked for her service to the town.

4 Town Mayor's Consort, Chaplain and Charities

1. The Town Mayor appointed Canon Andrew Micklefield as Chaplain.
2. The Town Mayor announced that her charity for the mayoral year will be Dementia Friendly Alton
3. The Town Mayor announced that she would not have a Consort but instead wished to invite other councillors along to accompany her so that they could get a feel for what goes on in the town, as she feels she has already learned so much in her time as Mayor.

5 Apologies for Absence

No apologies were received.

6 To elect the Deputy Town Mayor

On the proposal of Councillor Tansey, seconded by Councillor Hammond, Councillor Nick O'Brien was nominated and thus it was

RESOLVED

Councillor Nick O'Brien was duly elected as Deputy Town Mayor for the ensuing year.

All in favour

7 Co-option of Councillors for vacant seat – Eastbrooke Ward

Councillors had been given the opportunity to chat informally with candidate Doug Richards for half an hour prior to the meeting. Mr Richards gave a brief account of his background and reasons for wanting to join the council. He and his wife moved to Alton in 2022, having made the decision to downsize after their sons left home. He grew up in Devon, spending time on minesweepers and then electric and diesel submarines in the Royal Navy from 1963 to 1977. After leaving the Navy he went back to his roots and was involved with commercial horticulture, eventually becoming Head Gardener for the Chair of the Bank of England. He then went on to work for Woking Borough Council as a supervisor and then Head of Horticulture and Highways. After he retired, he took a role as Highways Inspector with Surrey County Council. He was previously a councillor at Guildford Borough and Ash Parish Council but gave it up when he moved out of the area. He has previously been a school governor and a Judge for the Royal Horticultural Society and remains a Judge for the Tidy Britain Group's Green Flag Award for Parks and Gardens. He also volunteers at Chawton House, paints with an art group at Farnham Pottery and recently joined Alton Arts Society.

On the proposal of Councillor Hill, seconded by Councillor Bayliss, it was

RESOLVED

To approve the appointment of Mr Doug Richards as Ward Councillor for Eastbrooke

In favour: Councillors Eyre, O'Brien, Bayliss, Boyce-Churn, Kellermann, Treacher, Wadman and Waugh
Abstained: Councillors Chubb, Hammond and Tansey

8 **To Approve the Draft Terms of Reference for the Planning Committee and Planning Scheme of Delegation**

On the proposal of Councillor Bayliss, seconded by Councillor Treacher, it was

RESOLVED

To approve the Draft Terms of Reference for the Planning Committee and the Scheme of Delegation as tabled

All in favour

9 **Committees Structure and appointments of Champions**

Councillor Kellermann proposed a deferment of this item. There being no seconder, this was not carried.

Councillor Bayliss proposed an amendment which was seconded by Councillor Hammond and thus it was

RESOLVED

To amend the resolution to allow committees to be filled for the next year as they currently stand, but champions roles to be vacated until the whole structure of the council could be reviewed at a workshop in September.

All in favour.

Therefore, on the proposal of Councillor Bayliss, seconded by Councillor Hammond, it was

RESOLVED

that the Climate Change Committee, Staffing Committee and Planning Committee be filled for the next year, but champions roles would be vacated until the whole structure of the council could be reviewed at a workshop in September.

All in favour.

On the proposal of Councillor Treacher, seconded by Councillor Chubb, it was

RESOLVED to approve the appointments for the Planning Committee as follows:

All councillors once they have completed their planning training

All in favour.

On the proposal of Councillor Treacher, seconded by Councillor Kellermann, it was

RESOLVED to approve the appointments for the Climate Change Committee as follows:

Councillor Don Hammond
Councillor Matthew Kellermann
Councillor Barbara Tansey,
Councillor Janice Treacher

All in favour.

Councillor Kellermann expressed a desire to add himself as a member of the Staffing Committee.

Councillor Bayliss proposed an amendment, which was seconded by Councillor Hill, who emphasised how important it was to have continuity with the Staffing Committee. Thus it was

RESOLVED

To amend the resolution to limit the membership of the Staffing Committee to three members at this meeting.

In favour:

Councillors Eyre, O'Brien, Bayliss, Boyce-Churn, Chubb, Hammond, Tansey, Treacher, Wadman and Waugh

Against: Councillor Kellermann

Thus, on the proposal of Councillor Bayliss, seconded by Councillor Hill, it was

RESOLVED

To appoint three members to the Staffing Committee at this meeting.

In favour:

Councillors Eyre, O'Brien, Bayliss, Boyce-Churn, Chubb, Hammond, Tansey, Treacher, Wadman and Waugh

Against: Councillor Kellermann

On the proposal of Councillor O'Brien, seconded by Councillor Chubb, it was

RESOLVED to approve the appointments for the Staffing Committee as follows:

Councillor Matthew Bayliss
Councillor Annette Eyre
Councillor Graham Hill

In favour:

Councillors Eyre, O'Brien, Bayliss, Boyce-Churn, Chubb, Hammond, Tansey, Treacher, Wadman and Waugh

Against: Councillor Kellermann

On the proposal of Councillor Boyce-Churn, seconded by Councillor Hammond, it was

RESOLVED to appoint Councillor Eyre as the Chair of the Planning Committee

In favour:

Councillors O'Brien, Bayliss, Boyce-Churn, Chubb, Hammond, Kellermann, Tansey, Treacher, Wadman and Waugh

Abstained: Councillor Eyre

On the proposal of Councillor Hill, seconded by Councillor Chubb, it was

RESOLVED to appoint Councillor Tansey as the Chair of the Climate Change Committee

All in favour

On the proposal of Councillor Hill, seconded by Councillor O'Brien, it was

RESOLVED to appoint Councillor Bayliss as the Chair of the Staffing Committee

In favour:

Councillors Eyre, O'Brien, Bayliss, Boyce-Churn, Chubb, Hammond, Tansey, Treacher, Wadman and Waugh

Abstained: Councillor Kellermann

10 **To Approve the Calendar of Meetings for 2024/25**

On the proposal of Councillor O'Brien, seconded by Councillor Hill, it was

RESOLVED

To approve the Calendar of Meetings for 2024/25 as tabled

All in favour

11 **Confirmation of General Power of Competence**

On the proposal of Councillor Hill, seconded by Councillor Bayliss,

The Town Council RESOLVED from 29th May 2024, until the next relevant Annual Meeting of the Council on 21st May 2025 that it no longer satisfies all of the conditions to retain the General Power of Competence (Prescribed Conditions) Order 2012. Alton Town Council having not met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, will revert to operating under the specific powers (e.g. the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for "purposes not otherwise authorised". Typically, the expenditure on

grants is covered by section 137 of the Local Government Act, 1972.

In favour:

Councillors Eyre, O'Brien, Bayliss, Boyce-Churn, Chubb, Hammond,
Tansey, Treacher, Wadman and Waugh

Abstained: Councillor Kellermann

Councillor Hill asked that he be permitted to acknowledge the excellent job done by all the officers of the Town Council in challenging circumstances this year and added that he included the Grounds Team in that. He also wanted to thank councillors for their good work in, for many of them, their first year in the role.

The meeting finished at 7.52pm.

E-mail received from the Farnborough Noise Group

Tuesday, 28th May 2024

Dear all,

We wouldn't normally send out another newsletter a month after the last one but the General Election announcement has changed things.

Ask:

- Be aware of the airport and flightpath changes that are being planned and how they will impact your constituents
- Understand how you can influence the situation
- Ask your prospective MP candidates what their position is

Background:

- For many people in the area, Farnborough Airport's noise, emissions and pollution is an issue. There was a very large public response regarding Farnborough Airport's expansion planning application and Rushmoor Borough Council has delayed the decision until about July. Potentially, that is something any newly elected MP in the area is going to need to be involved with and it is certainly something the electorate will want to understand prospective MPs' views on.
- Most of the public and councils aren't aware of the further changes to flightpaths for Heathrow and Gatwick that will have a dramatic effect on a much wider area impacting property prices and health. That is because they haven't been consulted.
- The government is planning to double the capacity of UK airspace by 2030. Changes will result in many more flightpaths, a large increase in the number of people overflown and an increase in night-flights. People saw increases from 5 flights a day to 80 a day over them as a result of Farnborough's new airspace. These changes are a different order of magnitude (2 million movements a year by 2030).
- The process is called the Airspace Modernisation Strategy (or FASI-S in the south east). Farnborough Airport is now part of this national process and new flightpaths and holding stacks are being designed over this area, on top of the flightpath change for Heathrow and Gatwick. FNG is a consultee to the process and questions we have raised have been repeatedly ignored and there is scant opportunity for discussion. The consultees are almost all aviation groups and airport operators. The principles for airspace design that have now been set are based on putting flightpaths over rural areas, including National Landscapes that have legislation that is supposed to protect them from aircraft noise.

Next steps:

- The information being provided by the CAA and airport operations is extremely one-sided and incomplete. If these changes are implemented, they will be almost impossible to reverse. Attached is a “fact sheet” that will be sent to prospective MP candidates and we are also inviting them to a 1/2hr Zoom meeting by party so they can find out more and have their questions answered without being in the public gaze (under Chatham House rules). We can also run a Zoom meeting for the public and councils (please let us know if you’d find that helpful).

Regards,

Farnborough Noise Group

www.farnboroughnoise.org

Farnborough Airport & Aviation fact sheet

Public presentation regarding the airport is here:

https://www.farnboroughnoise.org/files/ugd/17001e_42424409ea9d4201a42c3df353fb3834.pdf

The key facts

1. Currently 2.5 passengers per plane, 40% flying empty¹, emissions 20 – 40 times that of an equivalent commercial flight (per passenger mile)².
2. Airport claims it is near carbon neutral (using carbon offsets) but that excludes emissions from flights themselves. Ground emissions are just 1.4% of total emissions that are currently estimated at 385,000 tonnes CO₂e per year. For context, that is more than 1/10th of all Surrey's transport emissions³.
3. Airport submitted a planning application to double the current number of flights and operate larger aircraft. Rushmoor Borough Council is deciding the application in a couple of months but it is not considering the impact on areas outside RBC.
4. Airport only has a licence for "business aviation" yet half the flights are for leisure⁴. It even offers flights for dogs and scheduled flights that it doesn't have a licence for either⁵.
5. Airport claims it creates wealth and jobs. Business case submitted by the airport to RBC is based on estimates and does not include disbenefits (e.g. harm to environment and property prices around Farnborough estimated at £2.5bn). Employment at airport is 1/10th that claimed. Very few jobs are associated with private jet flights and the majority are unskilled⁶.
6. Airport is in the process of changing flightpaths again. There will be a significant impact on surrounding residents and a holding stack over Farnham. Public not consulted⁷.
7. CAA planning to change Heathrow & Gatwick flightpaths and double the number of flights by 2030. Will have a huge impact on this area, especially rural areas. Likely increase in night-flights. Public not consulted. Completely contradicts government's legally binding Net Zero obligations.
8. 47,000 children in 110 schools less than 3,000ft under Farnborough Airport's flightpaths. Noise known to impact learning⁸.
9. Aviation is a significant contributor to particulate pollution (specifically ultrafine particles)⁹. Airborne pollution is the largest cause of premature deaths in UK¹⁰. No measurement of particulate pollution by Farnborough Airport/RBC.
10. Levels of NO₂ already regularly exceed World Health Organisation "safe levels"¹¹.
11. Sustainable Aviation Fuel being promoted as the solution to aviation's emissions. Recognised as not feasible, even within the aviation industry¹². Current government has financed SAF industry with hundreds of millions of pounds in subsidies – money that should have gone to the NHS, education or local authorities¹³.
12. The Farnborough Aerodrome Consultative Committee is meant to be independent and a conduit for the dissemination of airport information. It should represent public concerns and hold the airport to account. It is generally ineffective because the agenda is controlled by the airport (airport selects and pays the chair).

Farnborough Airport & Aviation fact sheet

References

1 – Farnborough flight information

Data provided by Farnborough Airport and widely documented.

2 – Farnborough operations emissions calculations

Data and calculations available on request

3 – Surrey's emissions data

<https://www.surreyi.gov.uk/dataset/emv8l/greenhouse-gas-emissions>

4 – History of Farnborough airport development and Business Aviation licence

<https://www.rushmoor.gov.uk/planning-and-building-control/farnborough-airport/farnborough-airport-s-planning-history/>

5 – Flights for dogs

<https://www.k9jets.com/private-jet-charter-pet-friendly/>

6 – Evaluation of Farnborough Airport's business case

https://www.farnboroughnoise.org/files/ugd/17001e_d11058f7d63147fb971bbdafb5731195.pdf

7 – Background to Airspace Modernisation Strategy

<https://www.caa.co.uk/commercial-industry/airspace/airspace-modernisation/airspace-modernisation-strategy/about-the-strategy/>

8 – Aircraft noise impacts children's education

<https://www.sciencedirect.com/science/article/abs/pii/S0272494421000992>

9 – Particulate emissions from aviation

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5822220/#:~:text=Aircraft%20engine%20exhaust%20emissions%20are,large%20areas%20downwind%20of%20airports>

10 - Premature deaths from airborne pollution

<https://www.gov.uk/government/news/public-health-england-publishes-air-pollution-evidence-review#:~:text=Air%20pollution%20is%20the%20biggest,lung%20cancer%2C%20and%20exacerbates%20asthma>

11 – Farnborough Airport pollution measurements vs WHO Safe Levels

<https://www.rushmoor.gov.uk/media/krxflbba/environment-report-2-2023-accessible.pdf>

[https://www.c40knowledgehub.org/s/article/WHO-Air-Quality-Guidelines?language=en_US#:~:text=Nitrogen%20dioxide%20\(NO2%2C%20an,m3%201%2Dhour%20average](https://www.c40knowledgehub.org/s/article/WHO-Air-Quality-Guidelines?language=en_US#:~:text=Nitrogen%20dioxide%20(NO2%2C%20an,m3%201%2Dhour%20average)

12 - SAF is not viable

<https://www.theguardian.com/environment/article/2024/may/14/sustainable-jet-fuel-report>

13 - SAF funding by government

<https://assets.publishing.service.gov.uk/media/6305fca9e90e0729d7707973/sustainable-aviation-fuels-mandate-summary-of-consultation-responses-and-government-response.pdf>

ALTON NEIGHBOURHOOD PLAN

2021 - 2040

Pre-Submission Plan



1 Image – Alton Town Council

PUBLISHED BY

Alton Town Council for Pre-Submission consultation under the Neighbourhood Planning (General) Regulations 2012 (as amended).

JUNE 2024.

GUIDE TO READING THIS PLAN

Of necessity, this Neighbourhood Plan is a detailed technical document. The purpose of this page is to explain the structure and help you find your way around the plan.

1. INTRODUCTION & BACKGROUND

This section explains the background to this Neighbourhood Plan and how you can take part in and respond to the consultation.

2. THE NEIGHBOURHOOD AREA

This section summarises the key facts and features of the designated Neighbourhood Area, that is the town of Alton and its surrounding countryside.

3. PLANNING POLICY CONTEXT

This section identifies the key national planning policies and those of the local planning authority, East Hampshire District Council that relate to this area and have guided the preparation of the plan.

4. COMMUNITY VIEWS ON PLANNING ISSUES

This section explains the community involvement that has taken place.

5. LAND USE POLICIES

This section sets out a vision of the area in 2040 and the objectives of the plan. It then proposes the land use planning policies to achieve those objectives over the plan period, which are accompanied by some explanatory text. There are Policy Maps at the back of the document which show where area or site-specific policies will apply.

6. IMPLEMENTATION & ACTION POINTS

This section explains how the Plan will be implemented and future development guided and managed. It also proposes priorities for how Community Infrastructure Levy (CIL) contributions will be reinvested by the Town Council in support of the plan objectives. Finally, it proposes how any issues and actions that are outside the scope of land use planning (and therefore this Neighbourhood Plan) may be taken forward by the Town Council.

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FOREWORD

This is the third Alton Neighbourhood Plan which has been prepared by a volunteer steering group and kindly sponsored by the Town Council. We have been supported throughout by our excellent consultants ONeill Homer who have a wealth of knowledge in the planning domain. We started our journey to update the Plan with some haste in February 2023 as at that time the old version 2 Plan was due to expire in November 2023. In the event the government amended the National Planning Policy Framework which served to breath additional life in the old Plan until November 2026. As a considerable amount of work had already been undertaken it was decided to continue with version 3 definition with the hope that it will pave the way until at least 2040 once approved (known as Made).

The wide-ranging policies we have within this Plan and the supporting Annexes will serve Alton well once implemented. The most difficult of these policies has been to define potential housing sites in the allocation policy. East Hampshire District Council (EHDC) are concurrently defining a new Local Plan to replace the old, outdated version. One main part of their plan is to allocate housing numbers to sites within East Hampshire, but not the area of South Downs National Park. As a result, the numbers of additional dwellings demanded by EHDC out to 2040 in Alton, has been specified as 1700 which in addition to the 1028 either planned or with planning permission, would result in 2728 additional dwellings within the town during the period 2021 - 2040. The potential 1700 for Alton comprises 50% of the entire District requirement and it is this fact which has tested the Neighbourhood Plan steering group insofar as where these numbers of additional dwellings should go.

The setting of Alton is defined by the River Wey valley where the town sits within the valley and has continued to over the many years of urban development it has been confronted with. A point has now been reached whereby in order to deliver the numbers of dwellings required out to 2040 the much loved and appreciated setting will be lost as the town forced to burst out of the valley. The allocations we have been forced to make to meet the requirement have been uncomfortable for Altonians to accept. There has been considerable compromise and it is hoped that the allocations we have made in this Plan bring with them appropriate design consideration and infrastructure to compensate for the inevitable building on green fields resulting.

I would like to thank the Alton Neighbourhood Plan steering group for their dedication and commitment in writing the Plan and for the support of Alton Town Council in the process. In addition the input and understanding of Altonians for wanting the best possible outcome in their town from the disproportionately large housing number requirements placed upon it. I commend this Plan to our Planning Authority and our statutory Consultees who I hope will follow through by respecting the wishes of local people as set out in this Plan.

Mike Heelis MBE - Chair, Alton Neighbourhood Plan Steering Group.

FOREWORD

TO BE INSERTED HERE from the Mayor of Alton

DRAFT

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1. INTRODUCTION, VISION & BACKGROUND

1.1. Alton is principally characterised as a classic English market town in a rural setting. It is located in East Hampshire. The town itself is adjoined by the settlement of Holybourne, which, although within the municipal boundary of Alton (and within the Neighbourhood Plan area), retains a separate village identity. The town serves a hinterland of various outlying villages which can be found in all directions around Alton.

1.2. The fundamental desirable characteristics are:

- A traditional market town with urban facilities in a rural setting.
- Distinct communities within and surrounding the main town retaining their own identity.
- Good, well-maintained, public infrastructure.
- A vibrant and economically active town centre.
- Respect for the environment and an awareness of climate issues.
- Proper transport links within the town and to other destinations.
- A safe place for young people, families, elderly and disabled people.
- The preservation of the town's character as it grows and develops.

1.3. We look for a medium-sized, thriving town with a good sense of community, integrated with green surroundings and appealing to residents and visitors alike. We seek inclusive, safe, well-serviced communities, offering affordable housing, good transport links and a wide range of recreational facilities.

1.4. We advocate eco-friendly, well-maintained spaces with a focus on community wellbeing, from healthcare through sports to arts. We seek repurposing of underused and redundant sites for housing, supporting young families and restoring and revitalising the town centre. We will guard existing open green spaces and seek to provide further opportunity for outdoor leisure and recreation.

1.5. In short, our aim is for a vibrant, sustainable Alton that cherishes its natural and cultural assets.

1.6. In summary, Alton residents respect the need for growth, but wish to retain the individual characteristics and heritage of the NPA. While further housing will be necessary, key elements to be considered must be maintenance of the town setting, protection of the environment and the development of infrastructure and services.

1.7. Our high-level vision for the town has therefore been distilled to read:

"Our vision for Alton is for it to be an attractive, welcoming and vibrant market town that provides a safe, sustainable and well-served environment for its people to thrive."

1.8. This Neighbourhood Development Plan makes use of powers that were brought about by the Localism Act 2011 and its subsequent regulations. They name town and parish councils as 'qualifying bodies' which may produce a Plan for their area. The intention is to ensure that Alton residents have a greater say than they otherwise would have in the way that the area grows and changes. There is a desire to see development which reflects the needs of local people and brings benefit to the town.

1.9. This Neighbourhood Development Plan has been created by Alton Town Council to shape the town's growth. It has been written to become a part of East Hampshire District Council's (EHDC's) statutory Development Plan (the plan for the whole district outside of the South Downs National Park). The purpose of the Neighbourhood Plan is to set out a series of planning policies that will be used to determine planning applications in the area in the period to 2040. The Plan will form part of the development plan for East Hampshire which will eventually be replaced by the emerging Local Plan and will cover the same period.

1.10. The designated Neighbourhood Development Plan area covers the Town Council area except for a small strip of uninhabited farmland at the southern tip, which falls within the South Downs National Park. This designation was formally agreed by the local planning authority (EHDC) on 8th May 2014 in line with the Neighbourhood Planning (General) Regulations 2012.

1.11. This Neighbourhood Development Plan is the third iteration of the original plan which was made in 2016 and modified (policy HO3 only updated) in November 2021; both covered the period from 2011 to 2028. This full review covers the period 2021 to 2040 mirroring the emerging Local Plan.

1.12. Neighbourhood Plans provide local communities with the chance to manage the quality of development of their areas. Once approved at a referendum, the Plan becomes part of the Council's statutory development plan and will carry significant weight in how planning applications are decided in the neighbourhood area. Plans must therefore contain only land use planning policies that can be used for this purpose. This often means that there are important issues of interest to the local community that cannot be addressed in a Plan if they are not directly related to planning. Although there is scope for the local community to decide on its planning policies, Neighbourhood Plans must meet all of the relevant basic conditions.

1.13. This document therefore takes heed of local people's views, as expressed through various means of consultation and engagement, as well as taking account of evidence about needs, existing policies in the East Hampshire Local Plan: Joint Core Strategy, the emerging Local Plan 2021 – 2040 (Regulation 18 Part I (January 2023) and Part II (January 2024)) and

the National Planning Policy Framework (December 2023), with its emphasis on sustainable development (the latter including its sister documents forming National Planning Practice Guidance).

1.14. In addition, the Town Council will need to demonstrate to an independent examiner that it has successfully engaged with the local community and stakeholders in preparing the Plan. If the examiner is satisfied that it has, and considers the Plan meets the above conditions, then the Plan will go to a referendum of the local electorate. If a simple majority (over 50%) of the turnout votes in favour of the Plan, then it becomes adopted as formal planning policy for the area.

1.15. The Alton Neighbourhood Plan Charter set out the scope of the Alton Neighbourhood Development Plan. It sought objectives and policies against eight themes, which are:

- a. Design and Design Coding
- b. Transport and parking.
- c. Residential housing site allocations
- d. Community Facilities and Open Spaces.
- e. Health and Wellbeing Facilities
- f. Education
- g. Business, Commercial and services.
- h. Climate Change Mitigation and Adaption.

1.16. Section 5 sets out the resulting Alton Neighbourhood Development Plan policies. Each of these is presented within a box and is followed by an account of relevant justification and intent. The policies necessarily focus on issues concerning land use and development.

1.17. The theme of Climate Change Mitigation and Adaption has been woven through a number of policy areas rather than being set out in a stand-alone policy. This reflects the wide opportunities for planning policy to influence change and the importance given by both the Town Council and the Community to a sustainable future for the town.

1.18. During the work to produce the Plan a number of other actions were identified which could not be framed or were best not framed as planning policies. Some were simply not land use or development issues. They were, nevertheless, considered important given the views expressed by local residents and given their fit with the Plan's objectives. These have become Action Points (instead of policies) which Alton Town Council, have agreed to take forward. For ease of reference they are shown under the appropriate objective within section 5 of the Plan.

DEAP – Design Action Points
HOAP – Housing Action Points
TRAP – Transport Action Points
CHAP – Community & Health Action Points
EDAP – Education Action Points
CBSAP – Commercial Business and Services Action Points

1.19. Furthermore, this Plan does not attempt to cover every land use and development issue. This is partly to retain focus. It is also because it does not need to address issues considered to be dealt with sufficiently by existing (district-wide) policies in the East Hampshire District Council Local Plan. Those policies will still apply where this Neighbourhood Development Plan is silent.

EMERGING NATIONAL POLICY INITIATIVES

1.20. During the preparation of this plan the Government published the Levelling Up & Infrastructure Act (2023) with some helpful changes to both the development plan and management system, demonstrating a positive future for neighbourhood planning in the system. Whilst much of the secondary legislation arising from this has yet to be enacted, it is taken into account where appropriate.

1.21. The Environment Act 2021 has also been consented during the preparation of the Plan. It contains several proposals that have influenced the final version of the Plan, notably in respect of development proposals delivering biodiversity net gain and of addressing local nature recovery.

1.22. The update to the National Planning Policy Framework was published in December 2023 and this Plan takes full account of the revised document including relevant citations.

THE PRE-SUBMISSION PLAN

1.23. The Pre-Submission Plan is the opportunity for the Town Council to formally consult on the proposed vision, objectives and policies of the Plan. It has reviewed the relevant national and local planning policies and assessed how they affect this area. It has also gathered its own evidence and those reports are published separately in the evidence base.

STRATEGIC ENVIRONMENTAL ASSESSMENT

1.24. The Neighbourhood Plan Area (NPA) includes four Conservation Areas (the Historic Centre, Anstey, The Butts and Holybourne Village). There are also a number of Listed Buildings, a Scheduled Monument, Priority Habitats, Ancient Woodland as well as areas subject to fluvial and surface water flooding. Due to the presence of these environmental

designations, EHDC has confirmed that a Strategic Environmental Assessment (SEA) as per the Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) is required.

1.25. The Town Council engaged the services of AECOM to carry out the SEA which commenced with a Scoping Report in May 2023 presented to the designated authorities (Historic England, Natural England and the Environment Agency) as well as East Hampshire District Council which established the scope for the SEA.

1.26. An SEA report has subsequently been prepared in May 2024 and will be published separately alongside the Plan as well as for consultation in accordance with the regulations.

THE NEXT STEPS

1.27. Once the consultation exercise is complete, the Steering Group appointed by the Town Council, with delegated authority to prepare the Alton Neighbourhood Plan, will review the comments made and prepare a final version of the Plan. This will be submitted to East Hampshire District Council to arrange for further consultation, its independent examination and then the referendum.

THIS CONSULTATION

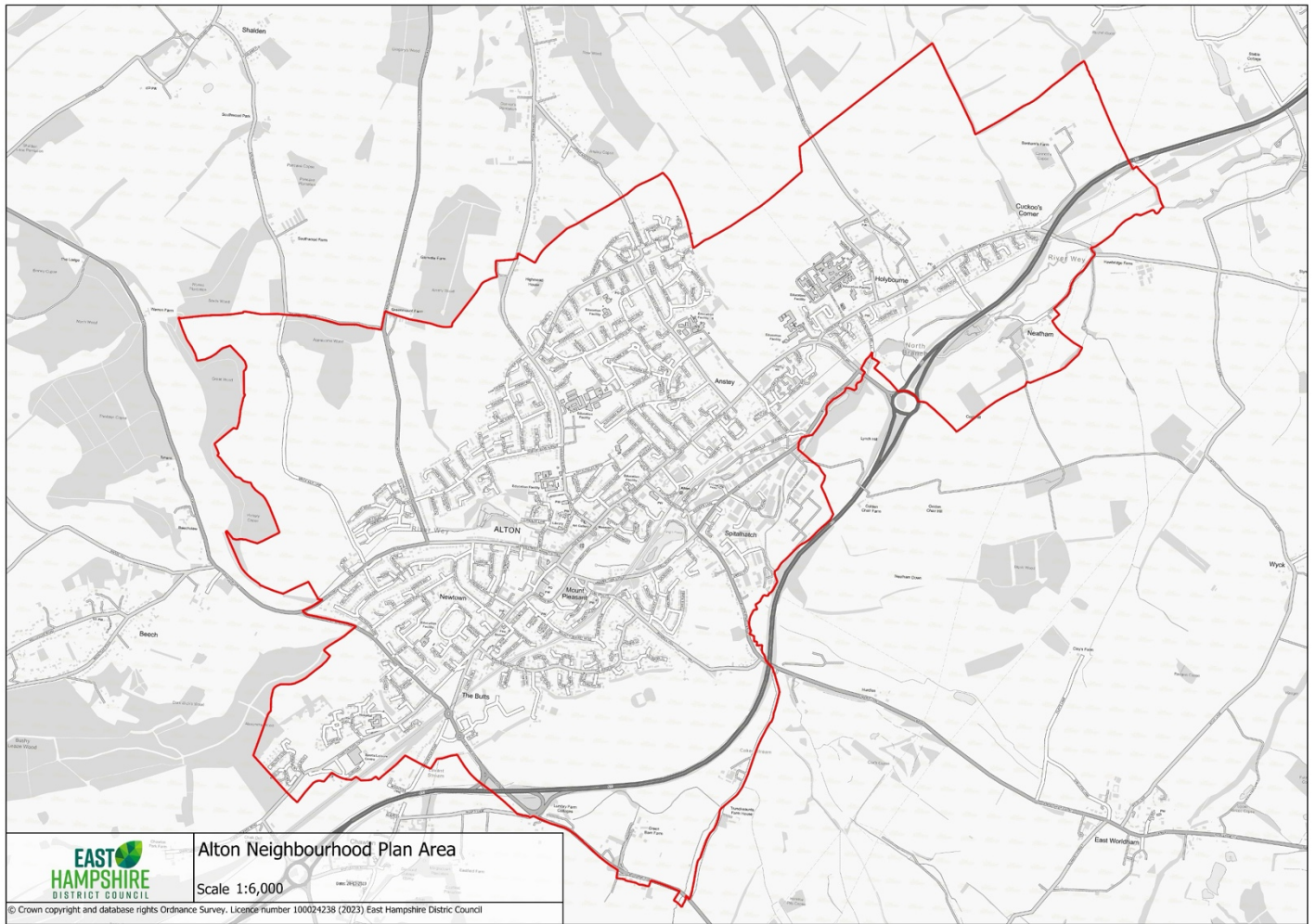
1.28. If you have comments to make on this pre-submission plan, please do so by **DATE** at the latest in the following ways:

POSTAL ADDRESS: Alton Neighbourhood Plan, Town Hall, Market Square, Alton GU34 1HD

EMAIL ADDRESS: altonneighbourhoodplan@gmail.com

1.29. Further information on the Plan and its evidence base can be found on the project website at:

WEBSITE ADDRESS: <https://www.alton.gov.uk/neighbourhood-plan/>



Plan A: Designated Neighbourhood Area

2. THE NEIGHBOURHOOD AREA

2.1 Alton is an historic and characterful market town in East Hampshire. Alton covers an area of 1,129 hectares and comprises seven wards, Amery, Ashdell, Eastbrooke, Holybourne, Westbrooke, Whitedown and Wooteys.

2.2 **Population:** at the time of the 2021 Census it had a resident population of 19,432 within the Town Council boundary. Most of these live in the town, although the boundary extends across a small “gap” in the built area to include the village of Holybourne. There is a high proportion of people of family age with those aged 25 – 64 accounting for 51% of the population. Compared to the rest of the district, Alton has a higher proportion of those aged 25 – 44 and a smaller proportion of people aged 64 – 84.

2.3 **Landscape:** Alton is set within a distinctive chalk landscape setting, at the source of the River Wey. It sits relatively hidden in a hollow, which is encircled by sloping downland that provides a green skyline. Immediately to the south-west is the northern edge of the South Downs National Park. Within the town are several cherished public open spaces, such as Kings Pond, Flood Meadows, Anstey Park, The Butts, the Public Gardens, Windmill Hill, Greenfields and St Lawrence Churchyard.

2.4 **Built area:** although Alton has expanded in recent decades, the built-up area remains relatively contained within an area about 3 kilometres long and 2 kilometres wide. The built environment can be described as having four elements, namely: central older areas; outer residential areas; industrial areas; and Holybourne village. There are four Conservation Areas, three in Alton and one in Holybourne.

2.5 **Transport:** there is a twice-hourly direct rail service into central London, with Alton being at the end of the line. The town sits just off the A31 dual carriageway – which acts as a southern bypass – running from Guildford to Winchester, and it is connected to Basingstoke to the north by the A339. Alton also sits at the crossroads of B roads connecting to Reading, Bordon and (via the A3) Portsmouth. There are substantial commuting flows into, out of and through the town. At some junctions and pinch points, traffic congestion regularly occurs at peak hours.

2.6 **Town centre:** the main focus of the town centre is the High Street, which runs south west to north east, with the Market Square just off this axis in Lenten Street. It is a commercial and social hub for the town and its rural hinterland, and there is a popular weekly street market. That said, there are a number of vacant retail units. As a retail and service centre,

Alton serves as many people from outside the town as from within. In particular, it attracts pupils to its secondary schools and sixth- form college.

2.7 **Economy:** the town's mixed economy includes two fair-sized light industrial estates. Most businesses have been long established in the area, although there is evidence of a growing number of knowledge-based businesses. Brewing, which had been a significant local industry, declined in recent years with the town's remaining brewery closed during 2015, but with a new microbrewery recently launched in the centre of town, the tradition of brewing lives on today. There are some tourist attractions, including the Watercress Line steam railway, and nearby are Jane Austen's house at Chawton and Gilbert White's house at Selborne.

2.8 **Community:** Alton can boast a generally high quality of life and it is a popular, safe place to live. As well as the schools, facilities include various health-care facilities, a Community Centre and a Sports Centre. There is a strong sense of community and the people who live here identify with Alton. It has an active Town Council, based at the Town Hall in the Market Square, which owns a number of community facilities such as the Assembly Rooms and manages local assets such as open spaces, sports pitches, pavilions and allotments as well as running a full programme of community events including the nationally renowned Walking Festival throughout May each year.

3. PLANNING POLICY CONTEXT

3.1 The Neighbourhood Plan Area (NPA) lies within the administrative boundary of East Hampshire District Council in the county of Hampshire.

NATIONAL PLANNING POLICY

3.2 The National Planning Policy Framework (NPPF) published by the Government is an important guide in the preparation of local plans and neighbourhood plans. The following paragraphs of the latest NPPF version published in December 2023 are considered especially relevant:

- Neighbourhood planning (§28 - §30)
- Community facilities (§97)
- Healthy and Safe Communities (§96)
- Local Green Spaces (§105 - §107)
- Promoting sustainable transport (§108)
- Parking (§111)
- Site allocations and active travel (§114 - §116)
- Design and design coding (§132- §134)
- Climate change (§158 - §159)

3.3 The supporting text to each policy highlights where one or more of these paragraphs has been used to inform the policy. The separate Basic Conditions Statement published alongside the submission version of the Modified Plan will also explain in detail how each policy has taken them into account.

STRATEGIC PLANNING POLICY

3.4 The Neighbourhood Plan must be in general conformity with the strategic policies of East Hampshire District Council. The development plan primarily comprises the Joint Core Strategy (2011 – 2028) adopted in 2014. Its key policies applying to the Alton Neighbourhood Plan are:

- S2 Spatial Strategy for growth
- S3 Settlement hierarchy and cohesive development
- H1 Affordable housing
- T1 Delivering the sustainable transport vision
- T7 Footpaths and cycle routes
- BE1 Heritage assets
- BE2 Design of new development
- NE1 Biodiversity and Geodiversity
- I1 Green Infrastructure
- I3 Community facilities, infrastructure and community value

3.5 In 2018 EHDC began reviewing its Local Plan. Two Regulation 18 consultations were held in 2019 including a larger sites consultation. Another Regulation 18, Issues and Opportunities consultation was carried out in December 2022 – January 2023 with a further Regulation 18 consultation between 22nd January and 8th March 2024.

3.6 The Regulation 18 (2024) identifies a need for a minimum number of 9,082 dwellings over the plan period (2021- 2040). As of 31 March 2023 part of this minimum requirement was already made up of 940 net completions and existing planning permissions totaling 3,965 new homes, with a windfall allowance of 1,320, leaving a requirement for a further minimum of 2,857. This figure also includes delivering the unmet need within the neighbouring authority of the South Downs National Park. In addition, a buffer of just over 22% has been set, bringing the total figure to 3,500.

3.7 The preferred spatial approach is stated as “predominantly through additional growth in the largest and most sustainable settlements”. The draft local plan therefore makes provision for 3,500 new homes in accordance with the settlement hierarchy, which includes “700 homes and a strategic allocation (c1,000) in and around Alton”.

3.8 Whilst there is no up to date Local Plan for the local planning authority area of East Hampshire, covering Alton, the policies in the Joint Core Strategy (JCS 2014) will remain effective whilst they remain consistent with the NPPF until such time as the emerging Local Plan, once adopted replaces it.

3.9 The Alton Neighbourhood Plan has therefore been prepared in conformity with the JCS, which set out a requirement for 1,731 homes in Alton through the plan period of 2011 and 2028. (Compared to 1,700 in the emerging Local Plan) When the original Alton Neighbourhood Plan was made in 2016 a minimum of 700 additional homes was required over the 1,031 already built out or with permission. The Neighbourhood Plan allocated 1,027 to ensure a good buffer, with further allocations made in the modified Alton Neighbourhood Plan (2021) totalling a further 305 homes (overall total 1,332)

3.10 The new Alton Neighbourhood Plan allocates between 941 and 1,348 new dwellings. The allocation is consistent with the existing spatial strategy and respects the position of Alton as the principal settlement in the hierarchy, which remains unaltered with a population which continues to grow. It does not pre-empt or judge the new Local Plan as this is not proposed to be examined until after the new Neighbourhood Plan has been made, but the likelihood is that the EHDC spatial strategy and settlement hierarchy will not change.

3.11 While the Alton Neighbourhood Plan must be in general conformity with the strategic policies of the adopted Local Plan, it can also reflect the ‘reasoning and evidence’ of the emerging Local Plan Review. Parts of its evidence base have been drawn on and supplemented

to inform the review of the Plan. However, the emerging proposals are still far from being scrutinised at an examination and have therefore been given no further consideration.

3.12 In accordance with the legislative requirements, the Neighbourhood Plan (when submitted) is supported by the submission of the following documents:

A Basic Conditions Statement, showing how the Plan met the necessary legal requirements; and

A Consultation Statement, summarising the engagement with residents, businesses stakeholders and statutory consultees and how their input was used. Throughout the process considerable emphasis was placed on reaching local people, listening to their views and testing out proposals with them.

3.13 East Hampshire District Council has confirmed that it is their view that this iteration of the Neighbourhood Plan is extensive and as such, constitutes a new Plan, rather than a modification of the current Plan and as such a modification statement is therefore not required.

3.14 This Neighbourhood Plan has been prepared in accordance with all relevant primary and secondary legislation, which is principally Schedule 4B of the Town and Country Planning Act 1990, as amended by the Localism Act 2011, and the Neighbourhood Planning (General) Regulations 2012 (as later amended).

ALTON CONSERVATION AREAS & LOCAL LIST

3.15 Alton is an attractive market town, full of character and with a long history. Residents are proud of their town and its heritage, whilst equally recognising that the town needs to grow to become more sustainable into the future. It is vital, therefore, that the planning system supports development which respects and contributes to that character in terms of its design, architecture, layout and integration with the rest of the town.

3.16 Alton has four Conservation Areas, together with many statutory Listed Buildings. There is also a supplementary (non-statutory) Local List of buildings worthy of some protection. This was prepared by the Alton Buildings and Preservation Trust (ABPT) and recognised by EHDC before being updated in 2023 and included within this Neighbourhood Plan.

3.17 The four Conservation Areas have their own characteristics. The Historic Centre (designated in 1970 and extended in 1982) has a medieval street pattern, many historic buildings, the market square, St Lawrence Church and surviving brick pavements.

3.18 Anstey (designated 1995) is a largely residential area with buildings that mostly date from the 18th or 19th centuries, the predominant building material being red brick, although many are rendered or whitewashed. Street-side and large gardens are a feature.

3.19 The Butts (designated 1975) is the grassed mediaeval archery ground surrounded by mature trees and some late Victorian housing, mostly rendered and colour washed. Listed 18th century buildings include a current public house (The French Horn) and a former public house (Butts House).

3.20 Holybourne village (designated 1977) contains some thirty Listed Buildings from the 16th to 19th centuries and the partly Norman Church of the Holy Rood. Mature trees, flint walls and high hedges along the narrow lanes are features.

OTHER PLANNING POLICY

3.21 There are other development plans – waste and minerals for example – that apply in the NPA, but none are considered relevant in the preparation of this Neighbourhood Plan. Other made neighbourhood plans in the vicinity, include Four Marks and Medstead, Beech and Bentley.

4. COMMUNITY VIEWS ON PLANNING ISSUES

4.1 This is the third iteration of the Alton Neighbourhood Plan. The original Plan, made in 2016 was subject to extensive public engagement over a two-year period prior to its submission with as many as 1,000 people attending some of the in-person engagement sessions.

4.2 The adopted Plan was subsequently reviewed on a quarterly basis by an Alton Neighbourhood Plan Monitoring Group, consisting of both community representatives and councillors. A recommendation was made to the Town Council, by the group, in late 2020 that a modification to the Plan should be made, in view of delays to the emerging Local Plan, to update the housing allocations within the Plan, postponing a full review until there was clarity over the timeframe for the emerging Local Plan (anticipated at that time to be 2023.)

4.3 The Neighbourhood Plan Steering Group was reformed and led by community representatives with Town Council representation and professional support from consultants O'Neill Homer (ONH). Due to limitations with covid rules, public engagement prior to Regulation 14 was through on-line briefings and a newsletter distributed to every household and business in the local area, explaining the rationale for the modification. Feedback was very supportive of the proposed changes. The modified Plan was subsequently submitted for examination and adopted by EHDC in November 2021.

4.4 Due to subsequent further delays with the emerging Local Plan, Alton Town Council approved a full review of the Neighbourhood Plan in February 2023, once again headed by the community led Steering Group and re-appointing consultants ONH) to assist. It was felt that several of the policies required updating to reflect changes in national policy, updated local evidence bases and the growing interest and importance in mitigating and adapting to climate change.

4.5 Over the last 15 months, the Steering Group has been in regular contact with the community, through in person events as well as through local press and digital media with key dates as follows:

March 2023 - A Facebook and Instagram Page was set up together with a webpage on the Alton Town Council website, giving local people the opportunity to sign up for newsletter updates. A dedicated email address was also set up.

May 2023 - First informal public engagement session was held on Friday 18th and Saturday 19th May at the Alton Assembly Rooms, including a morning, afternoon and evening session. Advertised in the local Herald newspaper, via bus stop posters, in the Town Council newsletter (The Altonian which went to 15,000 homes across the town and surrounding parishes)and with the Chair of the Steering Group appearing on Wey Valley Radio, people were kept informed of the Plan and invited to the drop-in sessions. For those who could not attend, the display boards were uploaded to the website.

September 2023 - A second informal public engagement session was held on the Friday 7th and Saturday 8th September 2023, including an afternoon and evening session, again held at the Alton Assembly Rooms, advertised using the same media as the previous sessions. The Steering Group Chair gave a series of presentations lasting around 10 minutes each throughout the sessions to assist people and bring them up to date with the process.

4.6 Both drop-in sessions were well attended with around 350 people at each with hundreds of comments written on post it notes and postcards.

4.7 The most popular themes, demonstrated with sample comments and how the draft Plan has responded to these comments, are detailed below:

“Build houses to the highest standards of sustainability”.

The Neighbourhood Plan includes a Zero Carbon buildings policy which reflects the desire of the community to ensure that Alton continues to address the climate emergency. Local campaign groups Alton Climate Action Network and Energy Alton have worked with the Steering Group to ensure the draft policy is ambitious but achievable.

“Brownfield sites should be developed over Greenfield“

The number of available brownfield sites in the town is currently limited but in undertaking a scenario-based approach to site allocations, redeveloping existing commercial and retail sites has been the priority. The draft plan has a brownfield policy to reflect this and working with AECOM on a town centre masterplan, areas suitable for a redevelopment, potentially through a Neighbourhood Development Order have been identified with a strong recommendation for the Council to take this work forward once the plan is made.

“We need to preserve the skyline ensuring that development sits within the Alton bowl”

The Design Guidance and Code prepared for the Alton Neighbourhood Plan is based around four key design elements, one of which is to preserve the unique landscape setting of Alton which is contained within a green valley. As part of the scenario planning, landscape was considered as a key driver for where potential new housing could be situated, respecting the identified skyline.

“New developments should have wildlife friendly planting and green spaces.”

The plan includes a new policy on Urban Greening, which has been reviewed by the local Alton Natural History Society as well as the Alton Climate Action Network prior to inclusion.

“Local cycling/ walking infrastructure needs to be improved to encourage people out of their cars, to give more choice of how to travel within the town.”

The Plan recognises that as part of the community response to the climate crisis, active travel, particularly improvements to walking and cycling infrastructure are crucial. Whilst the Local Cycling and Walking Infrastructure Plan continues to be developed, consideration has been given as to how potential site allocations could improve the existing network.

“There are not enough doctors and dentists etc to cope with increased demand”.

This is a real concern for local people and as such, the plan seeks to support improvements and extensions to existing services whilst safeguarding the facilities where possible. Whilst the plan cannot affect the physical numbers of staff present in healthcare settings, policies contained within seek to safeguard existing facilities and support their expansion.

“To protect all Green spaces, especially informal ones on existing housing estates.”

The current Alton Neighbourhood Plan contains a Local Green Spaces policy which will now be extended to include additional sites in and around developments recently completed.

5. LAND USE POLICIES

LAND USE POLICIES

5.1 The purpose of these policies is both to encourage planning applications for proposals that the local community would like to support, and to discourage applications for development that the community does not consider represent sustainable development in the ANP.

5.2 The planning framework for the ANP will continue to be judged using national and local policies in addition to the policies of the Neighbourhood Plan, which are set out below. Each policy is numbered and titled, and it is shown in bold for ease of reference. Where necessary, the area to which it will apply is shown on the Policies Map and Insets at the end of the document. After each policy is supporting text that explains the purpose of the policy, how it will be applied and, where helpful, how it relates to other development plan policies. Action points for the Town Council, relating to each policy area, are written in purple at the end of the relevant section.

DESIGN POLICIES

POLICY DE1: TOWN SETTING AND NATURAL ASSETS

- A. Development proposals that impact on the discreet setting of Alton within the surrounding landscape must demonstrate that this setting is maintained. In demonstrating this, proposals should have regard to the qualities and principles identified within the relevant landscape character assessments, capacity study and guidance¹
- B. Development proposals that impact on key views and gateways into and out of the town, as defined in Figure 27 of the Alton Design Guidance and Codes, must demonstrate how they have responded positively to these views and gateways.

5.3 To ensure that future housing development and other forms of development in and around Alton respect the character of the town and the surrounding countryside.

¹ The East Hampshire Landscape Character Assessment 2006, the Integrated Character Assessment (Hampshire County Council, updated 2011) and where relevant the South Downs Landscape Character Assessment, October 2020. The East Hampshire Landscape Capacity Study, September 2018 and the Landscape Value Addendum, March 2022 The Alton Design Guidance and Codes, October 2023

5.4 Alton's setting, contained and largely hidden within a valley bowl in the North Hampshire Downs landscape, is a defining feature which underpins its sense of place and is highly valued. The following quotation, which is taken from the Alton Study (2013) written by consultants for the District Council at that time, sums it up well.

"The essence of Alton resides in the fact that the town is 'hidden' from the landscape whilst being an integral part of it. Development has been constrained from breaking the green skyline formed by the neighbouring hills, which can be seen from all parts of the town. The undulating, yet open, nature of the land allows panoramic views which give a sense of space, freedom and tranquillity"

5.5 The historic core of the town lies in the River Wey valley with the church and marketplace standing on higher ground either side of the river source to the town's western side. The valley has been the defining influence on the growth of Alton. The built environment has developed within the constraints of the valley so as not to break the skyline. *"The valley location of historic Alton has had a significant impact on almost all of the residential urban extensions to the historic core, with the landform playing an important part of the character of the sub-areas"*. Hampshire Integrated Character Assessment - Alton Townscape Assessment (2010)

5.6 The South Downs National Park (SDNP) was designated and became operational in April 2011. Alton sought to be included within the park boundaries, but this was not accepted and only an extremely thin strip along the southern boundary of the town is included. However, Alton is a gateway town and has a topography which delivers important views into and out of the park.

5.7 The landscape and setting is fully described in the Alton Design Guidance and Codes. Key elements include:

- River and flood plain: the River Wey rises naturally just west of the town, then runs through flood meadows, before passing through the town and meandering north east.
- Viewpoints: the most important vistas into and out of the town are defined.
- Skylines: the hill-top ridges that surround much of Alton and which create the effect of it sitting within a bowl;
- Gateways: seven gateways where roads enter the town are defined.

5.8 A further consideration is the area's geology. If development were to extend up the hillsides as far as the clay-with-flint capping, it could lead to surface water run-off and compromise sustainable drainage. There are several sites where development would need to pay particular attention to drainage.

5.9 Intent: This policy aligns with East Hampshire: Joint Core Strategy policy CP20 which seeks to: protect and enhance local distinctiveness and sense of place; protect and enhance settlements in the wider landscape, land at the urban edge and green corridors extending into settlements; and incorporate new planting to enhance the landscape setting of development.

POLICY DE2: BUILDING DESIGN AND TOWN CHARACTER

- A. Development proposals will be required to seek exemplary standards of design and architecture with a high-quality external appearance that respects the characteristics of its setting and delivers inclusive, safe spaces. To achieve this, proposals will need to demonstrate regard to the Alton Design Guidance and Codes (Appendix A) and Secured by Design, as relevant to their location, nature and scale.**
- B. Applicants are strongly encouraged to undertake early, proactive, and effective engagement with the community, and the Town Council, particularly with regard to design issues. Proposals for major development should demonstrate this engagement in the Planning Statement or Design and Access Statement, describing how the knowledge and opinions of the local community and the Town Council, have been sought, positively considered, and responded to in formulating proposals. Where a proposal has not accommodated that knowledge or opinion, then the Statement should explain the reasons for not doing so.**

5.10 This policy responds to the Government's encouragement that neighbourhood plans should set out local design guidance to provide a compendium of design guidance in the form of a Code that covers all of the Settlement, including the designated Conservation Areas. "Neighbourhood planning groups can play an important role in identifying the special qualities of each area and explaining how this should be reflected in development" - §132 NPPF (2023)

5.11 Applicants will be expected to have acknowledged, understood and responded positively to the Code as relevant to the location, scale and nature of their proposals. Where a proposal does not seek to follow the requirements of the Code then the applicant will be obliged to justify why an exception should be made, for example, possibly because a scheme meets the Zero Carbon provisions of Policy DE5 requiring a design solution that cannot fully comply with the Code.

5.12 This policy requires that all proposals must accord with the Design Guidance and Codes as relevant to their nature, scale and location (Appendix A) The Design Code forms an essential and integral part of the Alton Neighbourhood Plan and its contents will carry full weight in decision making as a result of this policy. This policy aligns with East Hampshire: Joint Core Strategy policy CP29 Design which seeks to ensure that the built environment “must be of an exemplary standard and highly appealing in terms of visual appearance. All new developments must respect the character, identity and context of the district’s towns, villages and countryside and must help create places where people want to live work and visit.” and “be accessible to all and designed to minimise opportunities for crime and anti-social behaviour without diminishing the high quality of the overall appearance “

POLICY DE3: NON-DESIGNATED LOCAL HERITAGE ASSETS

The Neighbourhood Plan identifies buildings and structures of significance as shown on the Policies Map and listed in Appendix F. A balanced judgement will be made for development proposals having regard to the scale of any harm or loss and the significance of these individual buildings and structures.

5.13 The assets have been identified from a number of sources and have been evaluated by Alton Buildings Preservation Trust and the Steering Group, against the criteria advocated by Historic England in its 2021 guidance note Historic England: Local Heritage Listing Advice Note 7 (second edition) which states: “Creating a local heritage list is a way for local councils and communities to identify and celebrate historic buildings, archaeological sites and designed landscapes which enrich and enliven their area”.

5.14 No detailed internal inspections have been undertaken and limited desk-based research. Rather, it is the responsibility of an applicant to acknowledge, understand and respond to that significance, prompted by this summary information.

5.15 Such local heritage lists have been in existence for many years (and called a variety of terms, beginning with the original Grade III listed buildings). With their recognition in the NPPF (§209) their value has become more formally incorporated into the planning process.

5.16 In many cases, the existence of a list reduces uncertainty for developers and applicants in the submission of applications, without the risk of unexpected requirements being raised at application stage.

5.17 This policy identifies a number of non-designated heritage assets in the ANP that, whilst not statutorily listed, have some local heritage value for the purposes of applying §209 of the

NPPF. This policy also provides detailed local evidence for the application of Local Plan Policy CP30 which states that “*development proposals must conserve and where possible, enhance, the District’s historic environment*”, with the supporting text noting that this applies to both designated and non-designated aspects of the historic environment.

5.18 The owners of the heritage assets properties have already been notified of the proposed inclusion on this list and their responses have been considered in the Consultation Statement.

5.19 They are not, however, statutory listed buildings (‘designated heritage assets’) and do not therefore benefit from the separate legislative and national policy protection afforded to those buildings.

POLICY DE4: RETROFITTING IN CONSERVATION AREAS

Proposals which would result in considerable improvements to energy efficiency, carbon emissions and/or general suitability, condition and longevity of existing buildings in the four Conservation Areas (as shown in the Policies map) will be supported, with significant weight attributed to those benefits. Where exterior building alteration is required, the proposals must demonstrate that heritage preservation has been balanced with energy efficiency to avoid adverse visual impact on the surrounding conservation area.

5.20 Alton Town Council is committed, as part of its response to the Climate Emergency, to encourage local residents to use deep retrofitting as a way to reduce their carbon footprint and help save energy and money in heating and maintaining their homes.

5.21 20% of total UK carbon emissions comes from existing (rather than new build) homes but heritage and architectural constraints can make this challenging, particularly for residents living in properties located within the four conservation areas in Alton, to make changes. This policy acknowledges the need to balance heritage preservation with energy efficiency and seeks to encourage residents in conservation areas to consider modern methods of retrofitting which can minimise adverse visual impact.

5.22 Intent. Applicants who wish to submit proposals for properties within the conservation areas are strongly advised to use the methodology set out in the Architects Climate Action Network Climate Emergency Conservation Area Toolkit.(February 2023 or subsequent edition) which can help facilitate low carbon retrofitting. This policy accords with the intention of Local Plan Policy CP24 Sustainable Construction and CP29 Design which has been expanded upon in the Climate Change and Sustainable Construction SPD (April 2022)

POLICY DE5: ADDRESSING THE PERFORMANCE GAP

- A. All planning permissions granted for new and refurbished buildings should demonstrate that they have been tested to ensure the buildings will perform as predicted and will include a planning condition to require the provision of a Post Occupancy Evaluation Report to the Local Planning Authority within a specified period, unless exempted by Clause B. Where the Report identifies poor energy performance and makes recommendations for reasonable corrective action, the applicant must demonstrate that those actions have been implemented before the condition will be discharged.
- B. All Buildings proposed to be certified to a Passivhaus or equivalent standard with a space heating demand of less than 15KWh/m²/year will not be subject to the provisions of Clause A. Where schemes that maximise their potential to meet this standard by proposing the use of terraced and/or apartment building forms of plot size, plot coverage and layout that are different to those of the character area within which the proposal is located, this will be supported, provided it can be demonstrated that the scheme will not have a significant harmful effect on the character area.
- C. All development should be 'zero carbon ready' by design to minimise the amount of energy needed to heat and cool buildings through landform, layout, building orientation, massing and landscaping. Consideration should be given to resource efficiency at the outset and whether existing buildings can be re-used as part of the scheme to capture their embodied carbon.
- D. A Sustainability Statement will be submitted to demonstrate compliance with the policy (except for householder applications). Designers shall evaluate the operational energy use using realistic information on the intended use, occupancy and operation of the building to minimise any performance gap.
- E. All planning applications for major development are also required to be accompanied by a Whole Life-Cycle Carbon Emission Assessment, using a recognised methodology, to demonstrate actions taken to reduce embodied carbon resulting from the construction and use of the building over its entire life.

5.23 It is important that developments recognise the real and urgent response required to the climate crisis and as such contribute to the efforts to reduce and ultimately eliminate carbon emissions as well as enabling communities to adapt to a changing climate through improved resilience. “Developments should be designed to be adaptable to avoid increased vulnerability and to offer high levels of resilience to the full range of expected climate change impacts” EHDC Climate Change and Sustainable Construction SPD (April 2022)

5.24 One of the most important measures that can be taken to tackle climate change is in how buildings are designed to ensure they are ‘zero carbon ready’ now, so they don’t have to be expensively retrofitted in only a few years’ time (at an estimated cost per dwelling of between £15K/£25K). There is a growing evidence base to suggest that buildings do not perform as well as anticipated at design stage. Findings demonstrate that actual energy consumption in buildings will usually be twice as much as predicted. This passes on expensive running and retrofitting costs to future occupants.

5.25 Clause A of the policy therefore requires that every building in a consented housing development scheme of any size is subject to a Post-Occupancy Evaluation (POE) including actual metered energy use, and to submit the report to the local planning authority. It will be implemented by attaching a planning condition, which will only be discharged once the report has been submitted and any recommended actions to rectify any performance gap with the design stage assessment are carried out by the developer. There is no current adopted development plan policy which seeks to deal with the performance gap. In the absence of supplementary guidance from East Hampshire District Council on POE, guidance has been included in Appendix F. Passivhaus certified schemes will not fail in this way and they are therefore exempted from this policy requirement. Passivhaus is the most common and rigorous design approach, although the build cost is slightly higher than normal, the ongoing energy cost to occupiers is a fraction of the cost that it would otherwise be, reducing the likelihood of fuel poverty.

5.26 To further incentivise the use of the Passivhaus, or equivalent standard, Clause B of the policy acknowledges that there may sometimes be a trade-off between its objectives and local design policy. Although meeting these standards ought not to compromise a scheme fitting in with the character of a local area, on occasions this may be the case. It therefore allows for some degree of flexibility in meeting the adopted design guidance, especially in terms of prevalent building orientation and density. Proposals seeking to apply the Passivhaus Planning Package (PHPP) must also be able to demonstrate that the Passivhaus standard can be achieved. Prior to commencement a ‘preconstruction compliance check’ completed by a Passivhaus Designer accredited by the Passive House Institute (PHI) will be required and secured by condition. Upon completion a Quality Approved Passivhaus certificate for each building will be required prior to occupation, again secured by condition.

5.27 Clause C of the policy requires developers to ensure they address the Government's climate change targets and energy performance at the very initial stages of design. 'Zero Carbon Ready' by design means making spatial decisions on layout and orientation of buildings at the outset to maximise the passive design benefits ('free heat') of a site and avoids leaving this to technical choices and assessment at the Building Regulation stage, by which time the opportunity may have been lost. Applicants are directed to the Net-Zero Carbon Toolkit created by Cotswold District Council and two partner councils, West Oxfordshire District Council and Forest of Dean District Council. The toolkit is available as a resource for private and public sector organisations to use and adopt ([link](#)).

5.28 Clause E requires a Sustainability Statement to demonstrate compliance with the policy along with the passive design capacity assessment, it is anticipated that designers will demonstrate compliance using a design for performance methodology such as the PHPP or CIBSE TM34 Operational Energy. Achieving this level of performance will make a significant contribution to mitigating climate change that the ANP can help deliver.

5.29 The policy complements and strengthens the East Hampshire District Council Climate Change and Sustainability Construction SPD (April 2022) which shares the same overall aim on sustainable design. However, in the absence of any current adopted policy at East Hampshire District Council covering the energy performance of new buildings, Clause E also requires all development proposals that are not householder applications to be accompanied by a Whole Life-Cycle Carbon Emissions Assessment, RICS methodology is preferred ([link](#)). The assessment will enable the design team to understand and respond to the lifetime consequences of their design decisions and to design for adaptability, longevity and disassembly; contributing to resource efficiency (as per Clause C of the policy) and contributing to the 'circular economy'.

5.30 These requirements will be added to the East Hampshire District Council Validation Checklist for outline and full planning applications applying to proposals in the ANP area until such a time that there is a district-wide requirement.

5.31 Every new build or redevelopment project in the ANP area provides an opportunity to make a difference and a contribution towards meeting national climate change targets for 2050. This new information requirement need not be an unreasonable expectation of even the smallest schemes for new buildings.

POLICY DE6: URBAN GREENING

Development proposals should contribute to the greening of Alton by including urban greening measures in the design of the buildings, hard surfacing and landscape schemes. Proposals on sites of 0.5 ha or more outside the Town Centre (as defined by the Town Centre Masterplan – Appendix B) should meet or exceed an Alton Urban Greening Factor of 0.4. All other major commercial development or buildings in other uses should meet or exceed an Alton Urban Greening Factor of 0.3, taking into account any existing green cover on the site. The calculation of the Factor is set out in Appendix C.

5.32 Justification. This policy is inspired by the prominent urban green policy in the adopted London Plan and the Urban Greening Factor (UGF) for England Summary Report (Natural England January 2023) with the aim of making our urban environments greener, healthier and more attractive places to live, with urban greening as key tool to increase climate resilience, particularly through appropriate tree planting. “Planning policies and decisions should ensure that new streets are tree-lined and opportunities are taken to incorporate trees elsewhere in developments” §136 NPPF (2023)

5.33 Alton is an urban area with similar older and suburban characteristics as many parts of London, and therefore with the same need and potential for this approach to help the town adapt to climate change. The policy is not part of the Alton Design Code and Guidance as it applies to land across the whole town.

5.34 The model assists in determining the appropriate provision of urban greening for new developments and is explained in detail in Appendix C. Urban greening should be a fundamental and integral element of site and building design in the future, incorporating measures such as high-quality landscaping (including trees), green roofs, green walls and nature-based sustainable drainage.

5.35 Intent. The policy sets targets for new residential (a factor of 0.4) and commercial (0.3) uses and only applies to major applications. However, the model may be applied to smaller proposals so that it is appropriate to each local circumstance. With the intensification in parts of the area in the coming years, there is a premium on making a step change in its climate resilience. It is therefore reasonable to adopt a these UGF targets and, given land values and the positive approach taken to enabling new development, there is no reason to believe that the target will undermine the viability of new developments.

5.36 ACTION POINTS

The following action points for the Town Council relate to these design policies.

DEAP1: The Town Council will urge East Hampshire District Council to review and update its conservation area guidance for Alton to address both heritage and beneficial change for climate mitigation.

DEAP2: The Town Council will seek to engage with the appropriate landowners to improve the visual appearance of the town through tree planting and screening of utilities locations, such as electricity substations and communication cabinets.

HOUSING POLICIES.

POLICY HO1: HOUSING MIX, TYPE AND TENURE

- A. Proposals for residential development will be expected to provide a mix of dwelling types and sizes to address the nature of local needs and contribute to the objective of creating a mixed and balanced community.**
- B. To achieve this objective, new residential development must seek to include in their housing mix a high proportion of smaller 2-3 bedroom dwellings that have a tenure suitable for those looking to rent/buy their first home, those with young families and downsizers.**
- C. In general terms development proposals for new housing should provide affordable housing on the following basis: • 40% affordable home ownership and 60% affordable housing for rent. The precise tenure mix of affordable housing will be determined on a site by-site basis.**

5.37 This policy objective is to ensure that new housing contributes to the needs of the town in terms of the mix and design of dwellings.

5.38 It is important that developments cater for the range of local housing needs, offering an appropriate mix of dwelling sizes and an appropriate mix of tenures. This will help ensure that developments promote more sustainable communities, with people from different age groups and backgrounds.

5.39 There are currently approximately 8,803 dwellings in Alton, with 1,234 new dwellings having been being completed since 2011. 3-bed homes are the most popular representing

37% of the total housing stock. Alton differs from the rest of the district, having a larger proportion of 4+ bed homes and a smaller proportion of 1 bed homes. There are also 846 further dwellings on sites with planning permission yet to start or be completed.

5.40 Household projections suggest that Alton's population will age over the plan period and by 2040 there will potentially be an increase of 85% in the population aged 65 and over. However, given the current younger population and ability to attract replacement younger families due to good housing stock and high level of new development, this may be mitigated to a degree.

5.41 Currently, the average house price in Alton is £471,647, with a median price of £370,000.

5.42 The Alton Housing Needs Assessment (2023) written by appointed technical consultants, AECOM, notes that there is a clear issue regarding affordability in Alton, with the median house price requiring an income of £95,000, which is 80% higher than the average income. *"Both entry level and new build homes are generally out of reach for the average earning household"*.

5.43 Affordability is seemingly better in the rental market but still presents issues of affordability to households on lower incomes. Given the large gap between affordability of renting and ownership, affordable home ownership offered at a minimum discount of 50%, with equity of 10 – 25% are said to offer good potential to extend home ownership. With private rental only affordable to households on average incomes, the report concludes that *"the affordable and social rented sector provides a vital role for those experiencing the most acute affordability pressures"*.

5.44 The Housing and Employment Development Needs Assessment (HEDNA) conducted for EHDC in 2022 has been extrapolated by AECOM for Alton and indicates a need for an additional 1,824 affordable homes, in total over the period of the Neighbourhood Plan, on a tenure mix of 60% social/affordable rental and 40% affordable home ownership. This figure is in excess of the overall housing target for Alton and it is therefore highly unlikely that this figure will be met during the plan period. The EHDC existing and emerging figure of 40% affordable homes provision, should therefore be considered as a minimum figure, with a higher figure being supported wherever possible.

5.45 Responses to the public engagement drop-in sessions noted a number of respondents suggesting more starter homes and more affordable rental and social housing rather than building more 4 or 5 bed homes was wanted. This was particularly noted from respondents in

Holybourne, keen to ensure that those who grew up in the village had affordable options to continue living there as young adults and when they started families of their own.

5.46 As a result, it is felt that all developments should provide a range of dwelling sizes and should not be dominated by large dwellings that are unlikely to meet the majority of the areas housing needs. Smaller dwellings that allow for downsizing as well as first time buyers should form the majority of dwellings on all new developments to encourage mixed and balanced communities, whilst providing homes for the greatest number of people in need. A larger supply of 2 and 3 bed properties will also enable local downsizers to release larger homes to the market to help meet this need locally for bigger families. Provision of smaller homes should not equate to a reliance on flats.

5.47 The study also considered specialist housing for older people given the considerable number of developments in the town over the last seven years to cater for this demographic. Some respondents at public engagement sessions felt there already too much older persons provision within the town.

5.48 Bringing together data on the projected increase in people over 75 through the plan period, the tenure of housing currently occupied by the 55 – 75 cohort and a toolkit based on national research and assumptions, a range of between 208 and 359 specialist accommodation units has been identified as potentially required through the plan period.

5.49 The report further estimates a need for 102 care home places over the plan period, however it is noted that there is already a supply of this type of accommodation within Alton which would service most of this need with adaptations to existing housing stock or future housing being delivered to adaptability standards potentially negating any need for any further new care home places.

5.50 This policy aligns with the Local Plan policy CP11 which expects new residential development to deliver a range of dwelling tenures, types and sizes to meet housing needs. It is also aligned with Joint Core Strategy policy CP13 and the emerging Local Plan which sets a target for 40% of all new dwellings to be affordable housing, normally to be provided on site.

POLICY HO2: STORAGE FACILITIES FOR HOUSEHOLD WASTE

All new residential development, including conversions or subdivisions, will be expected to provide adequate off-street refuse storage, hidden from direct view and easily accessed to enable kerbside deployment on collection day, without blocking footways. The provision of off-street refuse storage must not be to the detriment of the provision of an appropriate level of private amenity space for either existing or future residents.

5.51 Modern refuse and recycling practice means that households will have a number of bins and containers which they need to store. If there is inadequate provision of storage for them, they may be left in open view and detract from the quality of the street-level environment. Prior to the Neighbourhood Plan, adequate storage facilities were not always provided at developments. Code SF02 of the Alton Design Guidance and Codes provides further design considerations for waste storage and servicing.

5.52 Policy HO2 therefore expects all development, whether residential or non- residential, to provide storage facilities for household waste and recycling bins and containers of a size and form which means they can be hidden from direct view from the street. Where storage facilities are to service communal flats, provision should be in proportion to the number of dwellings. Where existing properties are being converted or subdivided, provision should similarly be adequate for the number of dwelling spaces being created. This policy aligns with East Hampshire: Joint Core Strategy policy CP29, which expects development to make provision for waste and recycling bin storage and collection within the site.

POLICY HO3: NEW HOUSING SITE ALLOCATIONS

1) Proposals for residential development of previously developed land (brownfield) within the Neighbourhood Plan area, will be supported, where it can be demonstrated that their social and environmental benefits outweigh any economic loss.

2) The Neighbourhood Plan identifies four greenfield sites for residential development as shown on the Policies Map. These will be supported where they comply with the individual allocation policies as set out in HO3(A) – HO3(D) below:

HO3(A) Land at Brick Kiln Lane (up to 225 dwellings)

HO3(B) South Alton (up to 800 dwellings)

HO3(C) Land at Windmill Hill (up to 100 dwellings)

HO3(D) Holybourne (up to 223 dwellings)

5.53 There has been a period of considerable growth in Alton over the last ten to fifteen years. The previous EHDC Local Plan (JCS,) set out a requirement for 1,731 homes in Alton through the plan period of 2011 and 2028. When the original Alton Neighbourhood Plan was made in 2016, a minimum of 700 additional homes was required over the 1,031 either already built out, with permission or anticipated as windfall. At that time the Neighbourhood Plan allocated 1,027 against that 700 target, to ensure a good buffer, with further allocations made in the modified Alton Neighbourhood Plan (2021) totalling a further 305 homes (so in total 1,332) This figure was found to be in general conformity with the JCS.

5.54 With no early indication of likely housing numbers from EHDC, in summer the ANP Steering Group, assisted by their consultants (ONH), considered scenario planning as part of the review of the neighbourhood plan, looking at the different ways the town could evolve in the longer term, to inform a choice about which development path to take. The sites considered were all taken from the EHDC Land Availability Assessment (LAA) sites as at 31st March 2022 (updated November 2023 for the period to 31st March 2023).

5.55 Each scenario was framed as distinct and plausible, enabling more complex issues to be mapped and compared, which is particularly useful when exploring the relationship between settlement growth and the capacity and distribution of its current supporting infrastructure. The scenario planning process allowed the opportunity to give detailed consideration each site's likely opportunities and constraints, taking account of a range of environmental, social and economic factors, including the topography of the existing settlement and not breaching the skyline.

5.56 Its primary driver was answering the question "what will serve Alton well"? So much development over the preceding decade had not delivered the improvements to services, facilities and infrastructure which were required and this method of considering growth focused on addressing this, rather than being driven by an arbitrary number which leads to choosing the least worst options without considering the bigger, longer-term picture.

5.57 Once identified, these cumulative scenario options were tested with the community at the September 2023 drop-in sessions. The feedback, indicated there was support for Scenario 1 (Brownfield First), there were virtually no comments on Scenario 2 (Brownfield plus Land at Brick Kiln Lane,) there was opposition to Scenario 3 (Brownfield, Brick Kiln Farm and Holybourne) and limited responses to scenario 4, (Brownfield, Brick Kiln Farm, Holybourne and South Alton) except where it related to Holybourne, where there was some opposition.

5.58 EHDC feedback to the scenario planning was supportive of scenario 1 in principle but felt there was insufficient evidence to support the numbers proposed, had little comment on scenario 2, was supportive of scenario 3 relating to Holybourne but had landscape concerns over the South Alton element of scenario 4.

5.59 Subsequently, EHDC indicated to the ANP Steering Group in October 2023 that the emerging Local Plan housing target for Alton would be 1,700, of which 1,000 would come from a strategic "satellite village" site outside of the Neighbourhood Plan boundary at Neatham Down, with a further c.260 from three other sites, Brick Kiln Lane (150), Beech (90) and Travis Perkins (20) of which the latter two fall outside of the Alton boundary.

5.60 The Steering Group sought to consider whether the Alton Neighbourhood Plan scenario 4 could provide a solution in order to negate the need for a satellite village, workshopping the

proposed scenario and commencing engagement with land promoters to discuss the infrastructure requirements needed (transport, highways, walking and cycling, green spaces, and community facilities) in order to deliver the sites to inform the draft site allocation policies.

5.61 The policy objective of HO3 is to influence the location, scale, design of housing development over the plan period (to 2040) and to ensure the required infrastructure improvements and community benefits are delivered alongside residential dwellings.

5.62 Policy HO3 (1) requires that proposals can show that the adverse economic effect of any loss of land or floorspace currently in established Class E, B2 or B8 use will be outweighed by the social and/or environmental benefits. In measuring the economic effects applicants should show not just the amount of land and/or floorspace but also the number of FTE jobs affected (although the effects may be mitigated by proposals to relocate the use and jobs either within or close to Alton). The social benefits will be measured primarily in terms of the number, type and tenure of new homes delivered in accordance with Policy HO1. The environmental benefits will be measured primarily on the improvement to residential amenity and the delivery of on-site BNG and provision of public amenity space. §124c of the NPPF states that planning policies and decisions should give “substantial weight to the value of using suitable brownfield land within settlements for homes and other identified needs”.

5.63 Given the comments by EHDC Planning Policy that the brownfield scenario (1) did not have sufficient certainty, policy HO3 (1) is intended to signal to land interests and investors that the community is keen to see the reuse of brownfield land to deliver new homes especially if that protects the town from further greenfield development, beyond that identified in HO3(A) to (D).

5.64 Policy HO3 (2) allocates four sites at Alton with a total capacity for up to 1,348 new dwellings over the plan period to 2040. Those sites are listed in the policies HO3(A) to HO3(D) below.

5.65 Each site currently has a lower and upper quantum indicated in the supporting text. (overall total between 941 and 1,348) The lower figure is based on the outputs of the EHDC LAA; the upper figure based upon capacity work undertaken by the developers of each site. The current range of figures allows for the ANP to respond to the progress of the emerging Local Plan and the receipt of further landowner information. Once more certainty is known over the quantum to be delivered, the number will be defined for the submission version of the ANP.

5.66 With climate change at the forefront of the Town Council’s decision making, the location for any new development being a very important element in whether that development was likely to be sustainable, building upon the EHDC Climate Change and Sustainable Construction SPD (April 2022) and the JCS Policy CP31, which states support for

“opportunities to minimise the need to travel using a vehicle” and the importance of “linkages between development and adjoining areas and how these can be enhanced to facilitate active travel and reduce car use to create places that are sustainable, reducing greenhouse gas and other harmful emissions.”

5.67 Comments provided to date by statutory bodies, particularly the local community and EHDC, have been taken carefully into account. Weighing up the preferences, evidence and constraints, sites have been selected which meet the necessary criteria by being available for development, deliverable (built) within the plan period and capable of development in a sustainable way.

5.68 The aim is to ensure sustainable development at each of these sites. The following therefore provides, where appropriate, a description of the development that would be permitted, information on constraints that must be addressed and information about public benefits which they will be expected to deliver and reflect the needs of the local community. It notes certain infrastructure requirements that will have to be addressed before dwellings can be built or occupied. These will need to be fully addressed within the documentation for site planning applications and after having been properly considered to the satisfaction of the relevant statutory bodies.

5.69 In particular, developers should demonstrate there is adequate sewerage capacity and surface water drainage, both onto and off the site, to serve their specific development proposal and that it would not lead to problems for existing or new users. In some circumstances this may make it necessary for developers to carry out appropriate site-specific drainage studies to ascertain whether the proposed development will overload existing infrastructure. Where there is a capacity problem and no improvements are programmed by the water company, the developer needs to agree required improvements with the water company and their funding, prior to any occupation of the development.

POLICY HO3(A): LAND AT BRICK KILN LANE

The Neighbourhood Plan allocates 21.3 hectares at Brick Kiln Lane, for residential development of up to 225 dwellings, as shown on the Policies Map. Development proposals will be supported, where it accords with the policies within the Plan, provided:

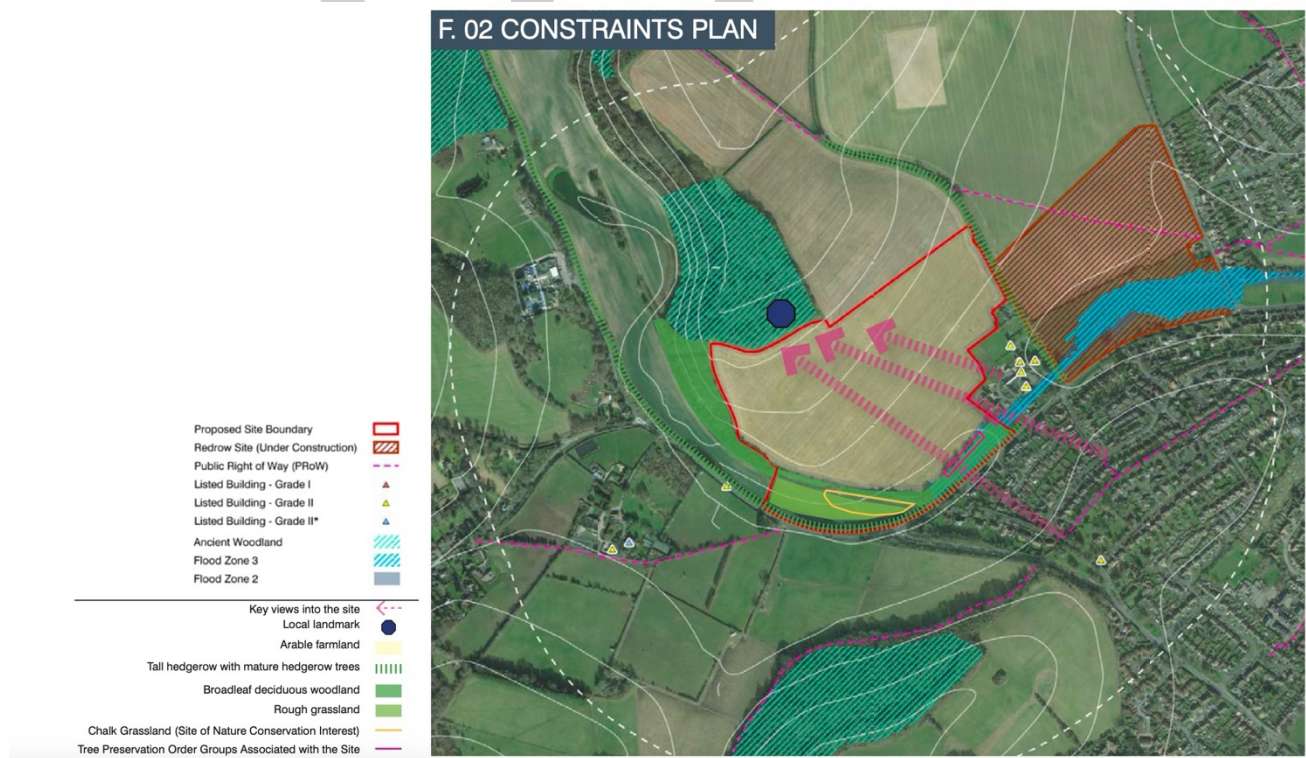
- a) Development on the site should continue to follow the northern edge of the original Will Hall Farm built form, (around 120m contour line) and wrap around the site rising slightly to the northwest of the site but with the developable area not exceeding the 130m contour line to maintain the landscape setting and the views to Hungry Copse.
- b) Connection to the local road network is achieved via a new roundabout at the junction of the A339 Basingstoke Road and Pertuis Avenue.
- c) The Travel Plan should detail cycle and pedestrian infrastructure improvements to:
 - i) improve connectivity to Beech from Alton
 - ii) improve connectivity to Alton Town Centre to include the widening of the footpath along the Basingstoke Road
 - ii) improve access to the western end of the town and the Butts Primary School through the installation a pedestrian crossing over the A339.
- d) The Sustainable Drainage Scheme should provide suitable SUDS or alleviation solution to reduce the flooding around the proposed site entrance along the Basingstoke Road and the surface water run-off entering the site from the farmland above Brick Kiln Lane.
- e) The Design and Access statement should detail how the proposed layout has responded to the site being located at a key gateway at the entrance to the town from the Basingstoke. The development should be discretely set back from A339 so as not to create a hard line of built form on the approach to the town.
- f) To the west and north of the site is ancient woodland identified as part of the network enhancement zone on the Neighbourhood Plan Green Infrastructure Policies Map. The Landscaping Scheme should detail the inclusion of a buffer zone of at least 50m from this woodland.
- g) The Tree Survey and Landscaping scheme should seek to identify and retain existing mature trees on the site and where new planting is required, including bluffs/tree belts, mature trees of scale are planted to integrate new built forms into the landscape.
- h) The southern extent of the site is to be retained and enhanced as a public open space and habitat area, secured through a planning obligation.

5.70 Description of Site. Land at Brick Kiln Lane is a greenfield site, adjacent to the settlement boundary, currently used for agriculture, at the source of the chalk stream River Wey. It sits on the boundary between Alton and the neighbouring parish of Beech. On the eastern boundary is the public right of way along Brick Kiln Lane (a sunken lane) which heads north to Shalden. The south-eastern edge of the site lies within flood zone 3 and the integrity of the sunken lane can be compromised during heavy rainfall.

5.71 The site lies adjacent to the recently completed Will Hall Farm (Hopfield Place) development, at the northwest of Alton. It is a sloping site, with an ancient woodland SINCE on the northern boundary of the site (Hungry Copse) and a SINCE within the development site to towards the southern boundary. The new development will need to respond positively to the existing site topography, with development and routes following existing contours.

5.72 The southern extent of the site, including the SINCE, are to be retained and enhanced as a public open space and habitat area. This area will link to and extend the existing public open space owned by Alton Town Council at Will Hall Meadow, which forms a significant 'green lung' into and through the town. By extending existing parkland beyond Will Hall Farm (Grade II listed), the westerly approach into Alton will be characterised by Green Infrastructure. Development is to be setback from Basingstoke Road and buffered from Will Hall Farm

5.73 The site has as indicative capacity on the LAA of 150; the landowner has proposed a quantum of 225.



The constraints plan, detailing the site boundary (in red) at Brick Kiln Lane

POLICY HO3(B): SOUTH ALTON

The Neighbourhood Plan allocates 50.57 hectares for a mixed-use scheme at South Alton, comprising of residential development (up to 800 dwellings) alongside education and community development with accompanying green infrastructure uses as shown on the Policies Map. Development proposals will be supported, where it accords with the policies within the Plan, provided:

- a) Proposals are made in the form of a comprehensive planning application, including an illustrative masterplan defining land used and key development principles for design, layout, access, phasing and implementation.
- b) The developable area is limited to that indicated on the Framework Plan (May 2024) and shall not exceed the 125m contour line, except for single storey development which shall not exceed the 130m contour line.
- c) The Air Quality Assessment and Noise Impact Assessment will need to demonstrate the depth of the landscape buffer required between the developable area and the A31.
- d) The western entrance to the site is created through the creation of a four-arm roundabout, to enable the development to be accessed directly from the A31 slip road as well as from the A339 (north) and B3006 (south).
- e) The Transport Assessment and Travel Plan makes provision for the creation of a Link Road, as shown on the Framework Plan (Parcel 16) between the western entrance and eastern entrance, Windmill Lane/B3004. The link road shall be designed to serve the development site, but to enable through traffic to by-pass the town centre to alleviate congestion and improve air quality. A planning obligation will be required to ensure this is delivered in an early phase of the scheme.
- f) The Transport Assessment and Travel Plan details improvements to existing public rights of way to access the town centre on foot and by bicycle and the creation of new active travel routes from the east and west of the development site to connect into the existing active travel network, as shown on the Policies Map.
- g) There will be approximately 1.94 hectares of land allocated for the provision of a new primary school (if required) together with associated parking, in the location shown on the Framework Plan (parcel 6).
- h) There will be approximately 1.2 hectares of land allocation for the provision of a new flexible use local hub (healthcare/education/convenience uses) in the location shown on the Framework Plan (parcel 5).
- i) The density of dwellings in the developable area shall be set out, as stated on the Framework Plan, in order to respect the topography of the land and reduce any visual impact on the South Downs National Park.

- j) The parcel of land immediately to the South of Cowdray Park, approximately 2.46 hectares, identified on the Framework Plan (parcel 22), is allocated as a new nature conservation area, to provide an extension to the public open space at Windmill Hill. The area will provide public access and will sustain and enhance biodiversity value and reduce the visual impact of the development on the South Downs National Park. A planning obligation will be required to secure this land and an appropriate commuted sum, to be transferred to Alton Town Council prior to the completion of the development (exact phasing to be agreed)**

5.74 Description of Site. Land at South Alton is a greenfield site located between the B3006/A339 on its western edge and the B3004 on its eastern edge. It has a hard boundary to the South (A31) which contains the development and to the north is the existing 'racecourse' estate.

5.75 Also, to the north of the site and excluded from the site boundary, is the public open space Windmill Hill, owned by Alton Town Council, which is a designated Local Green Space.

5.76 The southern part of the site is discretely set in the landscape (at contour line 110m) with resulting minimal impact on views from the nearby boundary with the South Downs National Park. The western boundary of the site is located in Flood Zone 3.

5.77 The land then rises across the site. The highest point of the developable area between the 125m and 130m contour line. Any development above the 125m contour should be single storey only to reduce any visual impact.

5.78 The key infrastructure requirement for this site is the provision of a link road from the B3006 to the B3004. For many years there has been a desire locally for the creation of an additional junction in the vicinity of the proposed eastern site entrance on the B3004 (Bordon Road) to the A31 to enable the significant levels of traffic using the strategic road network (A31, A325, A32 and A339) to effectively bypass the town centre.

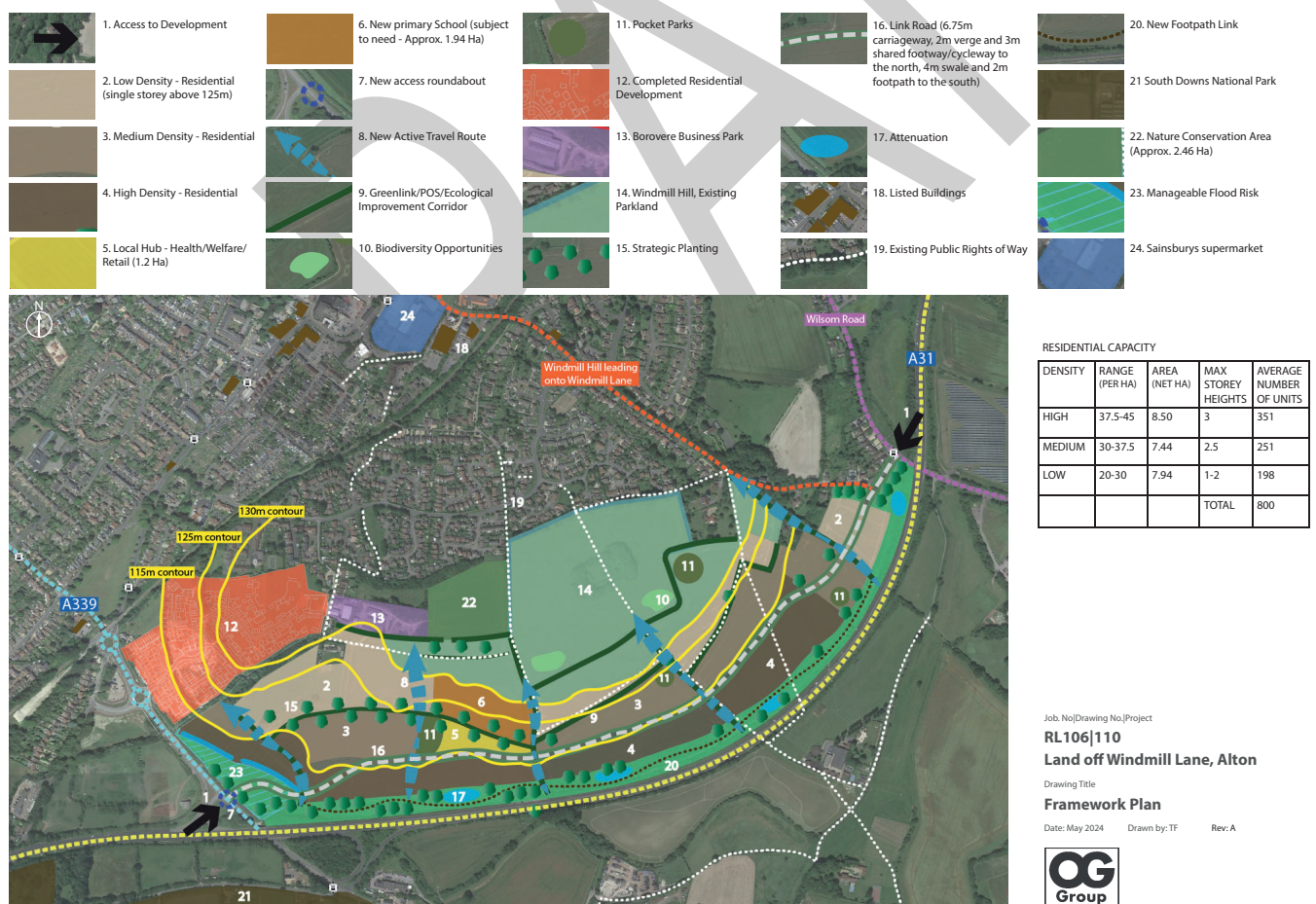
5.79 This location provides a unique opportunity to deliver a crucial improvement to reduce congestion at peak times in known key pinch points such as the Butts Roundabout, reduce the levels of through traffic, those accessing local industrial parks and the wider road network who currently must drive through the town centre. The short stretch of road between the site entrance and the junction of Windmill Hill and B3004 will require upgrading but it is considered that there is capacity in this location to enable the road to be widened.

5.80 The delivery of this infrastructure improvement will also assist in improving air quality and reduce rat running through the town centre and the Ridgeway.

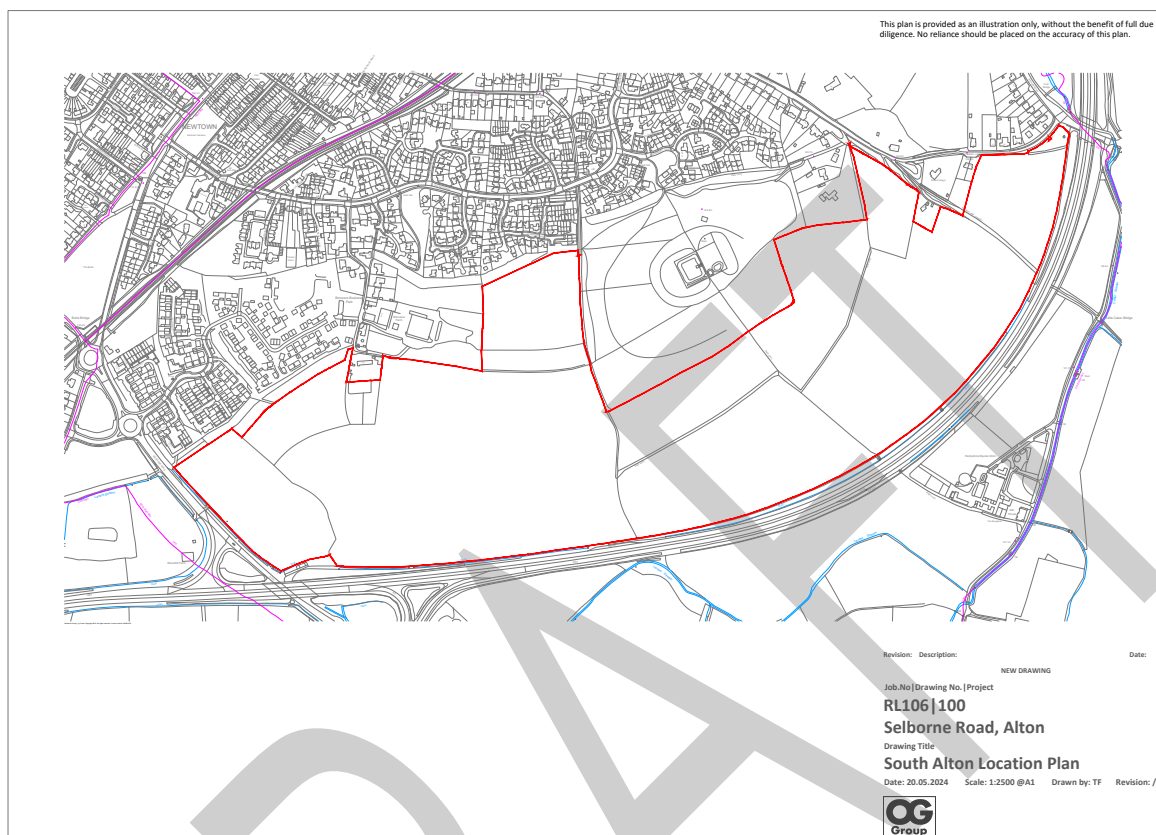
5.81 Depending on the overall quantum of housing delivery required in Alton, a new primary school may be required and as such land is identified on this site for this purpose. It makes sense that a new community facility for the site to principally serve the development is co-located in the same area to enable parking provision to be shared.

5.82 For the new community on the proposed development to fully connected with the existing town become it is crucial that there is convenient and safe access to all local services, shops and facilities. As such improvements to the active travel network will need to be delivered to reduce dependence on private car use for shorter journeys

5.83 The site has as indicative capacity on the LAA of 650; the landowner has proposed a quantum of 800.



Framework Plan South Alton (larger scale version available for Regulation 14)



Location Plan South Alton.

POLICY HO3(C): LAND AT WINDMILL HILL

The Neighbourhood Plan allocates 7.38 hectares at Windmill Hill, for a residential led development and/or specialist housing of up to 100 dwellings, as shown on the Policies Map. Development proposals will be supported, where it accords with the policies within the Plan, provided:

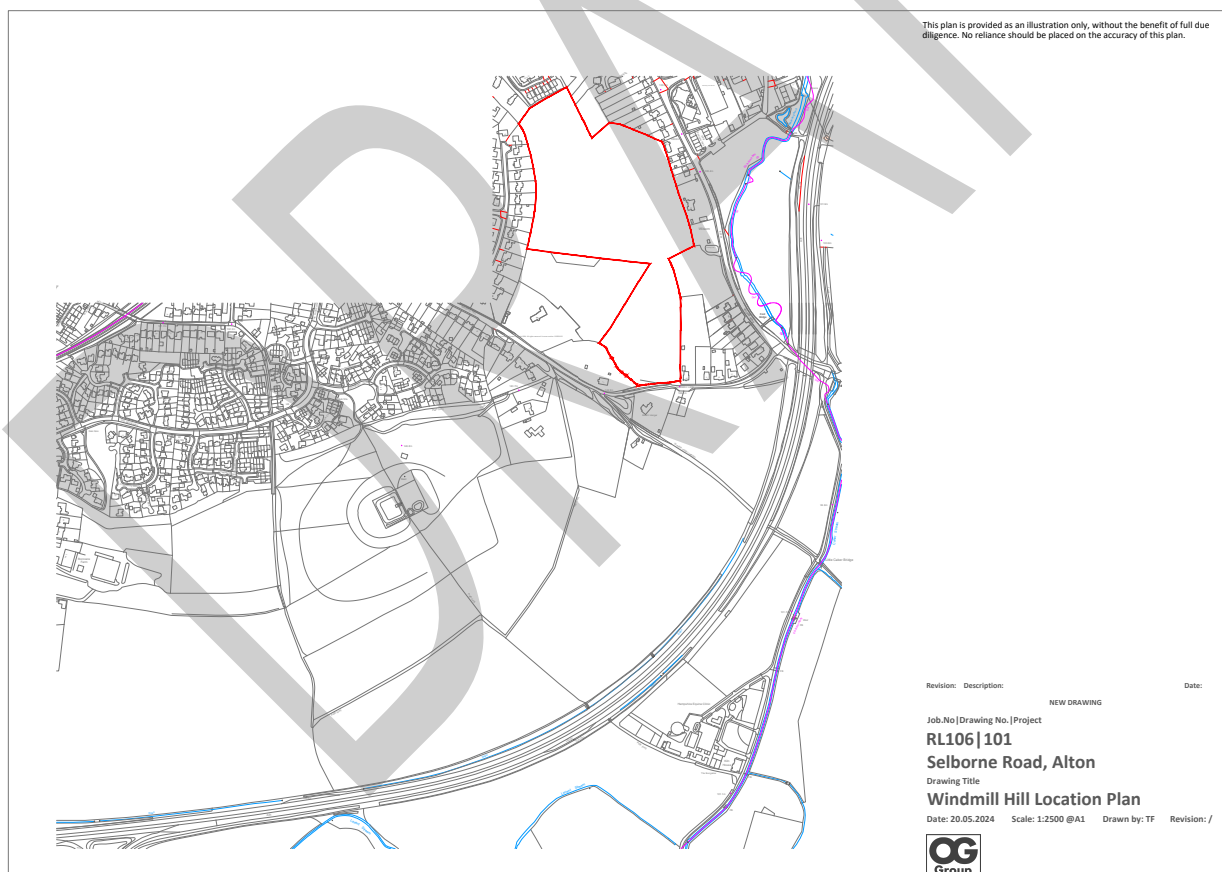
- i) The developable area does not extend beyond the 130m contour line to avoid the ridge line.
- ii) The Transport Assessment will need to demonstrate how vehicular traffic will safely access the development site from the proposed entrance off Windmill Lane or an alternative location.
- iii) The existing green infrastructure with biodiversity value as shown on the Green Infrastructure Map (Appendix D) is retained, including the line of mature trees on the western boundary which serves as a landscape buffer to Curtis Road and Kings View.
- iv) It can be demonstrated that pedestrian and cycle access can be safely achieved directly towards the town centre without recourse to the portion of Windmill Lane/Windmill Hill which has no footway. This will also support active travel and improve connectivity to the existing settlement.

5.84 Description of site. Land at Windmill Hill. This site located to the south of the town, near the boundary of the parish of East Worldham. There are existing residential properties to the west (Curtis Road), north (King's View) and east (Wilsom Road), with the local Omega Park industrial estate to the east of Wilsom Road. The site is adjacent to a new development in Wilsom Road which is a site allocation in the existing Alton Neighbourhood Plan for 11 homes.

5.85 Access to the site is off Windmill Lane, a single width carriageway which connects Wilsom Road to the Ridgeway. Most of the site is in active agricultural use.

5.86 The site is in an elevated position and straddles the ridgeline which extends around Windmill Hill. Due to its position, the site is only suitable for lower density housing of one or two-storey.

5.87 The site has as indicative capacity on the LAA of 40; the landowner has proposed a quantum of 100.



Location Plan Windmill Hill

POLICY HO3(D): HOLYBOURNE

The Neighbourhood Plan allocates 13 hectares at Holybourne, for a residential development of up to 223 dwellings, as shown on the Policies Map. Development proposals will be supported, where it accords with the policies within the Plan, provided:

- a) The development site does not extend north of St Swithuns Way contour to respect the landscape setting and protect against the significantly harmful effect of development up the valley slope.
- b) Access is from London Road. The Transport Assessment will need to demonstrate how it will effectively mitigate any adverse impact of development upon the highway network, specifically along London Road, without reducing the available parking for residents and visitors to the shop, currently provided on-street.
- c) The Travel Plan should detail improvements to active travel network (walking, cycling and bus routes) to improve connectivity from Holybourne to Alton Town Centre to reduce reliance on the use of the private car as well as from the development site into the wider countryside.
- d) The Design and Access Statement will need to demonstrate that the site conforms to the broad policy objectives of Eastern Holybourne (as relevant to this site,) as detailed in the EHDC Neighbourhood Character Study (2018), namely:
 - i) Ensure that new development within or close to the Conservation Area complements the historic character.
 - ii) Conserve the setting of the village and views to the church spire.
 - iii) Conserve the green space along London Road and the outlook to the countryside (with a view corridor if land developed).
 - iv) Conserve vegetation and tree cover. Identify and protect trees at risk.
 - v) Conserve Grade 2 Agricultural land.
 - vi) Ensure the scale of development avoids exposed rooflines against the skyline.
 - vii) Establish buffer planting to contain development, particularly around high points.
 - viii) Maintain good pedestrian and cycle links with village centre.
 - ix) Allow for the provision of additional local services as part of any major settlement expansion, to reduce reliance on use of private cars.
- e) The proposals include the allocation of land, either within or adjacent to the development site for the provision of playing pitches for cricket and junior football and for community allotments. A planning obligation will be required to secure the release of land for these purposes.
- f) Proposals should demonstrate how full consideration has been given to the provision of affordable housing including the delivering of home ownership opportunities to those with a local connection to Holybourne. Such elements should include the provision of First Homes and/or through a Community Land Trust or equivalent body, for which an appropriate lettings policy will be agreed between the Trust and the District Council.



Location Plan Holybourne

5.88 Description of site. The site is located to the northeast of Holybourne, which forms part of the Town of Alton, and is accessible from the A31 without the need to travel through Alton Town Centre. The site is currently undeveloped. To the south and west of the site there are residential properties along London Road, with the village shop, pub and hall a short walk away. To the east of the site there are open fields and a sports field and to the north there are agricultural fields. Public rights of way run along the eastern and northern boundary.

5.89 The site has an indicative capacity on the LAA of 101; the landowner has proposed a quantum of 223.

5.90 The community has indicated that development on this site will need to address the local circumstances of affordability in Holybourne. House prices requiring young people who have grown up in the village to move away due to a lack of housing options.

5.91 Whilst the mix of houses within the affordable provision has not been set within the policy, it is highly likely that the application of very local circumstances for the village, means that the mix should be reflective of the desire to enable young people with a local connection to step into or toward, home ownership through the provision of a mix of starter homes.

5.92 The provision of homes through the government First Homes Policy and housing delivered through a Community Land Trust, both enable site specific qualifying eligibility criteria to be set, including having a genuine local connection.

5.93 The EHDC Local Plan (JCS) does not contain a policy relating to First Homes, nor does the emerging Local Plan due to concerns over affordability. The Government has set out a requirement that First Homes must be discounted by a minimum of 30%; the Alton HNA advises 50%. Noting that this may impact the overall deliverability of affordable housing on site, HO3(D) is silent on the discount level as this will need to be subject to viability. It is however expected that in conformity with the Local Plan (current and emerging) that an overall figure of 40% affordable housing delivery is the starting point.

5.94 ACTION POINTS

The following action points for Alton Town Council which relates to this section are:

HOAP1: As a statutory consultee, Alton Town Council should ensure that adequate emphasis is given to the provision of affordable housing and the priority of its allocation to local residents.

HOAP2: To facilitate future brownfield redevelopment to improve the viability and vitality of the town centre, Alton Town Council will encourage and support the creation of Neighbourhood Development Order(s) (NDOS) for the town centre.

TRANSPORT POLICIES

The policies in this section seek to ensure that Alton's future transport needs are properly met, making allowance for the town's planned growth. The road network will require adaptation and improvement, and new housing developments will need to provide adequate vehicle and cycle parking provision. Policies will also make it easier for people to walk, cycle or take public transport, promoting active travel and reducing the dependence on private car use.

POLICY TR1: SUSTAINABLE TRAVEL

- A. The Neighbourhood Plan identifies the existing Sustainable Travel Network and opportunities for improvements, as shown on the Policies Map for the purpose of prioritising active travel and encouraging the use of public transport.**
- B. Development proposals on land that lies within or adjacent to the Network should avoid harm and should sustain and where practicable enhance the connectivity of the Network by virtue of their layout, means of access and landscape treatment.**
- C. Opportunities for improvement have been identified as areas where public realm improvements and/or traffic mitigation measures are required to enhance the active travel environment and improve residential amenity and highway safety. Proposals which deliver opportunities for improvement will be supported.**

5.95 This policy objective is to encourage and influence improvements in the town's infrastructure to manage traffic movements and to facilitate active travel opportunities, encouraging walking and cycling in particular.

5.96 Alton is fortunate to have a network of footpaths and alleys that provide good pedestrian permeability in much of the town, complemented by roadside pavements. This network includes designated public footpaths leading from the town into the surrounding countryside. Some paths connect well with public open spaces, offering attractive through routes. Because the town is fairly compact it is relatively easy to move about on foot.

5.97 Alton hosts a nationally renowned annual walking festival every May, with over 100 walks organised in and around the town and the surrounding countryside, with many walks designed to be accessed to visitors via bus or rail links to the town.

5.98 Cycle usage in Alton has been growing over the last few years, led by Cycle Alton, who actively lobby for improvements to the network. There is a National Cycle Route (number 224) which enters the town from Medstead at the Sports Centre and runs through the station.

5.99 There is a network of public bridleways, byways and quiet lanes in the surrounding countryside, but most routes to them leaving town are currently considered unsuitable due to traffic speeds and/or their narrow width.

5.100 It is important that residents, commuters and visitors to the town have opportunities to move around on foot. Policy TR1 therefore expects developments in Alton to provide traffic free routes for pedestrians, including pavements and footpaths. It expects these to link up with the existing network of pedestrian routes. This permeability will enable residents moving into developments to make journeys on foot and will enable other pedestrians to move easily through development areas. It will also assist wheelchair users.

5.101 Policy TR1 expects developments to offer cyclists the benefit of good connections to the surrounding road network, wherever possible avoiding busy or potentially dangerous roads. This should offer cycle routes towards the town centre and to other key destinations including nearby schools.

5.102 This policy is aligned with East Hampshire: Joint Core Strategy policy CP31, which promotes the use of sustainable transport modes and the draft Local Cycling and Walking Infrastructure Plan (LCWIP). It similarly aligns with the vision for the Hampshire County Council Local Transport Plan – LTP4, "A carbon neutral, resilient and inclusive transport system". It prioritises a shift away from planning for vehicles towards planning for people and places and reduce reliance on private car travel.

POLICY TR2: PARKING PROVISION AND STANDARDS

A. Designated Off-Street Parking for Residents

New residential development within Alton will provide an adequate level of off-street parking for residents. The following minimum standards will apply:

1-bedroom dwellings	1 parking space
2 and 3 bedroom dwellings	2 parking spaces
4 or more bedroom dwellings	3 parking spaces

In locations within a reasonable walking distance of Alton High Street or Alton railway station, the parking requirement may be reduced by 1 space per dwelling.

Elsewhere, when communal, unallocated off-street parking is provided for eight or more dwellings, the minimum standard for 2-bedroom dwellings and above may be reduced by one space per four dwellings.

B. Parking for Visitors

New residential development within Alton will provide adequate designated additional parking for visitors, at a minimum of one space per two dwellings. This can either be off-street or on-street. On-street visitor parking should be marked as such. The requirement to provide visitor parking for any dwelling may be waived if adequate off-street public parking is available within walking distance.

C. Dimensions of parking spaces.

Parking spaces on-street are required to have the following minimum dimensions:

Standard Parking Space	2.5m x 5.0m
Parallel Parking Space	2.1m x 6.0m
Disabled Parking Bay	3.6m x 5.0m
Parking Space with EV Charger	2.8m x 5.0m

Off-street parking spaces, wholly unenclosed, are required to have the following minimum dimensions:

Standard Parking Space	2.5m x 5.0m
Double Space in Parallel	5.0m x 5.0m
Double Space in Tandem	2.5m x 10.0m

POLICY TR2: PARKING PROVISION AND STANDARDS

Off-street parking spaces adjacent to a wall are required to have an additional 0.5m width. Enclosed residential garages are required to have the following minimum dimensions if they are to be counted as off-street parking spaces:

Single Garage	3.5m x 6.0m
Double Garage	6.0m x 6.0m

These dimensions are intended to allow for the storage of two bicycles in the garage, with access available when the parking spaces are in use. The width of a single garage may be reduced by 0.5m if a separate cycle storage space complying with Policy TR3 is provided.

The dimensions of parking spaces for vehicles other than private cars should be agreed with the Planning Authority.

D. Additional on-street parking provision will be welcomed where appropriate but should not be used as a substitute for off-street parking provision. Non-designated on-street parking should be restricted along through-routes within new residential developments.

E. Parking for all non-residential uses should be negotiated on a case-by-case basis and should propose an adequate amount of off-street parking for staff and visitors, to ensure that there is no impact by way of parked cars on the wider highway network. When determining the amount of parking required by the development the following factors should be considered:

- Projected staff numbers;
- Projected visitor numbers, as well as the likely time and duration of the visit to establish the requirement at peak times; and
- The accessibility of the development by modes other than private car.

5.103 This policy objective is to achieve appropriate levels of parking, both on-street and off-street.

5.104 Recent Alton developments (since 2015) where the Alton Neighbourhood Plan parking standards have been applied have demonstrably reduced excessive parking on street and on verges or around junctions. This has created a better visual environment and less difficulty for drivers.

5.105 Responsibility for setting parking standards for development sits with the District Council, however in the Vehicle Parking Standards SPD (July 2018) parking standards for Alton, redirect the reader to the Alton Neighbourhood Plan. Where the Alton Neighbourhood Plan is silent EHDC adopted SPD applies.

5.106 Current levels of car ownership in Alton according to the 2021 Census data indicate that just over 15% of households do not have a car or van in the household, meaning that 85% have 1 or more car or van. In the overall administrative area of East Hampshire, 9.7% of homes have no car or van, reflecting the rural nature of much of the area. This is also reflected within the NPA itself, with the highest level of car ownership being in Holybourne village where only 5.2% of households do not own a car, whereas in more accessible areas such as Westbrook and Eastbrooke wards, this percentage climbs to 25%.

5.107 Parking standards for the allocated sites for housing growth at Alton take account of the factors set out in §111 of the National Planning Policy Framework and take account of the type, mix and use of development, high local car ownership levels, the sustainability of the location and the need to ensure adequate space provision for charging plug-in and other ultra-low emission vehicles.

5.108 Policy TR2 retains the original Alton Neighbourhood Plan standards for residential off-street parking for new residential development as the policy has worked well and since its introduction there had been a noticeable improvement in the quantum of parking provided within new development sites.

5.109 However, the original policy has been amended to reduce the requirement in town centre locations and those within walking distance of the railway station to recognise and encourage use of active travel in more sustainable locations and decrease dependence on use of the private car.

5.110 Where off-street parking is within a garage, this should be of a sufficient size to accommodate modern car designs and provide cycle storage.

5.111 The policy expects new housing development schemes to identify roadways where on-street parking would be appropriate and those where it should be discouraged. It also expects there to be sufficient unallocated parking provision for visitors within new housing development schemes and for this provision to be marked as such.

5.112 The standard for visitor parking has also been amended from the original plan, to recognise and encourage use of the public car parks in town centre development locations.

There are nine public off-street car parks in Alton town centre, providing a total of 703 spaces. The three largest (each exceeding 100 spaces) are Lady Place, Turk Street and The Bank.

POLICY TR3: CYCLING STORAGE AND PARKING

- A. To encourage the greater use of sustainable and non-motorised modes of transport, all new traffic-generating development must seek to provide adequate parking or storage for bicycles.**
- B. All new dwellings (including conversions and sub-divisions) must demonstrate how they can achieve secure storage for two bicycles that enjoys convenient access from the dwelling leading to a public highway or designated cycle route.**
- C. The minimum dimensions of any cycle storage space serving a single private dwelling will feature a floor area of 1.5m by 2.2m and must be accessible via a doorway at least 1.0m wide. Alternatively, this storage may be in an enclosed garage with minimum dimensions specified in Policy TR2.**
- D. Shared storage of an appropriate size/form for flatted developments featuring a secure courtyard or entrance hall will be considered acceptable.**
- E. All new non-residential developments should provide cycle parking (Sheffield stands or similar).**

5.113 Cycling which is seen as a sustainable mode of travel, is popular in Alton. If cycle use is to be encouraged among those moving into new housing or using new non-residential developments, then good storage and parking facilities need to be available.

5.114 Policies applied by other local planning authorities with a similar ambition to encourage cycling have been considered. Proposed dimensions for cycle storage are broadly based upon the Cycle Parking Guide published by Cambridge City Council. They are designed to be suitable for storing two mountain bikes or alternatively two narrower bikes plus a child's bike.

5.115 Intent: Alton wants to encourage development schemes to include sufficient cycle storage (in the case of residential developments) or cycle parking (in the case of non-residential development), so that cycling to work, to shops or for leisure is an attractive and practical option. Residential cycle storage should be secure and convenient to access the public

highway. This could be a dedicated space inside the dwelling or in a garage or a secure facility within the curtilage. In the case of flats the storage space can be a shared facility, as long as it is of sufficient size. Cycle storage should only be at ground floor level.

5.116 Non-residential cycle parking facilities should be provided within or adjacent to the development scheme site.

5.117 This policy conforms with JCS Policy Transport Policy CP31(f) in seeking to “provide adequate, convenient and secure vehicle and cycle parking in accordance with adopted standards”.

5.118 ACTION POINTS

The following action points which relate to this section are:

TRAP1: Alton Town Council will press the Local Highway Authority to reduce the impact of traffic flows on A339 Whitedown Lane.

TRAP2: Alton Town Council will prompt the Local Highway Authority to prepare a timetable for works to improve operation and reduce delays at key junctions within the town, particularly:

- Mill Lane / Paper Mill Lane / Ashdell Road / Wilsom Road (at Spitalhatch);
- Whitedown Lane / Chawton Park Road;
- Pertuis Avenue / Basingstoke Road;
- Basingstoke Road / New Odiham Road;

TRAP3: Alton Town Council will work with the Local Highway Authority to improve the streetscape and reduce traffic speeds across the town, supporting proposals to extend the 20mph limit within the town to reduce speeding and lower emissions.

TRAP4: Alton Town Council will prompt the Local Highway Authority to prepare a timetable for works to improve conditions for pedestrians and cyclists, particularly those listed as priorities in the Local Cycling and Walking Infrastructure Plan and at the following locations:

- Basingstoke Road (extension of Cycle path)
- Anstey Mill Lane/Anstey Park/Anstey Road (Pedestrian and Cycle Crossing)
- Geales Crescent to Anstey Park (Pedestrian and Cycle Crossing)
- Mill Lane / Paper Mill Lane / Ashdell Road / Wilsom Road (at Spitalhatch).
- Introduction of raised tables and priority changes in favour of cycles at Queens Road and Ackender Road along National Cycle Route 224.

TRAP5: Alton Town Council will press for footpaths and pedestrian alleyways in the town to be well maintained and clear pedestrian signposting to be provided and maintained, liaising with adjoining Parishes in relation to the surrounding network of public rights-of-way.

TRAP6: Alton Town Council will work with other agencies to ensure that there is adequate pedestrian signage connecting the town centre with the car parks and the railway station to improve access, remove signage clutter and promote active travel.

TRAP7: Alton Town Council will encourage schools to apply for CIL funding for actions that will reduce the use of cars for school pupil transport. Initiatives such as active travel safer routes to schools and improved infrastructure to facilitate safe walking and cycling for young people accessing schools and colleges around the town, will be supported.

TRAP8: Alton Town Council will lobby to extend National Cycle Route 224 to Holybourne and for all designated cycle routes to be adequately signed and maintained in a condition that encourages their use.

TRAP10: Alton Town Council will work with adjoining Parishes and other agencies to seek to provide safe cycle connections between the town and surrounding villages.

TRAP11: Alton Town Council will press Hampshire County Council to improve the bus services within the town and particularly to serve Holybourne and the Mill Lane Industrial Estate. We will also give due consideration to using CIL contributions and other sources of finance to support new community bus services which we may choose to promote as well as to install new bus shelters in high use areas such as near schools and community facilities.

TRAP12: Alton Town Council will press Hampshire County Council to improve bus accessibility between Alton and the outlying villages, using commercially provided or HCC supported services.

TRAP13: Alton Town Council will prompt Hampshire County Council, Stagecoach and South Western Railway to ensure co-ordination of rail and bus service timetables at Alton Station

TRAP14: Alton Town Council will actively resist any proposals by Hampshire County Council to introduce parking charges for on-street parking in the town centre.

TRAP15: Alton Town Council will work with the Local Highway Authority to develop on street parking control measures for critical parts of the town. Particular emphasis will be given to streets on the periphery of the town centre and in the vicinity of the railway station that are currently affected by all day commuter parking.

TRAP16: Alton Town Council will work with all relevant agencies to seek to eliminate vehicle parking on pavements and footways.

COMMUNITY, HEALTH AND RECREATION POLICIES

5.119 The policies in this section seek to improve the quality of life for people living in and around Alton. They promote opportunities for social interaction and wellbeing, as well as for recreation, exercise and outdoor enjoyment. They also support the provision of modern health services that are easily accessible to residents.

POLICY CH1: COMMUNITY FACILITIES

- A. **The Neighbourhood Plan identifies community facilities, as shown on the Policies Map. Proposals that will harm or result in the loss of a local community use will not be supported unless:**
- i. **It can be clearly demonstrated that the facility is no longer required and alternative facilities are easily accessible for the community they are intended to serve; and**
 - ii. **It can be demonstrated through a rigorous marketing exercise that the use is no longer viable, that all reasonable efforts have been made to retain it and that there is no alternative use that would provide a beneficial facility to the local community.**
- B. **Proposals for the redevelopment, improvement or expansion of an existing local community facility or use to extend or diversify the level of service will be supported, provided the change will not undermine the viability of the primary community use. For the avoidance of doubt, improvements include those in relation to energy efficiency, carbon emissions and/or general suitability, condition and longevity of existing buildings, with significant weight attributed to such improvements.**

5.120 Community facilities are of great value to the people of Alton. The town is well served by a range of community facilities. The wards with the most community facilities are currently Westbrooke (Town Centre) and Whitedown (West of the town); the only ward with no community facility is Ashdell, which reflects the primarily residential and industrial nature of this ward. The location of the majority of the facilities is within one mile of the town centre, so generally accessible on foot or by cycle for the majority of users.

5.121 As part of the evidence gathering for the Alton Neighbourhood Plan, the usage versus capacity of a number of the community buildings listed was collated and considered with most

found to be operating at well below the occupancy levels they could attain. There are obviously 'peak points' where there are more popular hours for hire of various facilities eg. early evening. On occasions, it is likely that some existing facilities will struggle, but this will more often be related to the economic viability of the use, rather than the limitations of the premises, land or location. As finding new land for such uses is often difficult, it is important that established land is retained in that use, even if the service by the current occupier is not viable. The policy allows for a partial change of use of a facility if this is intended to help secure its longer-term viability. This may be an important way of putting to economic use floorspace that is no longer needed, but which can make a financial contribution to sustaining the community facility.

5.122 When considering new community facilities on residential development sites, multi-purpose (co-located services), flexible hub spaces, which could be used for healthcare or educational purposes will be supported over facilities designed to only cater for a single purpose, as the former are more likely to be resilient to changes in occupancy and more efficient than stand-alone facilities. Given the extent of existing facilities providing space for traditional "village hall" style uses such as dance classes and the creative arts, care needs to be taken that the creation of any new facility does not render any existing facility elsewhere in the NPA, unviable as a result.

5.123 The policy also is intended to encourage existing community facilities to decarbonise and retrofit where resources allow. Flexibility to allow for diversification within the same use-class is also encouraged if it helps achieve long term sustainability of the facility.

5.124 Alton is fortunate to have a wide range of community facilities. Most are well used and with the exception of the Alton Assembly Rooms and the Alton Community Centre which have been identified in the EHDC Community Facilities Study (2023) as in need of modernising, most are in good condition. A brief summary of each of the main facilities is listed below.

5.125 The Community Centre is one of the longest standing community facilities and opened in 1975. It is generally acknowledged that this facility is in need of renewal and repair to its extensive suite of rooms available for community use and has recently secured CIL funding for this work. It hosts a huge variety of events from evening music events, exercise classes, older persons day care, dance classes and an extensive U3A programme. Adjacent to the EHDC Bank Car Park the Community Centre is centrally located within the town with ample pay and display parking facilities.

5.126 Alton Assembly Rooms is a Grade II listed Victorian building owned by the Town Council. There are three main hiring rooms, a stage, sprung dance floor and sound and lighting area. The building hosts the twice-yearly performances by Alton Amateur Dramatic Society (AODS) in May and November each year, as well as the annual Arts Society Exhibition every

October. Dementia Friendly Alton currently manage the facility as a Dementia Hub and community facility with a mixture of regular hirers and one-off events.

5.127 A new Alton Library was opened in September 2004 and provides an excellent facility for the community and surrounding villages to access valuable library services in the town. This is a well frequented service that also offers rooms for hire and is the venue for a range of activities and outreach services. Like so many publicly funded services it is subject to funding constraints but locally it is a cherished resource that should be preserved for the future. As such an accompanying action point to this policy is for the Town Council to support endeavours to diversify and expand the services available at the library to ensure its retention as a community facility.

5.128 Alton Maltings currently is a very well used facility within the town, redeveloped from the listed 19th century building in 2005. The building not only has extensive rooms (up to seven individual rooms) available and hired by local community groups but also provides a storage facility for the local Alton Food Bank. The North end of the facility remains undeveloped with potential to develop into further community usage. As a Grade II listed building, whilst a number of options have been considered to bring the remaining section into community use, to date, no viable solution has been found. Proposals to re-purpose this space for the community will be supported.

5.129 The Kings Arms is a dedicated youth hub in Alton Westbrooke ward located in the Bank car park area adjacent to the Community Centre and the Library. The building was purchased in 2019 by Alton Town Council to provide a meeting and recreational space for young people (up to the age of 21) alongside a specialist programme of counsellor led groups.

5.130 A number of schools and the College have started to diversify their portfolio and generate additional income by rental of their facilities which are most commonly used for sporting purposes such as bootcamp at Amery Hill, basketball and sporting kids holiday camp at HSDC, karate at Anstey. Some other schools (Wooteys, Butts, Alton School) also have facilities that are used for community group meetings.

5.131 The Allen Gallery (museum specialising in ceramics and owned and managed by Hampshire Cultural Trust) has also seen an increase in its diversification and utilisation, opening for private functions, exhibitions, workshops and parties.

5.132 Theatre and dance take place at a number of community buildings throughout the town. Specialised facilities have been available at Holybourne Theatre since 1976 and this venue provides regular performances for both adult and youth groups.

5.133 A number of community facilities are in older buildings and as such would benefit from retrofit works to improve the energy efficiency and carbon footprint of the building, with such works being encouraged and supported by the Town Council as part of its response to the climate emergency and its own commitments to decarbonising its own estate.

5.134 Alton is home to a number of ecumenical institutions many of which have a parish centre attached to the place of worship. Many of these buildings are 1960s in construction. These parish centres offer reasonably priced and moderately sized accommodation for a range of groups who can frequently book out the facilities ranging from support groups to political group meetings, to playgroups.

5.135 St Mary's Parish Centre– With large car park and close proximity to the train station this church facility is well placed with Eastbrooke Ward as a polling station and occasional community use.

5.136 All Saints Parish Centre is part of the Parish of the Resurrection and sits to the rear of All Saints Church and the Registry Office. The hall has a small capacity but is used by a variety of groups, including baby groups throughout the day and for private hire also for a modest hire fee.

5.137 Alton Methodist Church, adjacent to the Turk Street car park, was completely refurbished in 2010 and it offers a weekly toddler group, youth activities including Brigades and DofE, and is the home of the Anna Chaplaincy working with older people throughout the town. It is also used regularly by groups such as Community Choir, Child Contact Centre, a model railway group, ALFI and AA.

5.138 St Lawrence Parish Centre is also part of the Parish of the Resurrection group and is a central, well used facility used by a variety of groups in the community. It has a very small car park and is home to Busy Bees nursery during the school day in term time, with a small enclosed garden to the rear.

5.139 The Quaker Meeting House dates back to 1672, a date recorded in the flint wall to the front of the property. It is home to a small group of regular parishioners but is also available as a venue to the community at large if required. It has the benefit of a small but enclosed garden to the rear which can be enjoyed by those using the facilities.

5.140 Holybourne Village Hall has a pre-school that operates from it on weekdays. It is available and well used by the community for private hire at all other times. There is very little parking available at the site.

5.141 Alton's two-screen cinema closed in 2022 and the provision of film showing has been taken in-house to a number of facilities in the town who have diversified to accommodate this lack of provision. A 2022 Town Centre Healthcheck undertaken by Litchfields for Alton Town Council, indicated that the two-screen facility was not likely to remain sustainable post pandemic. This was due to changes in how residents watch new release films and also competing modern multiplex facilities in larger nearby towns including Basingstoke, Farnham and Guildford.

POLICY CH2: HEALTH FACILITIES AND THE COMMUNITY HOSPITAL

- A. Proposals to retain and improve the following health care facilities listed below, and as shown on the Policies Map, will be supported:**
 - a) The Alton Community Hospital**
 - b) Chawton Park Surgery**
 - c) Wilson Practice**
 - d) Alton Dental (Anstey Road)**
 - e) Alton Dental (Market Street)**
- B. Proposals for the extension of the two surgeries (b. & c. above) will continue to be supported and remain identified as a priority for contributions.**
- C. Any proposal to extend the Alton Community Hospital, to offer an enhanced level and range of health care services to the town will be actively supported.**
- D. Any proposals to change the use of the Alton Community Hospital, where there would be a detriment to the provision of NHS services for the town, will not be supported, to safeguard this facility for Alton.**

5.142 This policy seeks to Support the provision of effective health services for a growing population.

5.143 At the drop-in public engagement sessions a number of concerns with Alton healthcare facilities were recorded. There were many comments from the community about the difficulty in getting GP appointments, complaints about the lack of NHS Dentistry Services and dissatisfaction with the level of provision of mental health services.

5.144 Problems were also identified with the need to travel to Winchester, Basingstoke, or Surrey hospitals. Public transport is limited; all journeys require a change of bus and are not located within a reasonable walk of the bus routes. This situation is exacerbated in the

evenings and at weekends. This reality emphasises the value of services provided locally and accessibly.

5.145 Alton is served by two GP practices. The Wilson Practice is located at the Health Centre at the eastern edge of the town centre, where it has a minor injuries service and there is an independently run pharmacy. This practice has 10 doctors, 6 nurses and 3 nursing assistants.

5.146 The other GP practice is Chawton Park Surgery, which lies on the southwestern side of town adjacent to the Community Hospital. It was set up in purpose-built premises in 2005 to meet the needs of a growing population. This practice has 10 doctors, 4 nurses and 3 nursing assistants. It has a minor injuries service and again, there is an independent co-located pharmacy.

5.147 These practices serve a population that is larger than Alton's and which includes patients from outlying areas. These numbers were recently significantly increased with the closure of the GP service in Bentley. Both have active Patient Participation Groups.

5.148 Both GP practices reported in 2023 that they are currently running at or near capacity and that staff recruitment, particularly of GPs is a major issue. The recent increase in the town's population, the closure of the Bentley surgery, the significant over 65 population (22%) and future new housing, all increase pressures on primary health services. More patients require more staff which, in turn, generates demands for more accommodation. Both practices are already very crowded.

5.149 Alton Dental is currently the only NHS dentist within the Town. Its premises on Anstey Road has planning permission to extend its current facility, including its training practice, for training new NHS dentists. This is the only training practice in the district, and as such, because of the way NHS dentistry is funded, the only existing practice within East Hampshire with the potential to increase NHS capacity. There remains an extremely high need for NHS dentist provision. If a practice can expand and increase NHS capacity, this is of great value to the health and wellbeing of residents, and of strategic importance to ensuring sufficient infrastructure is in place to support future growth.

5.150 Other health care provision in Alton includes two high street pharmacies and some commercially operated services for physiotherapy, audiology and podiatry as well as five opticians.

5.151 Patients who require hospital treatment will generally go either to Basingstoke or to Winchester; both facilities belong to Hampshire Hospital Foundation Trust.

5.152 Alton Community Hospital is operated by Southern Health Foundation Trust (SHFT). It runs a number of services within the facility and lets space to others, most significantly Hampshire Hospital Foundation Trust for outpatients and physiotherapy and diagnostic services. SHFT operates two wards, totalling 40 beds which provide post general hospital rehabilitation, recovery care, step down facilities and some end-of-life care. Some direct admissions are made by local GPs. These units operate an occupancy rate of well over 90% and offer a valuable local care facility (see table below). Medical cover is provided from Petersfield.

5.153 Whilst the provision of NHS services is the responsibility of the Hampshire and Isle of Wight Integrated Care Board, the Neighbourhood Plan can look to safeguard the existing land uses of healthcare facilities where planning consent would be required to convert the site to an alternative use class.

5.154 Where the development plan is not engaged in a prior approval determination, eg for a permitted change of use, such as changes of use within class E (which includes GP surgeries and dental surgeries,) this policy serves to demonstrate that prior approval should not be granted due to the resulting harm to the local community through the loss of service provision, in accordance with Schedule 2 Part 3 Class MA.2.2 hii) General Permitted Development Order 2015 (as amended) as a health centre maintained under section 2 or 3 of the National Health Service Act 2006

5.155 Local Healthcare provision will need expansion during the Plan period, given the town's projected future growth and aging population. Managing this is likely to require some additional premises space, as well as additional staff. Community Infrastructure Levy is helping to fund a modest extension of the Chawton Practice. It may well be that other additional primary care services will also be needed. Policy CH1 therefore supports appropriate extra provision of health care premises at Alton and seeks to safeguard the existing facilities. Extra provision could be through expansion of existing site(s) or through the creation of a new practice (if staffing difficulties could be overcome).

Ward comparisons	Physical Health – Anstey Ward	Physical Care – Inwood Ward
Admissions	250	201
Discharge	249	202
Bed Capacity – available bed days	7070	6878
% Occupancy	97.4%	99.0%
Average Discharge Length of Stay (Days)	27.4	34.6

Hospital data provided in 2023 for preceding 12 months.

POLICY CH3: SPORTS, RECREATION AND AMENITY LAND

- A. The Neighbourhood Plan identifies land and buildings for sports, recreation and amenity uses, as shown on the Policies Map. Proposals that will harm or result in the loss of land or buildings used for these purposes use will not be supported unless it can be clearly demonstrated that:**
- i. there is surplus of provision in terms of all the functions an open space or facility can perform, and is of low value and poor quality, according to the local open space and built facilities standard²; and**
 - ii. alternative facilities of equal or better quality and quantity can be provided in a location well related and accessible to the users of the existing facility;**
 - iii. the development is for alternative sports and recreation provision, the need for which clearly outweighs the loss; or**
 - iv. the development is for a small part of the site, where it has been demonstrated that it will result in an enhanced sport and recreational facility.**

B. Proposals for additional playing field space, especially junior football pitches, and associated facilities will be supported.

² East Hampshire Open Space, Sport and Recreation Needs and Opportunities Assessment (2023) or subsequent update

5.156 Alton is fortunate in having a number of publicly accessible open spaces within or adjacent to its built-up area. These add greatly to the quality of the local environment and many of them are much used for recreational and leisure purposes. The NPA also benefits from having a number of indoor facilities for recreation, from the largest purpose built example of the new Alton Leisure Centre, opened in 2019 to the smaller club houses used by individual clubs; there is a wide and varied range of amateur sports that rely on the facilities available across the town.

5.157 The Sports Centre is currently home to Alton Trampoline, Dance schools, Alton Gymnastics Club, Basketball, Alton Swimming Club, and other groups that are able to use the specialist facilities at the centre and is the largest facility with dedicated space within the town.

5.158 Other sporting groups meet in Amery Hill School, Eggars School and HSDC (Alton) College and include Alton Hockey Club, Alton Ants Netball, Rugby Tots, basketball groups and circuit training.

5.159 Treloar School in Holybourne is also home to a swimming pool and was awarded a large Community Infrastructure Levy allocation in 2022 for the renovation of this area, which, whilst primarily used by the school, is home to Tadpoles for public lessons outside of school use.

5.160 There are five council owned play parks within Alton sited on open spaces within the town these are located at the Public Gardens, Holybourne, Barley Fields, Anstey Park and Northanger. There is also a small play area on Treloar Heights estate. These play areas undergo rigorous Health and Safety inspections on a regular basis and are maintained by Alton Town Council; all are extremely popular.

5.161 Just south of the Butts roundabout there is a small parcel of land (0.4 hectare), forming a gateway to the town, and this is being transformed into a landscaped garden as part of a planning permission for a nearby development. This area will be gifted to the Town Council on completion in 2025 and will come with a commuted sum for its future maintenance.

5.162 This policy seeks to safeguard existing spaces, which have not been classified as Local Green Spaces (CH4 refers) to ensure sufficient locations throughout the NPA for recreation and leisure activities.

5.163 There are also a number of small parcels of amenity land, located around the main estate situated to the south of the town, known as the Racecourse Estate. Some have been retained by the developer of the estate in the 1980s but most have been passed to EHDC who own the land, cut the grass, maintain the trees and empty the bins. The areas at Sandown/Salisbury Close and at Cowdray Park provide access to Windmill Hill and are valued by the local community, providing pockets of informal exercise and kick about space as well as offering a pleasant, green aspect to the estate. As such, development of these spaces for infill development will be resisted.

POLICY CH4: LOCAL GREEN SPACES

The areas below, and as shown on the Policies Maps, are designated as Local Green Space, where development will not be permitted other than in very special circumstances:

- i. **Anstey Park;**
- ii. **Alton Public Gardens;**
- iii. **Alton Flood Meadows (to the rear of Lenten Street);**
- iv. **Holybourne Play Area;**
- v. **King's Pond;**
- vi. **The Butts Green;**
- vii. **Greenfields;**
- viii. **Windmill Hill;**
- ix. **St Lawrence Churchyard;**
- x. **Allotment land (four sites at Borovere, Hawthorns, Spitalfields/Wooteys and Whitedown);**
- xi. **Barley Fields;**
- xii. **Will Hall Meadow**
- xiii. **Treloar Heights.**
- xiv. **Jubilee Fields**
- xv. **Treloar Country Park**
- xvi. **Alton Cemetery**
- xvii. **Land off Fontwell Drive**

5.164 Policy CH4 designates a number of Local Green Spaces in accordance with paragraphs 100 -102 of the NPPF and is aligned with East Hampshire: Joint Core Strategy policy CP18. A designation has the policy effect of the equivalence of the Green Belt when determining planning applications located within a designated Local Green Space. The policy resists all development proposals that will undermine the essential character of designated areas, unless there are very special circumstances as set out in NPPF paragraph 103, to justify

why consent should be granted. Any proposal must maintain the essential open character of the space and must, in any event, demonstrate exceptional circumstances for its justification.

5.165 The areas of Local Green Space to be protected meet the specific tests which are set out within the National Planning Policy Framework (paragraph 106). They are close to where people live, special to local people and only constitute local areas of land. Their location is shown on the map below and the rationale for their inclusion is detailed in 5.138 – 5.153, below.

5.166 Justification. Locations i – x are retained from the previous Alton Neighbourhood Plan. The additional sites have been added as a result of a review of public open spaces and recent housing developments which have delivered additional community spaces. xiv – xvii are further locations considered worthy of this level of protection.

5.167 i) Anstey Park – (15.5 hectares.) Much used by dog walkers at the eastern end of the town and well connected by footpaths to Holybourne (St Swithuns Way) and the Manor Estate. This is the home of Alton Rugby Club, Alton Football Club (in the purpose built stadium with 3G pitch), Energique Health Club, Air Cadets, Alton British Legion, 8th Alton Scouts, and Men's Shed. The area comprises of a large open field pitch area that accommodates 4 rugby pitches and various sizes of junior and adult football pitches. An 'extension to Anstey Park' is the Diggers area which is equally popular with the community and is used as an overflow site for training and play sessions for the local clubs. The Park also benefits from a new BMX 'Pump track', completed in 2022, a trim trail around the periphery of the area south of the 3G pitch as well as tennis courts, open to the public to use for free, a small, dated but well used skate park and basketball court/hoop area and ball wall. These are popular amongst the younger generations of Altonians. There are also a of significant mature trees along the drive and around the perimeter. The site is used by Eggars School for a Park and Stride scheme.

5.168 ii) Public Gardens(1.8 hectares) Located in the town centre and the focal point for many community events, the public gardens has a mix of mature trees and laid out flowerbeds, contains two play areas, a dementia friends sensory garden, parterre memorial garden, community kitchen garden, a bandstand and bowling green. It has historic interest (Roman remains and later an asylum)and was host to Alton's Big Dig in 2018 and 2019.

5.169 iii) Alton Flood Meadows (6 hectares) This area connects the Greenfields estate in Amery ward to the Westbrook ward (town centre). It is popular with dog walkers and families as it has large mixture of open space for play and provides meadow and water/river based walks. It is home to a wide range of flora and fauna on its sloping topography with a number of wildfowl living in amongst the former watercress beds. The site received a Pocket Parks grant in 2018 to improve one of the site entrances and to install a dipping platform. There is a

popular monthly working party that meets to undertake maintenance of the waterway and footpaths. The site is criss-crossed with a number of tarmac paths. It also has gruesome historical value being the site of murder of Fanny Adams.

5.170 iv) Holybourne Play Area (0.7 hectare) This is currently leased to the Town Council by a private landowner. Located in the centre of the village with areas to sit admire the outstanding views northwards to Holybourne Down, the site is popular with the local community, including children from local schools, and the many visitors with families and groups of all ages taking advantage of the playground, the junior football area and the adjacent on-street parking.

5.171 v) Kings Pond (4 hectares) This site was created in the 19th century when the River Wey was dammed to create the open body of water now recognisable. It has a larger island to the western end which is home to a Mute Swan pair and a number of Canada Geese. The site has the Wey Walk to the north side of its banks linking Ashdell Road to Waterside Court and the station beyond. To the south side is a banked grassed area which was created originally in the 1980s from the debris of the dredging process that took place at the site. There is a selection of flora and fauna. The pond is a well used dog walking area and popular with photographers and twitchers.

5.172 vi) The Butts (1.4 hectares)– the original use of the Butts Green would have been as an archery area and the information boards around the site detail its history and link to Jane Austen and the nearby village of Chawton. It is popular with dog walkers, and young families for ball games as its location is surrounded by residential areas of Whitedown Ward. A Royal Charter sees the arrival of the bi-annual fair on the site every April and September. Additionally, the circus also attends the site every July.

5.173 vii) Greenfields. (16 hectares) This area is located to the north of the town above the Greenfields estate primarily accessed from Northanger Close. It was gifted to the council by the developer following the completion of the estate in the late 1980s after several planning applications to develop the site were refused. There is a play park and a dirt BMX pump track. North of this site there are a number of fields which have a series of well-trodden paths connecting the site and offering extensive views over the town. The site is managed under grazing licence to a local farmer for cattle.

5.174 viii) Windmill Hill. (10 hectares) This area is accessed primarily off the 'racecourse' estate via a network of public footpaths. It is much used primarily by dog walkers and ramblers and provides far-reaching views across the town and towards the South Downs National Park. Below the hedge line there is arable farmland through which the footpaths allow access. At the top of the site is a copse of trees which are distinctively identifiable from across the town. There is a telecoms mast at the top which sits in a fenced off area to the north eastern side of the site. The reservoir which serves the town is also located here. A series of broad paths

transecting the site are kept mown with the remaining areas allowed to fall to meadow. It has a wildflower area and is home to the recently opened Queen's Green Canopy Community Orchard, opened in 2023.

5.175 ix) St Lawrence Churchyard (0.8 hectares) (closed burial ground) This area is maintained by ATC and owned by Winchester Diocese. It is used to access the Grade I listed church and the primary school which borders the site. It is an enclosed area with a number of gravestones and memorials across the site with its main well used footpaths linking Amery Hill to the Old Odiham Road. It has historic interest as one of the locations of the Battle of Alton in 1644 which has been re-enacted on site on a number of occasions with the English Civil War Society.

5.176 x) Allotments. (6.4 hectares) There are four existing allotment sites in Alton, which have 254 plots between them. They are at: Borovere (26 plots); Hawthorns (45 plots); Spitalfields and Wooteys (115 plots, including 3 special-needs plots and raised beds); and Whitedown (68 plots). The take-up of allotment plots is cyclical and usually the waiting time for a plot is around 1 year. However, post pandemic and in response to the recent "cost of living crisis" the waiting list has increased with the average wait time now 2 – 3 years.

5.177 As a result, initiatives including the growing spaces in the town under the Alton Local Food Initiative (ALFI) scheme, incredible edibles as part of Alton in Bloom and the creation of a new community kitchen garden in the Public Gardens in summer 2023 provide additional opportunities for local people to be involved in "Grow Your Own" projects.

5.178 The creation of new allotment sites should be carefully considered. They need good access, ideally flat, ability to connect to mains water and ability to have vehicular access for maintenance vehicles and green waste disposal. There is currently a wildflower area to the rear of the site at Hawthorns which could be used to create additional plots should there be sustained demand.

5.179 Developers are encouraged to create community gardening spaces within new developments that may be used for growing fruit and vegetables as well as providing social opportunities to develop communal plots and for neighbours to get together, overseen by the estate management company. Often, new properties have smaller than ideal gardens and this type of focal point can add real community value to residential areas. Ideally these areas would have a mix of raised beds and level pathways, have mixed native hedgerow boundaries to attract pollinators and located in sunny areas of high visibility (near to the entrance or centre of a development) to ensure they do not attract antisocial behaviour.

5.180 xi) Barley Fields. (2.0 hectares) Since the original Neighbourhood Plan, the Barley Fields development in Holybourne has been completed and this area has been taken on to be

managed by ATC. There is a play area with equipment for young children to the age of approximately 10. Around this play area is a large open space which forms a natural buffer to Montecchio Way and there is also a small car park (height restricted to 2m) which is used for visitors to the play area and also more frequently to drop off and pick up pupils of Eggars School, which is accessed by way of a Toucan crossing over London Road.

5.181 xii) Will Hall Meadow. (3.4 hectares) The most recent acquisition into the open spaces of the Town Council is the Lower Field at Will Hall Meadow. Ownership of the northern part of the meadow, including the River Wey, has been retained by the management company for the estate. For completeness the whole area is designated as a Local Green Space. A well-used path links New Odiham Road with Brick Kiln Lane. Approximately halfway along this path there is a junction leading to a small bridge that takes pedestrians to the Hopfield Place development. The site is primarily a meadow area, ideal for dog walking and cycling with a strengthened hedge along its Basingstoke Road boundary, planted by local community volunteers. There is a vehicular entry/exit point on to Brick Kiln Lane (for ATC vehicles/maintenance only).

5.182 xiii) Treloar Heights. Acquired by the Town Council in 2018, the pockets of land at Treloar Heights, were transferred from the developer of the estate. Whilst the Town Council usually only agrees to take responsibility for land where there is a wider benefit to the community than just the immediate neighbouring properties, securing these small parcels, which include an avenue of lime trees and a play area, ensures that the estate benefits from the green spaces around its perimeter and also provides a buffer to the adjoining new development immediately to the east at the former Treloar Hospital site. The land immediately to the west of the main development entrance at Connaught Way is included as one of the pockets transferred to the Town Council, with the developer retaining the western end of this open space (nearest the Treloar Hospital site) The whole area is used by the local community for recreation, football, picnics and dog walking and so for completeness the full extent is allocated as Local Green Space.

5.183 xiv) Jubilee Fields (6 hectares) At the western end of the town in Whitedown ward this site provides sports pitches for football (winter) and cricket (summer) as well as all-weather cricket nets. The site is also home to the main skatepark for the town; completely replaced and upgraded with floodlights in 2019. It is extremely popular, particularly in the summer months and fair weather, with a range of age groups from toddler to adult who are able to use the varied course for a range of skating and scooter activities. The park is adjacent to a large (free) parking area owned by Alton Town Council and the nearby Sports Centre Car Park (EHDC). The site falls partially outside of the neighbourhood plan boundary and only the area falling within the boundary has been designated Local Green Space. The whole site is however, owned by Alton Town Council and as such, the site is afforded protection through being in public ownership.

5.184 xv) Treloar Country Park (8 hectares) Located on the western edge of the town near the boundary with Chawton and Beech, this site is pending transfer into the ownership of Alton Town Council from developers Crest Nicholson, as part of the S106 planning obligation for the former Treloar Hospital development site on Chawton Park Road, which is currently being built out. The land is locally as Treloar Meadow and is valued for its biodiversity value, in particular butterflies, orchids and pollinators.

5.185 xvi) Alton Cemetery (4.3 hectares). Located in the centre of the town centre, near to Alton College on the Old Odiham Road, Alton Cemetery is an active burial ground managed by East Hampshire District Council. It was first opened in 1856 and is a highly valued space of quiet contemplation in the centre of the town. It is the resting place of “Sweet” Fanny Adams, who was murdered in the nearby Flood Meadows in 1867 The site also contains 7 Commonwealth war graves from the First World War and 14 from the Second World War

5.186 xvii) Land off Fontwell Drive (0.5 hectares) Located within the ‘racecourse’ estate along the southern side of The Ridgeway. This parcel of land was provided as part of the development of the estate in the 1980s and provides a useful and highly valued amenity space for local residents. The site is sloping, a public footpath runs along the western boundary and the area contains a mixture of mature trees together with an open grass area used for local recreational activities.

POLICY CH5: GREEN AND BLUE INFRASTRUCTURE

- A. The Alton Neighbourhood Plan contains a variety of green and blue infrastructure that provides an environmental support system for the community and wildlife, designed as a Network and mapped in Appendix D, which comprises land with known biodiversity value, including Sites of Importance for Nature Conservation, priority habitats, road verges of ecological importance, significant hedgerows and lines of trees, streams and other water bodies, as well as open amenity space.
- B. Development proposals that lie within or adjoining the Network are required to have full regard to maintaining and improving the functionality of the Network. In particular by delivering a minimum of 10% net gain in biodiversity, improving connections to existing green and blue infrastructure assets and the wider countryside, as well as integrating existing green and blue infrastructure assets in the overall design of their layouts and landscaping schemes.
- C. Proposals that will harm or lead to the loss of land lying within the Network and that will undermine its integrity will not be supported. Development proposals that will lead to the extension of the Network, particularly additional allotments or communal kitchen gardens, will be supported, provided they are consistent with all other relevant policies of the development plan.
- D. The Policies Map shows those parts of the designated Network that are known or likely to have biodiversity value either as habitat areas; as hedgerows or lines of trees; or as streams and rivers. When calculating Biodiversity Net Gain requirements using DEFRA's latest metric, development proposals located within or adjoining that part of the Network should anticipate achieving at least a medium distinctiveness multiplier score.
- E. Biodiversity should be provided on-site wherever possible. Off-site measures will only be considered where it can be demonstrated that, after following the mitigation hierarchy, all reasonable opportunities to achieve measurable net gains on-site have been exhausted or where greater gains can be delivered off-site through maximising local place making and nature improvement opportunities.
- F. The Neighbourhood Plan designates the sites listed below, and as shown on the Policies Map, as Biodiversity Net Gain offsetting sites. Proposals for development that will adversely affect the function of the land for those purposes will not be supported.
 - i. King's Pond
 - ii. Greenfields
 - iii. Windmill Hill

5.187 This policy identifies on the Policies Map the network of existing green and blue infrastructure assets within and around the NPA comprising assets that are primarily recognised for their nature conservation features and value and those that have recreational or amenity value; in Alton both types of assets are especially valuable.

5.188 The network has been mapped using publicly available data, primarily that produced by Natural England and Hampshire Biodiversity Information Centre. The network includes all formally designated or other recorded nature conservation assets as well as a survey of all recreational land (including sites identified as public and other amenity open spaces and land. Local community groups including the Alton Natural History Society and Alton and Villages Local Action for Nature (AVLAN) have also input to the creation of the network and assisted in validating the final mapping.

5.189 There is strong support in the local community for biodiversity and ecology assets. Many residents have taken part in “BioBlitz” events organised by the Town Council at King’s Pond and Flood Meadows in recent years in partnership with Hampshire Biodiversity Information Centre. The Alton Local Food Initiative volunteers have also been cultivating community kitchen garden plots around the town for many years.

5.190 Local green and blue infrastructure not only provides habitats and support systems for wildlife, but the community also places a high value on the benefits for local people, both for physical and mental wellbeing, particularly heightened during the pandemic, with the publicly accessible parts of the network within walking distance for most residents. The NPA is fortunate to have a rich tapestry of flora and fauna, in pockets of the town centre as well as around the rural hinterland outside of the built-up areas.

5.191 This policy supports and provides local definition to the JCS Policy CP21 Biodiversity, which seeks to ensure development proposals must maintain, enhance and protect the District’s biodiversity and surrounding environment.

5.192 ACTION POINTS

The following action points which relate to this section are:

CHAP1: Alton Town Council will work with Hampshire County Council to promote use of the library recognising its importance as a community hub for the town. The Town Council would resist any future proposals to reduce opening hours or public access to this building.

CHAP2: Alton Town Council will progressively retrofit our own estate to reduce our carbon footprint and will work with providers of existing local community and public access buildings to support their proposals to decarbonise their own facilities.

CHAP3: Alton Town Council will lobby the Hampshire and Isle of Wight Integrated Care Board to maximise the range of specialist facilities and capacity at Alton Community Hospital. We will engage with local providers seeking to ensure that capacity is increased commensurate with population growth, and that standards and levels of provision of all health services are maintained or improved.

CHAP4: Alton Town Council will actively seek to establish an Alton multidisciplinary group charged with monitoring the provision of all health and care-related services and with lobbying for expansion of those services as demand and opportunity are identified.

CHAP5: Alton Town Council will lobby East Hampshire District Council to make an Article 4 Direction for both the NHS doctors surgeries and the two NHS dental facilities to remove permitted development rights to enable any such future changes to remain in planning control, in order to safeguard these facilities for the town.

CHAP6: Alton Town Council will actively encourage developers to consider setting aside land appropriate for the development of additional playing pitches, particularly junior football and hockey to enable the town to achieve the targets set out in the EHDC Playing Pitch Strategy and to promote participation in sport for young people.

CHAP7: Alton Town Council will look to identify land within Alton Town Council's estate, suitable for registering for Biodiversity Net Gain habitat banking for utilisation by developers as off-site units where on-site delivery may not be achievable, such as in the redevelopment of town centre brownfield sites.

CHAP8: Alton Town Council will work with the Environment Agency and other key stakeholders to seek to improve the water quality of the River Wey as it flows through the town.

CHAP9: Alton Town Council will support proposals to modernise and improve the Community Centre and the Assembly Rooms as reflected in the EHDC Community Facilities Study 2023.

EDUCATION POLICIES

POLICY ED1: SCHOOLS EXPANSION

Expansions of schools in Alton, as shown on the Policies Map will be supported provided they do not result in the significant loss of playing fields or open classroom space.

5.193 There is currently surplus capacity in the existing primary and in particular secondary schools, within the NPA. Therefore, there is currently no need to be identifying land for

additional primary or secondary schools unless a large-scale development is proposed (see 5.178 below) Wherever possible where additional capacity is required it will firstly be considered if this can be met within the existing provision of schools.

5.194 As a guide developments totalling more than 1,200 homes may trigger a requirement for a new primary school and developments totalling more than 5,000 homes may trigger a requirement for a new secondary school.

5.195 Spare capacity for Alton secondary schools is currently forecast to increase from 14.5% in 2023 to 24.2% at the end of 2027. The current NCA (net capacity assessment, i.e. how many places in total) at Eggars and Amery Hill schools is 1,858. It is noted that the percentage of secondary places for Alton (Eggars and Amery Hill) is being monitored. Eggars School is considering consulting on a reduction to their PAN (published admission number) from 200 to 175 due to the forecast surplus capacity.

5.196 The current NCA (net capacity assessment) for Primary Schools in Alton is 1,680. This is for the seven primary schools – Wootey Infant and Junior Schools, Anstey Junior, St Lawrence Primary, Andrews' Endowed Primary, the Butts Primary and Alton Infants School. (This does not include the schools in the surrounding villages, known as Alton rural)

5.197 It is further noted that births in the County began to drop in 2012 and were at their lowest in 2020, reflecting national trends. This was a similar number to those in the early 2000's. However, births are predicted to grow again due to new housing and continue to grow during the next 5-year period.

5.198 When calculating the education requirement arising from new development, "eligible dwellings" are defined as 2 bedroom or larger.

For primary school places the calculation is 0.3 child per dwelling.

For secondary school places the calculation is 0.21 child per dwelling.

For early years places the calculation is 0.09 child per dwelling

For post 16 education places the calculation is 0.06 child per dwelling.

5.199 Hampshire County Council were asked to provide a position statement for the Alton Neighbourhood Plan review in May 2023 to assist in scenario planning and to understand their position. They confirmed that the main principle of current and future provision is that the County Council will look to provide local schools for local children.

5.200 There is an expectation that where new housing developments of 10 or more dwellings are built, there may be a need to expand local schools to absorb the yield of pupils from the

development if there is no capacity within the local schools. Hampshire County Council expects financial contributions from developers in order to meet the costs of expanding schools or additional facilities required as a direct result of any new housing development.

5.201 Dependent upon the size of the development, there may be a requirement for a new school to be built. The County Council is committed to expanding and building schools where demand exceeds the capacity in local schools and the forecast of school population supports this approach. This policy accords with JCS Policy CP16 which supports proposals for both new and improved community facilities including educational establishments

5.202 The methodology used is based upon a cohort survival model. The basic premise is that pupils will roll forward from one-year group to the next at the end of each academic year. If there are known housing developments within a school's catchment area, the expected pupil yield is added to the projections. This information is provided by the Economy, Transport & Environment Department and substantiated by District Councils. Expected changes due to pupil mobility and migration are also taken into account.

POLICY ED2: EARLY YEARS PROVISION

Proposals to retain and improve early years provision facilities, as shown on the Policies Map and will be supported.

5.203 Within Alton, there are currently eight childcare settings. New housing developments in and around Alton are attracting younger families especially to the housing development with social housing. Out of these eight childcare settings only three are all year around so do not necessarily all support working families.

5.204 Whilst early years provision does not feature within the Hampshire County Council School Places Plan, with the confirmation by the Government that from 2025 additional funded early years places will be made available for children from the age of 9 months, it is anticipated that demand will outstrip current supply and this will place pressure on the existing infrastructure to provide sufficient places. This policy accords with JCS Policy CP16 which supports proposals for both new and improved community facilities including creches and day nurseries.

5.205 As a result, not only is the retention and extension of existing facilities supported but applications to create additional early years facilities within the NPA will be welcomed. Early

years provision positively influences children in their learning and development and provides huge benefits to the local economy, enabling parents to have the opportunity to return to work.

5.206 Local early years providers have indicated a willingness to expand, however, anecdotally, existing providers are reporting an inability to recruit to staff larger facilities.

5.207 ACTION POINTS

The following action points for Alton Town Council which relates to this section are:

EDAP1: Alton Town Council will engage with Hampshire County Council when it considers future schools provision for the Town. We will press for this to include extra nursery and pre-school provision for use by local residents.

EDAP2: Alton Town Council will lobby East Hampshire District Council to make an Article 4 Direction for all early years facilities in the town to remove permitted development rights to enable any such future changes to remain in planning control, in order to safeguard these facilities for the town

EDAP3: Alton Town Council will actively encourage existing community facilities to consider early years provision within their buildings to promote extra nursery and pre-school provision.

POLICY TC1: ALTON TOWN CENTRE

- A) The Neighbourhood Plan identifies Alton Town Centre in the Policies Map and the Town Centre Masterplan (Appendix B)**

Development proposals for brownfield mixed used schemes including residential will be supported in the locations identified as opportunity Area 1 and Area 2 in the Town Centre Masterplan, where they can demonstrate how they contribute to the development principles and opportunities for each area, as set out and in an Impact Assessment can demonstrate that they will not adversely affect the overall commercial viability of the Town Centre.

- B) Development proposals for change of use in the Town Centre, including ground floor premises, from Class E to F1 (learning and non-residential institutions) and F2b (local community spaces) uses will be supported where it can be demonstrated that they will have a positive impact on the commercial viability of the town centre and preserve or enhance the character and appearance of the Conservation Area.**
- C) Development proposals for change of use in the Town Centre from an established ground floor town centre use to residential will be resisted, in order to preserve its retail function and viability, in the following locations:**
- i) along the entire length of the frontage of the High Street, where it is located within the Town Centre Conservation Area.**
 - ii) along the length of Cross and Pillory Lane, Market Square and Market Street**
- D) Development proposals for change the use of floors above the ground floor in established commercial, business or service use to residential will be supported where they can demonstrate that they will preserve or enhance the character and appearance of the Conservation Area.**
- E) Development proposals for change of use in the Town Centre which promote Class E uses to strengthen its retail and community function, will be supported.**

5.208 This policy establishes key principles to ensure the town centre is able to be sustainable and to promote rejuvenation of the town centre in so far as the current constraints on land use planning policy and development management principles allow, to ensure it remains prosperous despite changing trends in shopping habits.

5.209 Permitted changes of use from Class E to residential has increased the number of residential properties in the town centre. This has generally been limited to upper floor conversions due to the number of listed buildings and the majority of the town centre being located within the conservation area. This policy seeks to encourage further diversification alongside a degree of flexibility of use classes to increase footfall during the daytime and the evenings.

5.210 Alton has a higher than national average vacancy rate, standing at 16.1% in 2023, compared to the national average of 14.7%.

5.211 It is a true convenience town and relies upon vehicular access facilitate shopping, particularly for those using Alton for goods and services from the surrounding villages. The High Street is linear from the top of Normandy Street, down Crown Hill, past Market Street to Turk Street and exits onto Drayman's Way.

5.212 Most shoppers “pop in” for food shopping, retail, banking and local services. The High Street has a well-located Co-Op and Marks and Spencer, with parking close by. There is free on street parking for up to 30 minutes reflecting the convenience town model as well as nine pay and display car parks for over 700 cars, located off the main high street, which can be easily accessed via pedestrian alleyways leading directly to the shops.

5.213 The town is blessed with a number of local independent shops who stock unique and individual products and services. In recent years the town has also seen an increase in cafes and coffee shops, with a wide range of providers from national brands such as Nero and Costa to those using local produce and with a unique menu, such as Dill and Coffee Cherry. The evening economy is improving with the introduction of a number of eateries and some bookshops, hairdressers and beauty salons and treatment rooms opening into the evenings, alongside the traditional pubs, a local craft beer tap room and a cocktail bar. In April 2024 Masterchef Winner Chariya Khattiyot opened Khao Soi by Chariya in the town centre, which is already attracting new diners to Alton.

5.214 The vibrancy and commercial viability of the town centre is a key priority for the Town Council and the “Shop Local” promotion of Alton sees community events and marketing of the businesses to remind people of what is available on their doorstep. Since the pandemic the Town Council has developed two public realm spaces by the Assembly Rooms and in the Market Square, with more seating and planting as well as investing in the Public Gardens. This area now contains a community kitchen garden, a remembrance garden, a sensory garden and dementia friends areas as well as a coffee shop and additional play equipment, all designed to increase dwell time and improve the social value of the town centre.

5.215 The policy therefore response to the need to recognise that in a changing retail environment, community uses, social engagement opportunities and a gentle increase in the density of residential around the edges of the town centre, will help ensure the future viability of the town centre through increasing local footfall and making the High Street as a focal point for the community as well as for shopping.

ACTION POINTS

The following action points for Alton Town Council which relates to this section are:

CBS1: We will continue to maintain the appearance of the High Street through floral displays and encouraging the District Council to ensure bins are regularly emptied as well as working with the County Council to ensure signage and street furniture is routinely cleaned and road markings are appropriately refreshed as required.

CBS2: We will work with landlords and the District Council to promote the flexible approach to diversification of uses classes within the town centre to encourage new type of commercial and social enterprise business start-ups. We will also work with local agents to encourage landlords to consider new ways of increasing the occupancy rates of units, through short term or low rent agreements.

CBS3: Owners and landlords of unoccupied high street property will be encouraged to maintain them in good decorative order and in accordance with the shop front policy contained within the Town Centre Masterplan.

CBS4: We will seek to promote the usage and financial health of the town's range of amenities through marketing of the town, with a particular focus on its retail and tourism offering.

6 IMPLEMENTATION & MONITORING

6.1 The Neighbourhood Plan will be implemented through East Hampshire District Council consideration and determination of planning applications for development in the NPA.

DEVELOPMENT MANAGEMENT

6.2 The Town Council will use a combination of the Local Plan and this Neighbourhood Plan's policies to inform and determine its planning application decisions. The Town Council is a statutory consultee on planning applications made in the NPA and it will be made aware of any future planning applications or alterations to those applications by the planning authority. It will seek to ensure that the Neighbourhood Plan policies have been identified and applied correctly by applicants and by officers in their decision reports.

LOCAL INFRASTRUCTURE IMPROVEMENTS

6.3 Where opportunities arise through Section 106 agreements (or through the Community Infrastructure Levy) to secure financial contributions to invest in improving local infrastructure, the Town Council will review the evidence base and community consultations for the Neighbourhood Plan to inform its view in liaising with the local planning authorities.

OTHER NON-PLANNING MATTERS

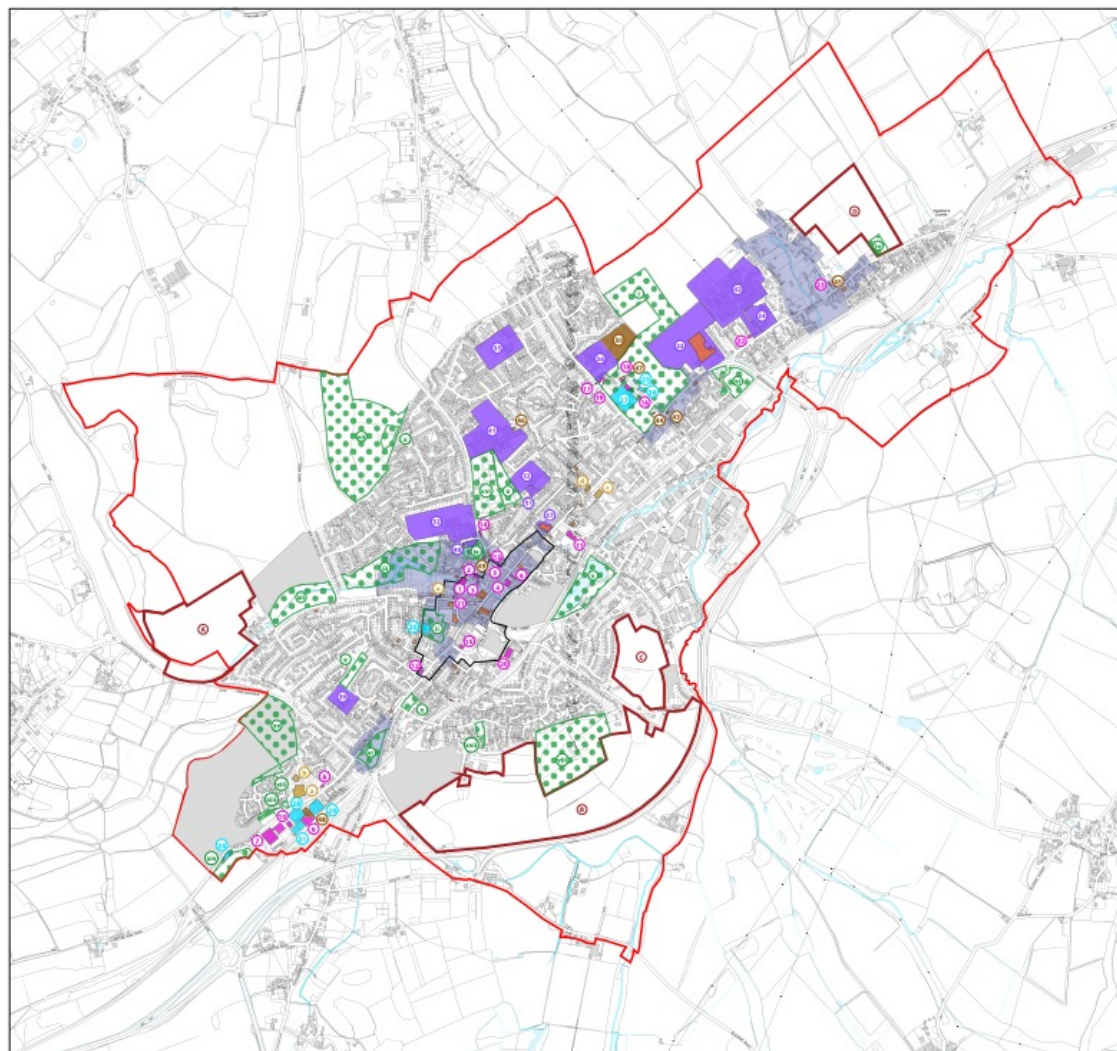
6.4 During the process of preparing the Neighbourhood Plan, there have been many ideas for improving or addressing current problems in the NPA that lie outside the scope of the land use planning system to control. These are listed within section 5 alongside the relevant policies as action points. These will be taken forward through the Town Council's day-to-day business and in partnership with the local community and relevant parties.

MONITORING

6.5 The Neighbourhood Plan Monitoring Group, set up by the Town Council, will monitor delivery and compliance with the policies contained within the plan, throughout the period of its validity and will liaise with East Hampshire District Council as part of the annual review process. The Neighbourhood Plan Monitoring Group will also keep a watching brief on the action points contained in the plan to ensure they are taken forward.

POLICIES MAPS & INSETS

(Inset maps to be added for Regulation 14 once finalised)



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Alton Neighbourhood Plan Review Policies Map April 2024

- Neighbourhood Area Boundary
- DE3: Non-Designated Heritage Assets
- DE4: Conservation Areas
- HO3: New Housing Site Allocations
 - A Land at Brick Kiln Lane
 - B South Alton
 - C Land at Weysprings
 - D Holybourne
- CH1: Community Facilities
 - 1 Alton Community Centre
 - 2 Alton Library
 - 3 Kings Arms
 - 4 Assembly Rooms
 - 5 Allen Gallery
 - 6 Curtis Museum
 - 7 Alton Sports Centre
 - 8 3rd Alton Scout Hut
 - 9 The Guide Hall/Hawkins Hq
 - 10 Cardiac Rehab
 - 11 St Marys Church
 - 12 All Saints Church Hall
 - 13 St Lawrence Church Hall
 - 14 Quaker Friends Meeting Hall
 - 15 Alton Methodist Church
 - 16 Alton British Legion
 - 17 Edgar Hall
 - 18 The Cabin - 8th Alton Scout Hut.
 - 19 Air Cadets
 - 20 Alton Maltings
 - 21 Salvation Army
 - 22 Holybourne Theatre
 - 23 Holybourne Village Hall
- CH2: Health Facilities
 - a The Alton Community Hospital
 - b Chawton Park Surgery
 - c Wilson Practice
 - d Alton Dental (Anstey Road)
 - e Alton Dental (Market Square)
- CH3: Open Space, Sports and Recreation
 - 24 Jubilee Skatepark
 - 25 Alton Rugby Club
 - 26 Fennimore Pavillion
 - 27 Alton Football Club
 - 28 Alton Social Bowls Club
 - 29 Alton Indoor Bowls Club
 - 30 Alton Bowls Club
 - 31 Alton Tennis Club
- CH4: Local Green Spaces
 - i Anstey park
 - ii Alton Public Gardens
 - iii Alton Flood Meadows (to the rear of Lenten Street)
 - iv Holybourne Play Area
 - v King's Pond
 - vi The Butts Green
 - vii Greenfields
 - viii Windmill Hill
 - ix St Lawrence Churchyard
 - x Allotment Land (four sites at Borovere, Hawthorns, Spitalfields/Wooteys and Whitedown)
 - xi Barley Fields
 - xii Will Hall Meadow
 - xiii Treloar Heights
 - xiv Jubilee Fields
 - xv Treloar Country Park
 - xvi Alton Cemetery
 - xvii Land off Fontwell Drive
- ED1: Schools' Expansion
 - 32 Amery Hill School (Secondary)
 - 33 Eggars School (Secondary)
 - 34 St Andrews
 - 35 Wootleys Primary School (Infants and Juniors)
 - 36 Alton School
 - 37 Alton Infants School
 - 38 Anstey Junior School
 - 39 Butts Primary
 - 40 St Lawrence School
 - 41 HSDC (Alton College)
 - 42 Treloar College
 - 51 Bushy Leaze Early Years Centre
- ED2: Early Years Provision
 - 43 Enchanted Nursery
 - 44 The Lime Tree Day Nursery
 - 45 Holybourne Pre-School (In Village Hall)
 - 46 Alton College Nursery (In HSDC)
 - 47 The Cabin - Busy Bees Pre-School
 - 48 The Guide Hall - Busy Bees Pre-School
 - 49 St Lawrence Church Hall - Busy Bees Pre-School
 - 50 Alton School Pre-School
- TC1: Alton Town Centre

APPENDICES

APPENDIX A –DESIGN CODE AND GUIDANCE

(Supplied as a separate document due to its size)

APPENDIX B – TOWN CENTRE MASTERPLAN

(Supplied as a separate document due to its size)

APPENDIX C – URBAN GREENING

This guidance is intended to support Policy DE6 which sets out how new developments should incorporate urban greening measures using the principle of an Urban Greening Factor (UGF) to calculate the requirements of a specific scheme.

Urban greening covers a wide range of options including, but not limited to, street trees, green roofs, green walls, and rain gardens. A number of cities have successfully adopted a 'green space factor' to encourage more and better urban greening. The adopted London Plan 2021 operates a generic UGF model to assist developers in determining the appropriate provision of urban greening for new developments and is the inspiration for Policy DE6.

The UGF for a proposed development is calculated in the following way:

$$\frac{(\text{Factor A} \times \text{Area in sq.m.}) + (\text{Factor B} \times \text{Area}) + (\text{Factor C} \times \text{Area}) + \text{etc}}{\text{Total Site Area.}}$$

whereby each urban greening element of the proposal is multiplied by the area (in sq.m.) of the proposal to which it applies, then all are added up and divided by the gross site area. The table below sets out the UGF for each urban greening measure.

Example 1

An office development with a 600 sq.m. footprint on a site of 1,000 sq.m. including a green roof, 250 sq.m. car parking, 100 sq.m. open water and 50 sq.m. of amenity grassland would score the following;

$$(600 \times 0.7) + (250 \times 0.0) + (100 \times 1) + (50 \times 0.4) / 1000 = 0.54$$

In this example, the proposed office development exceeds the target score of 0.3 for a predominately commercial development required by the policy.

Example 2

A housing development with a total footprint of 5,000 sq.m. on a site of 7,500 sq.m., which includes 4,000 sq.m. of green roofs (non GRO), 1,000 sq.m. of amenity grassland; 750 sq.m.

of permeable paving; and 750 sq.m. of sealed surface highways and parking would score the following:

$$(4000 \times 0.3) + (1000 \times 0.7) + (750 \times 0.1) + (750 \times 0.0) / 7500 = 0.26$$

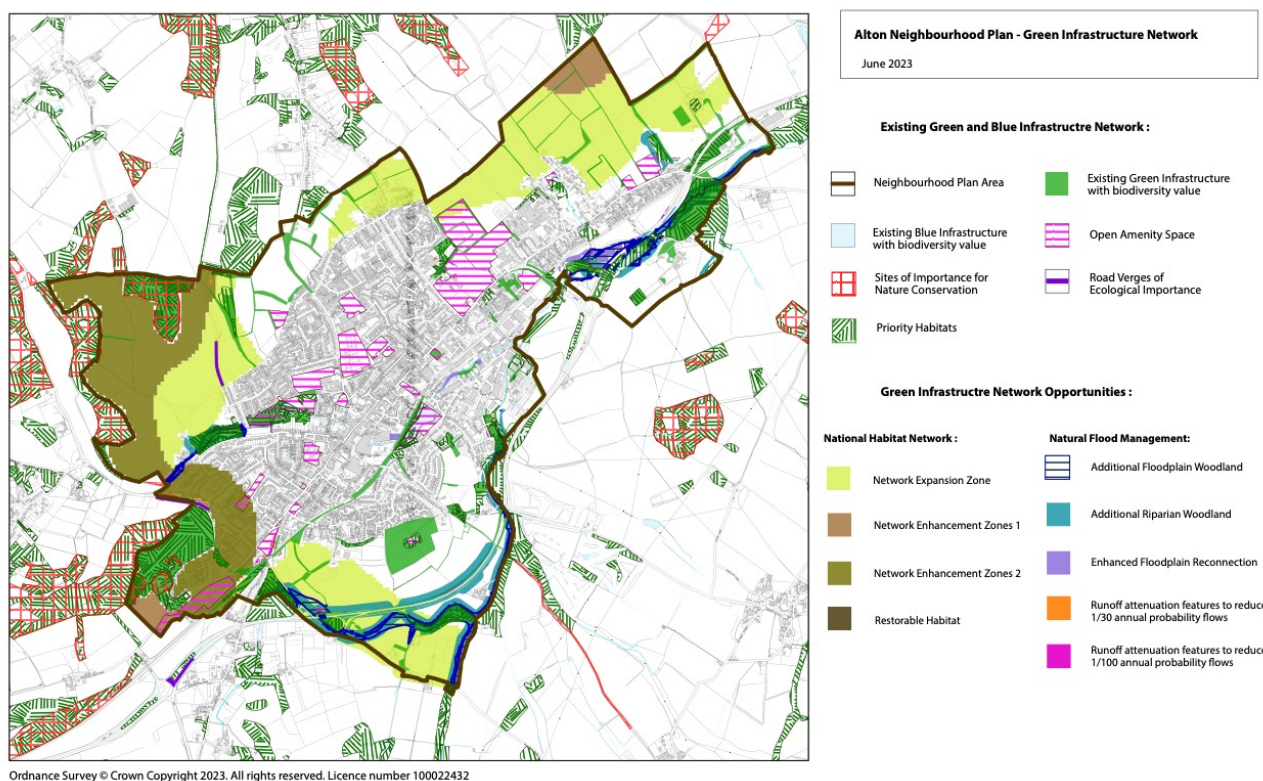
In this example, the proposed scheme fails to meet the target score of 0.4 for predominantly housing development required by the policy. The applicant should either modify the mix of measures or accept that in the planning balance the proposal will be contrary to Policy CHESH14. If the applicant instead delivered a green roof to GRO Code then that higher factor (0.7 versus 0.3) would lead to a score of 0.48, which would be policy compliant.

Surface Cover Type	Factor
Semi-natural vegetation (e.g. trees, woodland, species-rich grassland) maintained or established on site.	1
Wetland or open water (semi-natural; not chlorinated) maintained or established on site.	1
Intensive green roof or vegetation over structure. Substrate minimum settled depth of 150mm – see HERE for descriptions.	0.8
Standard trees planted in connected tree pits with a minimum soil volume equivalent to at least two thirds of the projected canopy area of the mature tree – see HERE for overview.	0.8
Extensive green roof with substrate of minimum settled depth of 80mm (or 60mm beneath vegetation blanket) – meets the requirements of GRO Code 2014 .	0.7
Flower-rich perennial planting – see HERE for guidance.	0.7
Rain gardens and other vegetated sustainable drainage elements – See CIRIA for case studies.	0.7
Hedges (line of mature shrubs one or two shrubs wide) – see HERE for guidance.	0.6
Standard trees planted in pits with soil volumes less than two thirds of the projected canopy area of the mature tree.	0.6
Green wall –modular system or climbers rooted in soil – see NBS Guide to Façade Greening for overview.	0.6

Groundcover planting – see RHS Groundcover Plants for overview.	0.5
Amenity grassland (species-poor, regularly mown lawn).	0.4
Extensive green roof of sedum mat or other lightweight systems that do not meet GRO Code 2014 .	0.3
Water features (chlorinated) or unplanted detention basins.	0.2
Permeable paving – see CIRIA for overview.	0.1
Sealed surfaces (e.g. concrete, asphalt, waterproofing, stone).	0

APPENDIX D – GREEN INFRASTRUCTURE MAP

(larger scale map supplied as separate document due to size)



APPENDIX E – SUSTAINABLE TRAVEL NETWORK

(Supplied as separate document, along with supporting extract from the LCWIP due to size)

APPENDIX F – POST-OCCUPANCY EVALUATION

Pulling on latest guidance and best practice, this guidance note sets out how Post Occupancy Evaluation (POE) should be undertaken.

1.01 Post-Occupancy Evaluation (POE) is the method of obtaining feedback on a building's energy performance 'in use', to ensure it measures up to the commitments made by the team that designed and built it. It offers significant potential to address the performance gap and occupant satisfaction.

1.02 Where a monitoring regime to ensure the 'as designed' building performance targets are achieved in practice for all new and refurbished buildings is required, it is important that data is collected robustly, following good practice POE principles. It is therefore recommended that for residential development the POE methodology in section 11.4 of the Home Quality Mark ONE: Technical Manual: England, Scotland & Wales SD239 (2018)58, or as updated, is used as a guide for meeting this requirement. For non-residential buildings the BSRIA Soft Landings and Design for Performance framework (BG 76/2019), or as updated, may be used.

1.03 Applicants are required to set out in their Sustainability Statement how their monitoring regime, based on the HQM, BISRIA or similar methodology, will work in practice and be independently verified by a third party. The Sustainability Statement to be submitted with the planning application.

1.04 As each new or refurbished building comes into use, the developer must ensure performance monitoring and data collection for all relevant parameters for one whole year is carried out once the building is substantially occupied, in line with good POE practice for residential or non-residential uses. This verification process should entail, after appropriate commissioning has taken place, comparison of the 'as designed' parameters (energy, carbon, air quality and overheating risk) to monitoring data under the same categories, to assess and compare actual performance.

1.05 In order to account for seasonality, a minimum of 12 months monitoring data is required. On the other hand, to account for actual weather, the modelling results can be adjusted with degree days for the relevant year.

1.06 A 'performance gap metric', which will compare designed and actual performance (e.g. a percentage difference) for each of the 4 required parameters (energy, carbon, air quality and overheating risk) should be issued at POE stage. This needs to be issued for both the 'central' scenario and the 'lowest acceptable performance /reasonable worst-case scenario' as a minimum, with multiple scenarios considered if at all possible.

1.07 The process and reporting methodology used for the POE will need to be repeatable, so that performance can be monitored for at least 2 annual space heating cycles.

1.08 A report will then be required to be submitted to both building owners/occupiers and to East Hampshire District Council, which states the performance gap metric and identifies any reasons for deviation from predicted energy usage, carbon emissions, indoor air quality and overheating performance, as well as recommendations for reasonable corrective action that will be taken to reduce or eliminate the performance gap.

1.09 The submission of the monitoring report to owners/occupiers and the council must be secured by planning condition, to be determined at the time of application based on case-specific factors. The applicant must demonstrate that the reasonable corrective actions committed to in the monitoring report, and subsequently agreed by East Hampshire District Council, have been implemented through another annual heat cycle before the condition will be discharged.

APPENDIX G – LOCAL LIST (BUILDINGS)

This list of Local List of Heritage Assets (“Non-designated”) is intended to support Policy DE3 ‘Non-Designated Local Heritage Assets’ of the Alton Neighbourhood Plan. The table (supplied as an additional document due to its size) provides a summary description of the type of local heritage value for each building but is not intended as a definitive analysis of significance. This list of individual buildings is compiled in addition to the areas of Special Character, which cover larger areas than just individual buildings and are set out and described in s3.2 of the Alton Design Guidance and Codes.

The criteria for inclusion in the list is set out below and the table (supplied separately due to size) contains details which of the criteria applies to each property.

ALTON LOCAL LIST - Criteria

1. A good example of a characteristic local historic style.
2. A building contributing to local character or integral to the character of a place.
3. A building of exceptional interest, by virtue of its design and/or materials.
4. A building with local historic associations.
5. A modern building, or conversion of an older building, of exceptional design merit or interest.
6. A structure, other than a building, with local historic associations or design interest.

23/05/2024

Alton Town Council

13:57

Balance Sheet as at 30/04/2024

31/03/2023

31/03/2024

Current Assets

17,000	Debtors	26,861
38,172	Vat Control	6,722
1,457,727	CCLA Deposit Fund	1,464,204
223	Petty Cash	141
130,433	Unity Trust Bank : Current A/c	544,048
0	PAYE+NI Due	0

1,643,555

2,041,976

1,643,555

Total Assets

2,041,976

Current Liabilities

7,228	Creditors control ac	18,791
40,008	Accruals	0
6,770	Receipts in Advance	0

54,006

18,791

1,589,549

Total Assets Less Current Liabilities

2,023,185

Represented By

29,204	Working Capital	462,839
229,681	EMR Open Spaces (inc King Pond	229,681
94,898	EMR 3G Interest	94,898
28,179	Economic Development Reserve	28,179
203,107	EMR Capital Reserve	203,107
600	EMR Complin Homeless Trust	600
129,491	General Reserves	129,491
46,471	EMR Barley Fields	46,471
35,050	Pump Track Flood Lighting	35,050
374,039	EMR Neighbourhood CIL	374,039
9,296	EMR Weywalk	9,296
36,346	EMR Treloar Heights	36,346
90,000	EMR Crownby Estate	90,000
880	EMR David Whitmarsh Award	880
30,000	EMR Pension	30,000
90,197	EMR Will Hall Meadow	90,197
10,073	Climate Change Grant Fund	10,073
152,039	EMR CALA Community Build (CIL)	152,039

1,589,549

2,023,185

13:57

Balance Sheet as at 30/04/2024

31/03/2024

Chairman

Date : _____

Responsible

Financial

Date : _____

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 1 - Unity Trust Bank : Current A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank: Current A/C	30/04/2024		544,047.99
			<u>544,047.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			544,047.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			544,047.99
		Balance per Cash Book is :-	544,047.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Your Account Statement



For Businesses, For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mrs L Coney
Alton Town Council
Town Hall
Market Square
ALTON Hants
GU34 1HD

Date: 30/04/2024

Account Name: Alton Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20302775

Your arranged overdraft limit is £0.00

Our unauthorised overdraft charges are changing from tracked rate of 25% above base rate to a fixed Nominal rate 25% EAR (Equivalent Annual Rate 28.39%). To find out more read our Overdrafts Key Features document and our Standard Service Tariff available at www.unity.co.uk



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: **0345 140 1000**
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/03/2024		Balance brought forward	£0.00	£0.00	£130,433.45
02/04/2024	Direct Debit	Direct Debit (EAST HAMPSHIRE DC)	£635.75	£0.00	£129,797.70
02/04/2024	Direct Debit	Direct Debit (EAST HAMPSHIRE DC)	£96.80	£0.00	£129,700.90
02/04/2024	Direct Debit	Direct Debit (EAST HAMPSHIRE DC)	£323.78	£0.00	£129,377.12

Page number 1 of 8

Statement number 167

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE
We invest in people. Gold



Your Current T2 account transactions:

30/04/2024	Credit	CCLA Investment Management Limited	£0.00	£4,277.92	£544,047.99
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Page number 7 of 8

Statement number 167

**For Businesses.
For Communities.
For Good.**

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INVESTORS IN PEOPLE
We invest in people Gold



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Corporate Management								
1010 Other Income	0	0	60	60			0.0%	
Corporate Management :- Income	0	0	60	60			0.0%	0
4088 Newsletter	0	0	6,133	6,133		6,133	0.0%	
4101 Bank Charges	14	14	539	525		525	2.5%	
4111 Professional Fees	6,437	6,437	18,000	11,563	280	11,283	37.3%	
4112 Audit Fees	222	222	4,200	3,978		3,978	5.3%	
4117 David Whitmarsh Award	0	0	60	60		60	0.0%	
4999 Funds to CCLA	0	0	22,116	22,116		22,116	0.0%	
Corporate Management :- Indirect Expenditure	6,673	6,673	51,048	44,375	280	44,095	13.6%	0
Net Income over Expenditure	(6,673)	(6,673)	(50,988)	(44,315)				
102 Democratic Representation								
4121 Mayors Allowance	0	0	4,000	4,000		4,000	0.0%	
4122 Election costs	0	0	5,000	5,000		5,000	0.0%	
4124 Public Consultations	0	0	2,000	2,000		2,000	0.0%	
4125 Councillor Expenses	0	0	1,200	1,200		1,200	0.0%	
Democratic Representation :- Indirect Expenditure	0	0	12,200	12,200	0	12,200	0.0%	0
Net Expenditure	0	0	(12,200)	(12,200)				
105 Central Support-Admin Costs								
4001 Salaries	20,719	20,719	265,932	245,214		245,214	7.8%	
4002 Employers NI	2,127	2,127	27,125	24,998		24,998	7.8%	
4003 Employers Pension	3,445	3,445	56,999	53,554		53,554	6.0%	
4005 Pension Enhancements	0	0	1,122	1,122		1,122	0.0%	
4008 Staff Training	(1,273)	(1,273)	2,600	3,873		3,873	(49.0%)	
4009 Staff Travel & Welfare	2,215	2,215	2,840	625		625	78.0%	
4026 Other Expenditure	88	88	2,625	2,537		2,537	3.4%	
4071 Telephone and IT	929	929	15,383	14,454		14,454	6.0%	
4072 Mobile Phones	220	220	2,683	2,463		2,463	8.2%	
4075 Stationery & Printing	310	310	2,106	1,796		1,796	14.7%	
4076 Postage	0	0	1,158	1,158		1,158	0.0%	
4080 Subscriptions & Publications	2,290	2,290	3,308	1,018		1,018	69.2%	
4085 Insurance	24,036	24,036	24,536	500		500	98.0%	
4087 Advertising	0	0	683	683		683	0.0%	
4155 Equipment	(1,608)	(1,608)	2,100	3,708		3,708	(76.6%)	
4157 Furniture	0	0	1,050	1,050		1,050	0.0%	
Central Support-Admin Costs :- Indirect Expenditure	53,497	53,497	412,250	358,753	0	358,753	13.0%	0
Net Expenditure	(53,497)	(53,497)	(412,250)	(358,753)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 Central Support-Town Hall</u>								
1002 Shop Rents	3,830	3,830	3,960	130			96.7%	
1010 Other Income	5,000	5,000	0	(5,000)			0.0%	
Central Support-Town Hall :- Income	8,830	8,830	3,960	(4,870)			223.0%	0
4021 Rates	636	636	7,430	6,794		6,794	8.6%	
4022 Water Charges	0	0	748	748		748	0.0%	
4024 Gas	29	29	2,436	2,407		2,407	1.2%	
4025 Electricity	196	196	3,304	3,108		3,108	5.9%	
4030 Cleaning	120	120	2,112	1,992		1,992	5.7%	
4140 Building Maintenance	1,602	1,602	75,000	73,398	587	72,811	2.9%	
Central Support-Town Hall :- Indirect Expenditure	2,583	2,583	91,030	88,447	587	87,861	3.5%	0
Net Income over Expenditure	6,247	6,247	(87,070)	(93,317)				
<u>107 Operating Income & Exp.</u>								
1005 Market Income	1,000	1,000	14,000	13,000			7.1%	
1176 Precept	500,000	500,000	851,976	351,976			58.7%	
1190 Interest Received	10,755	10,755	50,000	39,245			21.5%	
Operating Income & Exp. :- Income	511,755	511,755	915,976	404,221			55.9%	0
Net Income	511,755	511,755	915,976	404,221				
<u>108 Other Properties</u>								
1001 Rents	3,000	3,000	12,000	9,000			25.0%	
Other Properties :- Income	3,000	3,000	12,000	9,000			25.0%	0
4411 Buildings Maintenance Tannery	0	0	2,100	2,100		2,100	0.0%	
4412 Public Works Loan Board repay	0	0	9,411	9,411		9,411	0.0%	
Other Properties :- Indirect Expenditure	0	0	11,511	11,511	0	11,511	0.0%	0
Net Income over Expenditure	3,000	3,000	489	(2,511)				
<u>201 Anstey Park</u>								
1000 Fees and Charges	1,407	1,407	19,759	18,352			7.1%	
1001 Rents	4,533	4,533	55,445	50,912			8.2%	
1010 Other Income	6,600	6,600	0	(6,600)			0.0%	
1016 Alton FC Holding Funds	0	0	22,116	22,116			0.0%	
Anstey Park :- Income	12,540	12,540	97,320	84,780			12.9%	0
4021 Rates	154	154	1,675	1,521		1,521	9.2%	
4022 Water Charges	(0)	(0)	2,007	2,007		2,007	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4024 Gas	0	0	2,743	2,743		2,743	0.0%	
4025 Electricity	570	570	10,133	9,563		9,563	5.6%	
4030 Cleaning	866	866	10,760	9,894		9,894	8.1%	
4071 Telephone and IT	53	53	649	596		596	8.1%	
4140 Building Maintenance	538	538	8,400	7,862		7,862	6.4%	
4141 Grounds Maintenance	1,763	1,763	41,531	39,768	2,575	37,193	10.4%	
Anstey Park :- Indirect Expenditure	3,944	3,944	77,898	73,954	2,575	71,378	8.4%	0
Net Income over Expenditure	8,596	8,596	19,422	10,826				
<u>202 Jubilee Playing Fields</u>								
1000 Fees and Charges	62	62	17,263	17,202			0.4%	
1001 Rents	3,065	3,065	21,404	18,339			14.3%	
Jubilee Playing Fields :- Income	3,127	3,127	38,667	35,541			8.1%	0
4021 Rates	169	169	2,343	2,174		2,174	7.2%	
4022 Water Charges	53	53	2,646	2,593		2,593	2.0%	
4025 Electricity	0	0	4,879	4,879		4,879	0.0%	
4071 Telephone and IT	15	15	189	174		174	8.1%	
4140 Building Maintenance	426	426	2,100	1,674	4,575	(2,901)	238.1%	
4141 Grounds Maintenance	3,432	3,432	8,517	5,085	6,052	(967)	111.3%	
4143 Skatepark Maintenance	0	0	500	500		500	0.0%	
4150 Fuel Costs	0	0	1,560	1,560		1,560	0.0%	
Jubilee Playing Fields :- Indirect Expenditure	4,095	4,095	22,734	18,639	10,627	8,012	64.8%	0
Net Income over Expenditure	(969)	(969)	15,933	16,902				
<u>301 Grounds Maintenance Team</u>								
1010 Other Income	401	401	0	(401)			0.0%	
Grounds Maintenance Team :- Income	401	401	0	(401)				0
4001 Salaries	11,342	11,342	152,078	140,736		140,736	7.5%	
4002 Employers NI	833	833	14,447	13,614		13,614	5.8%	
4003 Employers Pension	1,576	1,576	32,545	30,969		30,969	4.8%	
4010 Uniforms	0	0	525	525		525	0.0%	
4031 Refuse Collection	1,745	1,745	19,173	17,428		17,428	9.1%	
4139 Pot holes/Roadway resurfacing	(9,030)	(9,030)	7,500	16,530		16,530	(120.4%)	
4141 Grounds Maintenance	964	964	6,471	5,507	1,914	3,593	44.5%	
4144 Play Equipment Inspections	575	575	14,707	14,132		14,132	3.9%	
4145 Tree Maintenance	850	850	25,000	24,150	4,334	19,816	20.7%	
4146 Bedding Plants	0	0	500	500		500	0.0%	
4147 Dog Bins	0	0	1,680	1,680		1,680	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4148 Play Equipment Maintenance	1,025	1,025	11,550	10,525		10,525	8.9%	
4149 Vehicle Costs	358	358	6,718	6,361		6,361	5.3%	
4150 Fuel Costs	496	496	9,391	8,895		8,895	5.3%	
4153 Locking & Unlocking	0	0	11,466	11,466		11,466	0.0%	
4155 Equipment	4,984	4,984	20,512	15,528	975	14,553	29.0%	
Grounds Maintenance Team :- Indirect Expenditure	15,719	15,719	334,263	318,544	7,222	311,322	6.9%	0
Net Income over Expenditure	(15,318)	(15,318)	(334,263)	(318,945)				
<u>310 The Butts</u>								
1000 Fees and Charges	900	900	2,200	1,300			40.9%	
The Butts :- Income	900	900	2,200	1,300			40.9%	0
4022 Water Charges	0	0	55	55		55	0.0%	
The Butts :- Indirect Expenditure	0	0	55	55	0	55	0.0%	0
Net Income over Expenditure	900	900	2,145	1,245				
<u>311 Public Gardens</u>								
1001 Rents	2,357	2,357	16,397	14,040			14.4%	
Public Gardens :- Income	2,357	2,357	16,397	14,040			14.4%	0
4022 Water Charges	0	0	546	546		546	0.0%	
4025 Electricity	232	232	3,098	2,866		2,866	7.5%	
4140 Building Maintenance	0	0	1,323	1,323		1,323	0.0%	
4141 Grounds Maintenance	0	0	3,032	3,032		3,032	0.0%	
Public Gardens :- Indirect Expenditure	232	232	7,999	7,767	0	7,767	2.9%	0
Net Income over Expenditure	2,125	2,125	8,398	6,273				
<u>312 Windmill Hill</u>								
1001 Rents	0	0	4,400	4,400			0.0%	
Windmill Hill :- Income	0	0	4,400	4,400			0.0%	0
Net Income	0	0	4,400	4,400				
<u>313 Kings Pond</u>								
1001 Rents	577	577	7,200	6,623			8.0%	
Kings Pond :- Income	577	577	7,200	6,623			8.0%	0
4141 Grounds Maintenance	165	165	12,000	11,835	2,210	9,625	19.8%	
Kings Pond :- Indirect Expenditure	165	165	12,000	11,835	2,210	9,625	19.8%	0
Net Income over Expenditure	412	412	(4,800)	(5,212)				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>314 Holybourne Play Area</u>								
4200 Ground Rent	0	0	265	265		265	0.0%	
Holybourne Play Area :- Indirect Expenditure	0	0	265	265	0	265	0.0%	0
Net Expenditure	0	0	(265)	(265)				
<u>315 Chawton Park Road</u>								
1001 Rents	1,900	1,900	27,150	25,250			7.0%	
Chawton Park Road :- Income	1,900	1,900	27,150	25,250			7.0%	0
Net Income	1,900	1,900	27,150	25,250				
<u>316 Greenfields</u>								
1001 Rents	0	0	500	500			0.0%	
Greenfields :- Income	0	0	500	500			0.0%	0
Net Income	0	0	500	500				
<u>317 Flood Meadows</u>								
4025 Electricity	82	82	504	422		422	16.3%	
4141 Grounds Maintenance	0	0	70,000	70,000		70,000	0.0%	
Flood Meadows :- Indirect Expenditure	82	82	70,504	70,422	0	70,422	0.1%	0
Net Expenditure	(82)	(82)	(70,504)	(70,422)				
<u>318 Other Open Spaces</u>								
4156 Parish Paths	0	0	500	500		500	0.0%	
Other Open Spaces :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				
<u>320 Allotments</u>								
1001 Rents	5,570	5,570	7,050	1,480			79.0%	
1003 Allotment affiliation fees	12	12	200	188			6.0%	
Allotments :- Income	5,582	5,582	7,250	1,668			77.0%	0
4022 Water Charges	131	131	1,260	1,129		1,129	10.4%	
4141 Grounds Maintenance	0	0	2,625	2,625		2,625	0.0%	
Allotments :- Indirect Expenditure	131	131	3,885	3,754	0	3,754	3.4%	0
Net Income over Expenditure	5,451	5,451	3,365	(2,086)				

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>321</u>	<u>Barley Fields</u>								
1010	Other Income	325	325	0	(325)			0.0%	
	Barley Fields :- Income	325	325	0	(325)				0
	Net Income	325	325	0	(325)				
<u>401</u>	<u>Community</u>								
1014	Other Events Income	90	90	3,000	2,910			3.0%	
1072	Donations/Sponsorship Received	2,531	2,531	3,000	469			84.4%	
1075	Town Crier Donations	20	20	0	(20)			0.0%	
1080	Grant Income	0	0	1,000	1,000			0.0%	
	Community :- Income	2,641	2,641	7,000	4,359			37.7%	0
4304	Town Crier	0	0	1,200	1,200		1,200	0.0%	
4305	3rd Party Event Costs	0	0	2,100	2,100		2,100	0.0%	
4306	Tourism	1,136	1,136	12,000	10,864	2,061	8,804	26.6%	
4307	Town Centre Events	676	676	18,900	18,224		18,224	3.6%	
4308	Youth Expenditure	10,000	10,000	20,000	10,000		10,000	50.0%	
4312	Events Grants	250	250	4,000	3,750		3,750	6.3%	
4314	CCTV	0	0	2,990	2,990		2,990	0.0%	
4317	Climate Change Actions/Strateg	3,145	3,145	15,000	11,855		11,855	21.0%	
	Community :- Indirect Expenditure	15,207	15,207	76,190	60,983	2,061	58,922	22.7%	0
	Net Income over Expenditure	(12,566)	(12,566)	(69,190)	(56,624)				
<u>403</u>	<u>Christmas Lights</u>								
4300	Christmas Lights	0	0	22,000	22,000		22,000	0.0%	
	Christmas Lights :- Indirect Expenditure	0	0	22,000	22,000	0	22,000	0.0%	0
	Net Expenditure	0	0	(22,000)	(22,000)				
<u>404</u>	<u>Alton in Bloom</u>								
1070	Alton in Bloom-Income	656	656	0	(656)			0.0%	
	Alton in Bloom :- Income	656	656	0	(656)				0
4302	Alton in Bloom Expenditure	388	388	1,500	1,112	490	622	58.5%	
	Alton in Bloom :- Indirect Expenditure	388	388	1,500	1,112	490	622	58.5%	0
	Net Income over Expenditure	268	268	(1,500)	(1,768)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>420 Grants</u>								
4500 Grants-Empowered	13,230	13,230	30,000	16,770		16,770	44.1%	
Grants :- Indirect Expenditure	13,230	13,230	30,000	16,770	0	16,770	44.1%	0
Net Expenditure	(13,230)	(13,230)	(30,000)	(16,770)				
<u>503 Assembly Rooms</u>								
1000 Fees and Charges	45	45	0	(45)			0.0%	
1001 Rents	1,010	1,010	12,889	11,879			7.8%	
Assembly Rooms :- Income	1,055	1,055	12,889	11,834			8.2%	0
4006 Management contract	0	0	8,000	8,000		8,000	0.0%	
4024 Gas	201	201	0	(201)		(201)	0.0%	
4025 Electricity	18	18	0	(18)		(18)	0.0%	
4026 Other Expenditure	0	0	750	750		750	0.0%	
4031 Refuse Collection	77	77	0	(77)		(77)	0.0%	
4040 Licences	89	89	0	(89)		(89)	0.0%	
4071 Telephone and IT	46	46	0	(46)		(46)	0.0%	
4140 Building Maintenance	0	0	0	0	6,525	(6,525)	0.0%	
Assembly Rooms :- Indirect Expenditure	431	431	8,750	8,319	6,525	1,795	79.5%	0
Net Income over Expenditure	624	624	4,139	3,515				
<u>601 Street Furniture</u>								
1008 Bus shelter adverts income	950	950	0	(950)			0.0%	
1072 Donations/Sponsorship Received	0	0	3,360	3,360			0.0%	
Street Furniture :- Income	950	950	3,360	2,410			28.3%	0
4021 Rates	97	97	1,321	1,224		1,224	7.3%	
4600 Public Seats/Bins	0	0	2,000	2,000		2,000	0.0%	
4601 Bus Shelters	(1,089)	(1,089)	1,814	2,903		2,903	(60.0%)	
4602 Notice Boards/street furniture	24	24	2,000	1,976		1,976	1.2%	
Street Furniture :- Indirect Expenditure	(968)	(968)	7,135	8,103	0	8,103	(13.6%)	0
Net Income over Expenditure	1,918	1,918	(3,775)	(5,693)				
<u>602 Neighbourhood Plan</u>								
4026 Other Expenditure	0	0	30,000	30,000		30,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	0	30,000	30,000	0	30,000	0.0%	0
Net Expenditure	0	0	(30,000)	(30,000)				

Detailed Income & Expenditure by Budget Heading 30/04/2024

Month No: 1

Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>702</u>	<u>Projects</u>								
1085	Developer Contributions/S106	0	0	288,000	288,000			0.0%	
	Projects :- Income	<u>0</u>	<u>0</u>	<u>288,000</u>	<u>288,000</u>			<u>0.0%</u>	<u>0</u>
4401	Jubilee Playing Fields	925	925	388,000	387,075		387,075	0.2%	
4402	Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4414	Grow Up Fund	1,464	1,464	0	(1,464)	805	(2,270)	0.0%	
4416	DFA Assembly Room Refurbishmen	5,162	5,162	0	(5,162)		(5,162)	0.0%	
	Projects :- Indirect Expenditure	<u>7,552</u>	<u>7,552</u>	<u>428,000</u>	<u>420,448</u>	<u>805</u>	<u>419,643</u>	<u>2.0%</u>	<u>0</u>
	Net Income over Expenditure	<u>(7,552)</u>	<u>(7,552)</u>	<u>(140,000)</u>	<u>(132,448)</u>				
	Grand Totals:- Income	556,597	556,597	1,444,329	887,732			38.5%	
	Expenditure	122,961	122,961	1,711,717	1,588,756	33,382	1,555,375	9.1%	
	Net Income over Expenditure	<u>433,636</u>	<u>433,636</u>	<u>(267,388)</u>	<u>(701,024)</u>				
	Movement to/(from) Gen Reserve	<u>433,636</u>	<u>433,636</u>						

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 4 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2024		141.29
			<u>141.29</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			141.29
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			141.29
		Balance per Cash Book is :-	141.29
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:07/05/2024

Alton Town Council

Page 1

Time: 11:09

**Bank Reconciliation Statement as at 30/04/2024
for Cashbook 2 - CCLA Deposit Fund**

User: WENDY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Deposit Fund	30/04/2024		1,464,204.17
			<u>1,464,204.17</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,464,204.17
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,464,204.17
		Balance per Cash Book is :-	1,464,204.17
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 May 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/03/2024 to 30/04/2024**

Account summary

Total valuation as at 30 April 2024 **£1,464,204.17**
Total valuation as at last statement at 31 March 2024 **£1,457,726.63**

Holdings as at 30 April 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,464,204.1700	£1.00	£1,464,204.17
			Total value
			£1,464,204.17

Transactions for the period from 31 March 2024 to 30 April 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/04/2024	Income Reinvestment	6,477.5400	£1.0000	£6,477.54

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk

Freephone 0800 022 3505

www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 5.22% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Mar 2024	03/04/2024	Reinvestment	£6,477.54	PS3078535-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [**clientservices@ccla.co.uk**](mailto:clientservices@ccla.co.uk).

23/05/2024

Alton Town Council

13:50

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 30/04/2024

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Trust Bank : Current	1	19/04/2024	1100016689	East Hampshire District Council	635.75
1	Unity Trust Bank : Current	1	02/04/2024	531581641	Zurich Municipal Management Se	24,035.93
1	Unity Trust Bank : Current	1	19/04/2024	49CC72EO	E.ON	578.32
1	Unity Trust Bank : Current	1	15/04/2024	DD	Payroll	25,287.63
1	Unity Trust Bank : Current	1	19/04/2024	BACS036	Alton Community Association	3,425.66
1	Unity Trust Bank : Current	1	19/04/2024	BACS023	Custom Made Web Design	600.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS022	Chalvington Communications Lim	1,233.28
1	Unity Trust Bank : Current	1	19/04/2024	BACS018	HM Revenue & Customs	8,337.76
1	Unity Trust Bank : Current	1	19/04/2024	BACS017	Hampshire Pension Fund	6,416.58
1	Unity Trust Bank : Current	1	19/04/2024	BACS016	Rigby Taylor Limited	3,442.40
1	Unity Trust Bank : Current	1	19/04/2024	BACS015	Hampshire Association of Local	2,290.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS014	Alton Climate Action & Netwrok	3,145.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS013	Chubb Electronic Security Syst	510.77
1	Unity Trust Bank : Current	1	19/04/2024	BACS011	RBS Software Solutions	2,360.40
1	Unity Trust Bank : Current	1	19/04/2024	BACS009	The Kings Arms	10,000.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS001	Alton Community Association	4,000.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS002	Alton Stroke Support Group	500.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS003	Bushy Leaze	5,000.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS004	Home Start Weywater	2,500.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS005	The Friendship Cafe	1,130.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS019	Dementia Friends Alton	1,841.28
1	Unity Trust Bank : Current	1	19/04/2024	BACS025	Salnor Roofing Services Limite	2,529.60
1	Unity Trust Bank : Current	1	19/04/2024	BACS035	All About Flooring Limited	1,770.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS038	Flint Construction Limited	20,058.00
1	Unity Trust Bank : Current	1	19/04/2024	BACS008	Worknest	2,184.17
1	Unity Trust Bank : Current	1	19/04/2024	EC1E306B	E.ON	2,945.18
1	Unity Trust Bank : Current	1	19/04/2024	74E3BA86	E.ON	642.83
1	Unity Trust Bank : Current	1	19/04/2024	B993102D	E.ON	781.48
1	Unity Trust Bank : Current	1	09/04/2024	DD	Lloyds	635.64
1	Unity Trust Bank : Current	1	23/04/2024	E3E271F2	E.ON	764.32
1	Unity Trust Bank : Current	1	24/04/2024	BACS022	Tudor Environmental	1,804.16
1	Unity Trust Bank : Current	1	24/04/2024	BACS021	T H White Limited	1,169.58
1	Unity Trust Bank : Current	1	24/04/2024	BACS019	Rigby Taylor Limited	726.00
1	Unity Trust Bank : Current	1	24/04/2024	BACS015	Mascolo & Styles	2,640.00
1	Unity Trust Bank : Current	1	24/04/2024	BACS014	Hampshire County Council	1,800.00
1	Unity Trust Bank : Current	1	24/04/2024	BACS010	Flint Construction Limited	4,353.40
1	Unity Trust Bank : Current	1	24/04/2024	BACS007	Complete Weed Control South	1,227.54
1	Unity Trust Bank : Current	1	24/04/2024	BACS004	Bishops Printers Limited	806.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	1	02/04/2024	3,594.00
1	Unity Trust Bank : Current	1	03/04/2024	3,735.24
1	Unity Trust Bank : Current	1	04/04/2024	1,989.90
1	Unity Trust Bank : Current	1	08/04/2024	4,500.00
1	Unity Trust Bank : Current	1	10/04/2024	4,750.00
1	Unity Trust Bank : Current	1	10/04/2024	1,251.06
1	Unity Trust Bank : Current	1	10/04/2024	2,569.01

23/05/2024

Alton Town Council

13:50

Cashbook transactions totalling £500.00 or more
for the period 01/04/2024 to 30/04/2024

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Trust Bank : Current	1	11/04/2024	885.93
1	Unity Trust Bank : Current	1	11/04/2024	900.00
1	Unity Trust Bank : Current	1	18/04/2024	686.85
1	Unity Trust Bank : Current	1	04/04/2024	2,646.00
1	Unity Trust Bank : Current	1	12/04/2024	38,562.13
1	Unity Trust Bank : Current	1	19/04/2024	806.00
1	Unity Trust Bank : Current	1	22/04/2024	500,000.00
1	Unity Trust Bank : Current	1	24/04/2024	730.62
1	Unity Trust Bank : Current	1	29/04/2024	975.00
1	Unity Trust Bank : Current	1	30/04/2024	4,277.92
2	CCLA Deposit Fund	1	30/04/2024	6,477.54



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

Alton Arts Festival CIC

NAME OF CONTACT

Annie Lancaster

ADDRESS OF CONTACT

17 Park Close Road
Alton
GU34 2HA

TELEPHONE NO:

DAYTIME

07903566524

EVENING

EMAIL ADDRESS:

annie@altonartsfestival.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

We are putting on the inaugural Alton Arts Festival, in partnership with Goldfinch Books, Holybourne Theatre, Jane Austen's House, HSDC Alton, and many other local organisations.

This festival will be a not-for-profit event intended to benefit the entire community here in Alton. The ambition is to deliver high-quality, accessible, affordable or free arts & cultural events in a 10-day, multi-venue, multi-disciplinary programme designed to encourage pride in our community.

Alton Arts Festival will include programming suitable for the whole community, from pre-schoolers through to the elderly, with an emphasis on under-represented communities in the Arts. We are working with local organisations such as Dementia Friendly Alton, Treloars, and the King's Arms Alton to ensure that accessibility is at the core of the festival.

The festival programme will go into local primary schools during the festival week, to ensure that ALL of Alton's children benefit. Our ambition is that the children's programme in schools will be entirely funded, and free at the point of access.

The Alton Arts Festival will take place on 5 - 14 July 2024.

PLEASE GIVE NUMBERS IN THE

ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	20

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

All

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£2000

WHAT IS THE TOTAL COST OF THE
PROJECT/ITEM/SERVICE?

£ c25,000 (not including Children's
programme)

HAS MATCHED FUNDING ALREADY
BEEN SECURED? IF SO, PLEASE STATE VALUE

£12,900

WHAT IS THE GRANT TO BE USED FOR?

In order to bring a high-quality but accessible festival to town, we are seeking funding from a variety of sources. Our funding model will be: 50% from ticket sales, and 50% from grant funding and sponsorship, of which this application is part.

The costs of delivering the 10-day festival programme include artist/performer fees (£17,163) venue hire costs (£2045), technical costs (e.g. sound, staging, lighting - c. £2,500), and marketing/promotion (whatever we have left! c. £2.5k).

We hope the festival will be a recurring event, and will eventually be fully sustainable, covering its own costs through sponsorship and ticket sales; however, as this is the first one and the revenue from ticket sales will not be released until after the festival has taken place, we need to secure seed funding in order to pay artist and venue deposits, as well as the marketing to ensure ticket sales.

We are ambitious for the quality of the festival, and have some world-class acts booked to play, including Poet Laureate Simon Armitage, multi-award winning authors Sophie Hannah, Simon Toyne, and Essie Fox, Richard Herring, Arthur Smith, Ugandan-British songwriter Daudi Matsiko, ex-Children's Laureate Chris Riddell and many more.

This grant will contribute hugely to ensuring we can stage international acts like these in a way that is professional and appropriate whilst ensuring ticket prices remain fair and accessible, and will give local artists a fantastic platform to expand the already thriving cultural activities here.

Our vision is that every audience member will leave the festival feeling proud to be living in (or connected to) Alton, a town that celebrates heritage, talent, creativity and culture, in an environment of community collaboration.

HAS YOUR ORGANISATION APPLIED FOR A
GRANT ELSEWHERE TOWARDS THIS PROJECT?

YES

IF YES, PLEASE
GIVE DETAILS

We have SECURED funding from the following:
The Alton Society - £500
De Laszlo Fund - £5000
EHDC Councillor Grants - £5.500 (for the Children's Programme)
ATC (last year) - £1000

WHAT OTHER FUNDRAISING HAS BEEN DONE TOWARDS THIS ITEM/PROJECT?
EG CAKE STALL, COFFEE MORNING

We have had private donations from a variety of supportive Altonians. Our fundraising activities (2x quiz nights, and various concerts/gigs) have raised £4250.

We have received corporate sponsorship from a variety of local businesses, most of which is going towards the children's programme.

YOU ARE INVITED TO GIVE ANY ADDITIONAL INFORMATION WHICH MIGHT ASSIST THE
COUNCIL IN CONSIDERING YOUR APPLICATION

We have been extremely appreciative of the Town Council's early and consistent support in helping us bring this event to life and to Alton, without which AAF would never have got off the ground.

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT
THE END OF LAST FINANCIAL YEAR

n/a

LEVEL OF UNALLOCATED RESERVES

n/a

HOW MUCH DID THE GROUP RAISE
LAST YEAR (EG FUNDRAISING BY THE
GROUP OTHER THAN BY GRANT
APPLICATION)?

n/a

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

☐

All relevant parts of the form completed

☐

Form signed

☐

Most recent accounts (Audited or draft)

☐

Constitution/Rules

☐

Child Protection Policy (if applicable)

Copies of this completed form and any supporting papers will appear on a Town Council Committee Agenda and will be discussed by the Committee in the presence of the Press and Public.

I DECLARE THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THE ABOVE INFORMATION IS CORRECT. I ALSO DECLARE THAT ANY GRANT AWARDED WILL BE USED SOLELY FOR THE PURPOSES OUTLINED IN THIS APPLICATION AND I WILL COMPLETE A GRANT EVALUATION FORM WITHIN 6 MONTHS OF THE AWARD OF GRANT. I UNDERSTAND THAT ALTON TOWN COUNCIL RESERVES THE RIGHT TO RECLAIM THE GRANT IN THE EVENT OF IT NOT BEING USED FOR THE PURPOSE SPECIFIED.

NAME

Annie Lancaster

SIGNATURE



POSITION

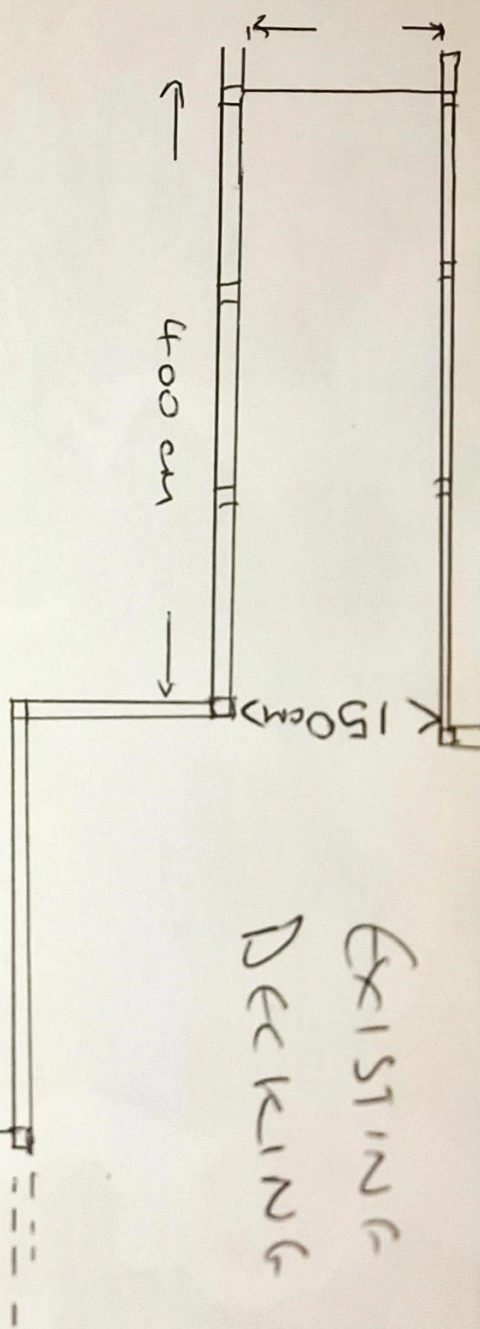
Chair of the organising committee..... DATE 08/05/2024

Completed applications should be sent to: Alton Town Council, Town Hall, Market Square, Alton, Hampshire GU34 1HD

Applications are also available from our web site www.alton.gov.uk

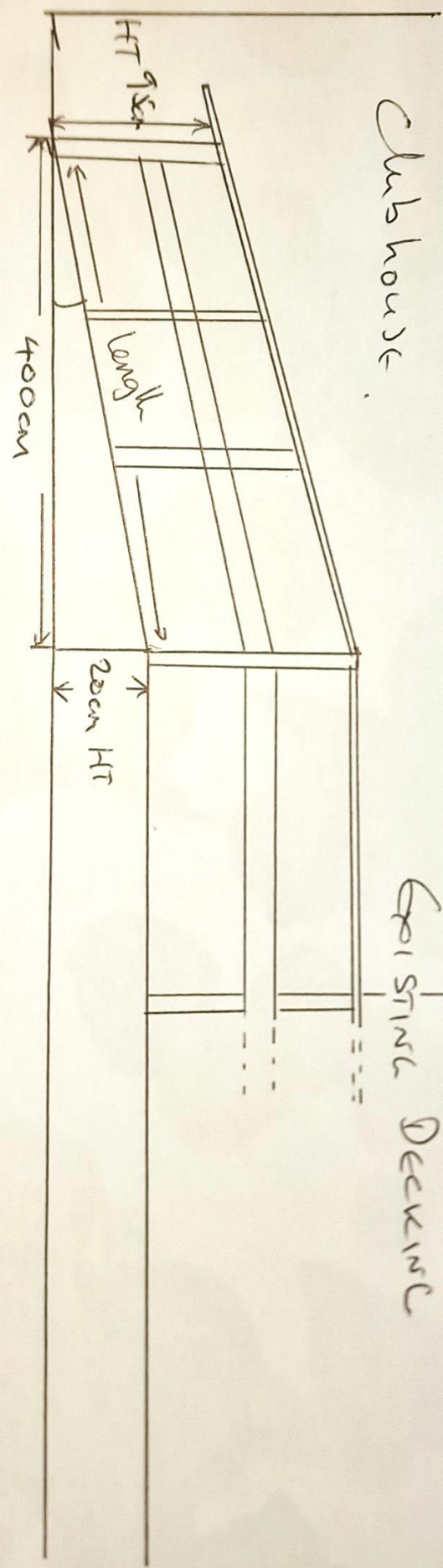
Clubhouse

EXISTING
Decking



Clubhouse

EXISTING Decking



Alton Rugby Club: location for proposed ramp





ALTON TOWN COUNCIL

FINANCIAL REGULATIONS 2024

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These Financial Regulations were adopted by the council at its meeting on 5th June 2024

1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
- for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO for this council and these regulations apply accordingly.
- 1.9. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;

- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:

- setting the final budget or the precept (council tax requirement);
- the outcome of a review of the effectiveness of its internal controls;
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- authorise any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force unless otherwise specified.

1.16. In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Full Council

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

2.5. The internal auditor shall be appointed by and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

3.1. The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Full Council.

3.2. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.3. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the second week of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

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.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The Full Council for items over £10,000; or
- The Town Clerk together with the Chair of the council or the relevant committee for all items over £5,000

- The Town Clerk for any items below £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip for all items over £1,000, duly signed by the RFO or the Finance and Administration Manager and, where necessary, also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available, and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for security and efficiency.

5.2. The Assistant to the Clerk will prepare a schedule of payments requiring authorisation, together with the relevant invoices, and present the schedule to at least two councillors for approval. The relevant councillors shall review the schedule for compliance and, having satisfied itself shall authorise payment via cheque or BACS. A detailed list of all payments over £500 shall be disclosed within or as an attachment to the agenda for the next meeting of the full council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified, and certified by either the RFO or the Deputy Clerk to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. A record of regular payments made under 6.6 below shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.5. In respect of grants full council shall approve expenditure within any limits set, and in accordance with any policy statement approved. Any Revenue or Capital Grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the council.

5.6. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest unless a dispensation has been granted.

5.7. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected in the first instance by Bank Transfer (BACS or CHAPS) provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and evidence retained and any payments are reported to council as made.

6.4. Where payment is required to be made by Cheque this shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. All payments for utility supplies (energy, telephone and water) and any National Non-Domestic Rates shall be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every four years.

6.7. Payment for certain items may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every four years.

6.8. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be placed in the town council safe, retained in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

- 6.9. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.10. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.11. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.12. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.13. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and the Deputy Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.14. The Town Council Credit card shall be held in the name of the Town Clerk and shall have a credit limit of £5,000. Payments shall be limited to a maximum single transaction of £1000. Any balance shall be paid in full each month.
- 6.15. An authenticity check should be carried out by the Assistant to the Town Clerk on all purchases recorded on the credit card statement to agree they are correct and accurate. The Assistant to the Town Clerk should use the same stamp provided which records the approval of invoices. She should initial and date the credit card voucher to show the check has been carried out.
- 6.16. The Deputy Clerk should approve all entries recorded on the credit card statement before payment is made. She should check that the authenticity check has been undertaken by the Assistant to the Town Clerk and the credit card voucher has been initialled. The Deputy Clerk should sign the Credit Card statement to authorise that payment can be made.
- 6.17. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of up to £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

7. Payment of salaries

- 7.1. As an employer, the council must make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Staffing Committee.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under the Local Audit and Accountability Act 2014, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.

7.6. An effective system of personal performance management should be maintained for all officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for Government approval to borrow money and subsequent arrangements for a loan must be approved by Council and recorded in the minutes.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets, or loans to be repaid within the financial year) shall be subject to approval by full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least every two years.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council and shall be written off in the year. The council's approval shall be shown in the accounting records.

- 9.4. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.5. The origin of each receipt shall be entered on the paying-in slip.
- 9.6. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.7. The Assistant to the Clerk shall promptly complete the VAT Return that is required at least quarterly with one coinciding with the financial year end.
- 9.8. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

- 10.1. An official order or letter shall be issued for all work, goods and services above £1,000 unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times, taking into account the environmental impact of the goods or services ordered. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. No individual member, or informal group of members, may issue an official order or make any contract on behalf of the council.

11. Contracts

- 11.1. Procedures as to contracts are laid down as follows:
- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council);
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price;
 - vii. for capital works and civils (landscaping, pathways and roads) where the Council has approval from the principle authority to access and draw down from their existing framework, either through mini-competition for works over £25,000 or direct award below this threshold.

- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- f) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- g) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- h) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- i) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall endeavour to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £10,000 and above £5,000 the Clerk shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- j) The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- k) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does
- l) not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates from the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

² Thresholds currently applicable (from 1 January 2024) are:

- a) For local and regional government contracts 221,000 Euros
- b) For public works contracts 5,538,000 Euros

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Assets, properties and estates

13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure an appropriate and accurate Register of Assets and Investments is kept up to date of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

13.3. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £10,000.

13.4. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate when requested).

13.5. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate when requested).

13.6. Subject only to the limit set in Regulation 13.2 above, no tangible moveable property exceeding £10,000 in value shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14. Insurance

14.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby, and review these annually before the renewal date in conjunction with the council's review of risk management.

14.2. The RFO shall give prompt notification to the council and the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

14.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim and shall report these to council at the next available meeting.

14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15. Risk management

15.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk

policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

15.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. Suspension and revision of Financial Regulations

16.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall monitor changes in legislation or proper practices and shall advise the council of any need to amend these Financial Regulations.

16.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council. Suspension does not disapply any legislation or permit the council to act unlawfully.

16.3 The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



ALTON TOWN COUNCIL CCTV POLICY 2024

Adopted: 05/06/2024

Review due: June 2025

Purpose

The purpose of this CCTV policy is to outline the guidelines and procedures for the use of closed-circuit television (CCTV) surveillance systems operated by Alton Town Council ("the Council"). The primary objectives of the CCTV system are to enhance public safety, deter crime, and protect council property.

Scope

This policy applies to all CCTV systems owned, operated, or managed by the Council, including cameras installed in public spaces, council buildings, and other relevant areas.

This CCTV policy will be reviewed periodically to assess its effectiveness and relevance, with any necessary updates or amendments implemented accordingly.

Registration

The Council is registered with the Information Commissioner's Office and pays an annual data protection fee.

Principles

- **Respect for Privacy:** The Council is committed to respecting the privacy of individuals and ensuring compliance with relevant data protection legislation, including the General Data Protection Regulation (GDPR).
- **Lawful Purpose:** CCTV surveillance will only be used for lawful purposes, such as crime prevention, detection, and public safety.
- **Transparency:** The presence of CCTV cameras will be clearly indicated through signage in areas under surveillance.
- **Data Security:** Measures will be implemented to safeguard CCTV footage against unauthorised access, loss, or misuse.
- **Retention Period:** CCTV footage will be retained for a limited period, in accordance with legal requirements and operational needs.

Camera Deployment

CCTV cameras are installed in various locations throughout the town.

Data Management

Day to day operational responsibility of the CCTV systems operated by the Council rests with the Town Clerk. The Clerk will investigate any breaches of this policy.

Monitoring and Review

CCTV systems will be regularly monitored to ensure their proper functioning and compliance with this policy.

Data Quality

Our CCTV systems produce high quality, clear images which law enforcement agencies can use to investigate crime.

Any new CCTV systems installed will comply with this policy.

We will ensure that our cameras are sited in locations that provide clear images with no obstructions such as trees or plant growth.

We will carry out regular checks to ensure that the systems are continuing to produce high quality images.

Data Retention

CCTV footage will be retained for a period not exceeding six weeks, after which it will be securely deleted unless required for legal proceedings.

Footage retained for legal proceedings will be deleted once the purpose for which it has been retained is completed and it will then be removed from all devices.

We will undertake annual reviews to ensure that our data is being deleted in accordance with this policy.

Data Security

We will take measures to safeguard CCTV footage against unauthorised access, loss or misuse.

Only authorised staff are permitted to view or make copies of CCTV footage. Staff are not permitted to access CCTV footage on any personal devices and any breach of this policy will result in disciplinary action. Any Council devices allowing access to CCTV footage should be password protected.

Any software updates published by the equipment's manufacturer will be implemented in a timely manner.

Requests for Personal Data

Individuals may request a copy of their image and this policy sets out how we will manage requests.

Requests can be made verbally or in writing and should be addressed to the Town Clerk by email to

townclerk@alton.gov.uk; by telephone to 01420 83986; or, in writing to Alton Town Council, Town Hall, Market Square, Alton, GU34 1HD.

All requests for images will be responded to within one month of receipt of the request.

We will not provide images to third parties other than to law enforcement agencies to assist them in the detection or prevention of a crime.

We will keep a log of subject access requests and how we have handled them.

Staff Training

All staff will be made aware of our CCTV policy and will be given training as necessary. This will include the procedure for recognising and dealing with requests for personal data.

We will ensure that all staff who are authorised to access the CCTV systems are familiar with the system and know

how to review and extract footage if required.

All staff will be informed of the likely disciplinary penalties for misuse of the CCTV systems.

Fair Processing

We will display clearly visible signs at all locations where CCTV is in use to ensure that anyone likely to be captured by the cameras is aware of them.

We will ensure that signs include the Council's contact details.

This policy will be available on the Council's website www.alton.gov.uk

Complaints and Enquiries

Anyone who has a concern or complaint regarding the use of CCTV surveillance by the Council can submit their concern or complaint to the Town Clerk using the details at the end of this policy.

Policy Acknowledgement

All council employees, contractors, and stakeholders involved in the operation or management of CCTV systems are required to familiarise themselves with this policy and comply with its provisions.

Contact Details

Email: townclerk@alton.gov.uk

Telephone: 01420 83986

By Post: Alton Town Council, Town Hall, Market Square, Alton, GU34 1HD



ALTON TOWN COUNCIL COMMUNICATION & SOCIAL MEDIA POLICY

INTRODUCTION

Alton Town Council's Communication & Social Media Policy is based upon three key principles which enable the council to work more effectively. These are:

Communication – directly communicate important and timely messages, news and information, promote events and improve awareness of services by providing direct digital access to them.

Engagement – seek opinions, share conversations and better engage with residents. We can help to improve residents' knowledge and correct misconceptions.

Collaboration – find more efficient ways of working together and sharing information which can change or enhance the perception of the council and that of specific service areas or projects

1 INTRODUCTION

1.1 The purpose of this policy is to define the roles and responsibilities within the Council for interacting with the media and with the public, primarily through social media channels but also covering e-mail correspondence and other forms of written communications.

1.2 It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, the intention is to establish a framework for achieving an effective working relationship with both the public and the media. The Council welcomes the opportunity to talk with media channels and, through them, to debate issues in the public arena.

2 KEY AIMS

2.1 The Council is accountable to the local community for its actions and this can only be achieved through effective two-way communications with the public and the media. The media – press, radio, TV, internet – are crucially important in conveying information to the community so the Council must maintain positive, constructive media relations and work with them to increase public awareness of the services and facilities provided by the Council and to explain the reasons for particular policies and priorities.

2.2 The media themselves have a vital role to play on behalf of the local community in holding the Council to account for its policies and actions. It is important that they have access to officers and members and to background information to assist them in this role. To balance this, the Council will defend itself from any unfounded criticism and will ensure that the public are properly informed of all the relevant facts using other channels of communication if necessary.

3 THE LEGAL FRAMEWORK

3.1 The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the government's Code of Recommended Practice on Local Authority Publicity. Some aspects of the Code are relevant to this policy:-

- “Any publicity describing the Council’s policies and aims [and the provision of services] should be as objective as possible, concentrating on facts or explanation or both.”

- “Publicity touching on issues that are controversial, or on which there are arguments for and against the views or policies of the Council... should be handled with particular care. Issues must be presented clearly, fairly and as simply as possible, although councils should not oversimplify facts, issues or arguments.”

- “Publicity should not attack, nor appear to undermine, generally accepted moral standards.”

- “... local authorities... should not use public funds to mount publicity campaigns whose primary purpose is to persuade the public to hold a particular view on a question of policy.”

3.2 In particular, officers and members should always have due regard for the long-term reputation of the Council in all their dealings with the public and the media.

3.3 Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the public or media channels. If such leaks do occur, an investigation will take place to establish who was responsible and take appropriate action.

3.4 There are a number of personal privacy issues for officers and members that must be handled carefully and sensitively. These include the release of personal information, such as home address, private e-mail address and telephone numbers (although Member contact details are in the public domain), annual leave, disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Town Clerk before any response is made to the public or the media.

3.5 It is illegal to use graphics or photographs without permission. Ensure that anyone giving permission to use an image is the original copyright owner and check the licensing agreement of photographs in any existing archives before use. Do not take or use any photographs of children who appear to be under the age of 18 without permission from a parent or guardian. Permission is non-transferable from a third party, such as a school.

4.0 CONTACT WITH THE MEDIA AND THE PUBLIC

4.1 When responding to approaches from the media and the public, the Town Clerk is usually the main contact with permission to respond on behalf of the Council. The Town Mayor and the Chairs of Committees, by the nature of their position are also authorised contacts with the media and public in consultation with the Town Clerk.

4.2 Statements made either electronically, verbally or in printed matter by the Town Mayor or the Chairs of Committees should always reflect the Council’s opinion and set policies.

4.3 If other councillors are contacted directly by the media or the public for comment, they should liaise with the Town Clerk before responding to the request.

4.4 Caution should be exercised when submitting letters to the editor for publication in newspapers. There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. However, such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks.

4.5 Letters representing the views of the Council should only be submitted by the Town Mayor or the Town Clerk. Members are strongly encouraged not to use the letters page within the Local Press as a means of expressing their personal views.

4.6 At all times consideration should be given as to how the correspondence may affect the reputation of the Council.

5 COMMUNICATIONS WITH COUNCILLORS AND OFFICERS

5.1 Communications about the conduct of council business must either be in person at an advertised venue, via a Council organised zoom meeting, via the Council's email (gov.uk) or by telephone.

5.2 Council communications (as distinct from private personal or political group communications) should not be via Social Media platforms (including but not limited to WhatsApp, Messenger and Facebook)

5.3 Councillor communications with Officers out of hours should be on an emergency basis via telephone.

6 ATTENDANCE OF MEDIA AT COUNCIL OR COMMITTEE MEETINGS

6.1 The media are encouraged to attend Council and Committee meetings and seating and workspace will be made available in the Chamber or access given to meetings via electronic means where it is made available.

6.2 Filming or recording of Council or Committee proceedings by the media is permitted in accordance with Standing Orders and the Council Protocol on the Recording of Meetings.

7 ELECTIONS

7.1 The Code of Recommended Practice on Local Authority Publicity contains guidance for providing publicity for Members and for publicity around elections. The code makes it clear that Council resources should not be used on publicising individual members unless it is relevant to the particular position they hold in the Council. These extracts from the Code illustrate the main points:-

- Publicity about individual councillors may include the contact details, the positions they hold in the council (for example, Town Mayor or Chairs of a committee), and their responsibilities. Publicity may also include information about individual councillors' proposals, decisions and recommendations only where this is relevant to their position and responsibilities within the Council. All such publicity should be objective and explanatory, and ... personalisation of issues or personal images making should be avoided."
- "Publicity should not be, or liable to misrepresentation as being, party political. Whilst it may be appropriate to describe policies put forward by an individual councillor which are relevant to their position and responsibilities within the council, and to put forward their justification in defence of them, this should not be done in party political terms, using political slogans, expressly advocating policies of those of a particular party or directly attacking policies and opinions of other parties, groups or individuals."
- "The period between the notice of an election and the election itself should preclude proactive publicity in all its forms of candidates and other politicians involved directly in the election."

7.2 In line with practice elsewhere in the country, the Council will not quote any Councillor in a news release or involve them in proactive publicity events during the election period, regardless of whether or not they are standing for election. The only exception to this (as laid down in the Code of Recommended

Practice on Local Authority Publicity) is during an emergency or where there is a genuine need for a member level response to an important event outside the control of the Council. In this situation, members holding key civic positions should be able to comment.

8 PRESS RELEASES

8.1 The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all officers and members to look for opportunities where the issuing of a press release may be beneficial.

8.2 All press releases are to be factual, non-political, not written to cause offence and must be in accordance with Council policy.

8.3 All press releases are to be issued by the Town Clerk (but may be drafted by other officers, subject to approval) in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored, having consulted with the Mayor or Chairs of the relevant committee on the proposed wording as appropriate.

9 SOCIAL MEDIA

9.1 The definition of social media continues to evolve as platforms and technologies develop. On the whole, it refers to any web-based practices which can be used to share content. This policy applies to the use of all social media by any Councillors and employees of Alton Town Council.

9.2 It is a key communications tool for the Town Council and highlights a commitment to openness and transparency.

9.3 Anything written on an Alton Town Council social media channel reflects on the organisation, but given the relaxed style of social media, it is important not to appear overly formal.

9.4 The Town Clerk and the Community and Events Officers are designated as the administrators of the Town Council's Social Media channels namely Facebook, Instagram, Twitter and You Tube, as well as any other social media platforms in place at the time and all postings should be directed through these officers. As a general rule any postings should only reflect information of content which it would be acceptable to publish to the general public in other council communications.

9.5 The Town Council is under no obligation to moderate posts or comments made by the public on its social media channels. However, the council would not want to be seen to be endorsing comments which are defamatory, false or misleading; insulting, threatening or abusive; obscene or of a sexual nature; offensive, racist, sexist, homophobic or discriminatory against religions or other groups; promoting illegal activity; or intended to deceive. Such posts to Alton Town Council Social Media pages will be removed.

9.6 Occasional negative posts cannot be avoided, but how they are dealt with has implications for the Town Council's reputation. They should not be ignored, although sometimes no answer is required if it is a rhetorical question, a repetition of an earlier posting, or a post designed to provoke.

9.7 As posts are public it is better to answer them in public, although occasionally it may help to take them onto a private channel.

9.8 While the private accounts of authority employees and Councillors are their own business, it is still possible for the content posted on them to affect their professional standing and/or that of the Council. To mitigate this risk Members/ Officers may not wish include any reference to, or post comments about, the

council, job roles, colleagues, or partner organisations. If, however references to your employment or connection with the council are made on a personal social media profile, please ensure the following actions:

- Declare somewhere on your page or biography that the views expressed are yours alone
- Do not bring the authority into disrepute
- Do not reveal any potentially confidential or sensitive information about the authority that you may have come across in your work or role for the Council.
- Do not use any council-owned images or logos
- Do not include contact details or photographs of service users or staff.
- At all times treat others with respect and do not make offensive comments about the authority, members, officers, colleagues or members of the public as this is a disciplinary offence

9.9 Members are strongly advised to have separate social media accounts to be used in their capacity as Councillors so as to avoid any confusion over whether comments are made in a personal or professional capacity.

9.10 Anyone posting on social media must be aware of legislation particularly the [Data Protection Act 2018 \(legislation.gov.uk\)](https://legislation.gov.uk) and the [Equality Act 2010 \(legislation.gov.uk\)](https://legislation.gov.uk).

APPENDIX A - UNIVERSAL PRINCIPLES WHEN USING SOCIAL MEDIA.

1. Be human

Be approachable in your language and tone.

2. Be engaging

Respond to questions and talk back when you can move the conversation on or help.

3. Be professional

Remember that you are representing your authority.

4. Share and say where it came from

You can share what others have posted but it is polite to acknowledge and attribute where this has come from.

5. You can't control, only contribute

You cannot stop conversation amongst residents. You can only contribute to it.

6. Content is king

By creating sharable and engaging content you can contribute to the conversation and be heard.

7. Be authentic

Don't try and pretend to be something you are not. Ghosted accounts are not authentic.

8. Be trusting

We cannot monitor every conversation, letter, phone call or email. Trust your staff and you will gain far more than you will lose.

9. Be strategic

Plan ahead – who do you want to engage with, why and how? What do you want to achieve?

APPENDIX B - Social media policy - Do's and don'ts template from the Local Government Association.

This policy has been developed following a survey of over 120 local government councillors and officers up and down the country. It is intended to open the door to social media use in your local authority rather than block it.

If you stick to this one simple rule you won't go too far wrong: **Don't post any message on social media that you wouldn't happily say in a public meeting.**

LGA Policy template: Do's and don'ts at a glance

Do

- talk to residents, staff and others. And do answer their questions (quickly and honestly)
- trust your teams and staff to use social media
- be responsible at all times
- be respectful at all times, too
- innovate – different approaches work for different people
- have a personality – corporate speak or just issuing press releases won't work well on social media
- share other people's helpful content and links
- credit other people's work, ideas and links
- listen (social media is designed to be a two-way channel, just like any good conversation)
- ask your own questions. Seek feedback from your residents (but make sure you share the results with them)
- have a rota where appropriate – share the load and you'll get more from your accounts
- adhere to your existing HR policies – you don't need a separate HR policy especially for social media
- talk to your communications team – they are there to help you
- and more than anything, do use social media in the spirit in which it was intended – to engage, openly and honestly.

Don't

- broadcast or talk at people. Your residents will soon spot broadcasts and respond accordingly
- block social media – social media is not a risk, blocking its use is a risk
- try to cover up mistakes, be honest and you'll get more respect for it in the long run
- build accounts and just hope people will come – sometimes it is best to go to the places where your audiences are already having conversations
- assume that social media will look after itself – you will need to invest time, enthusiasm and energy to make it work. And don't leave your accounts unattended for long spells
- post content which will embarrass your council or yourself
- ignore legal advice, it's there to help you
- think that a disclaimer in your bio will save you from potential legal action, it won't
- expect your staff to make do with old technology which can be a barrier to effective working
- share your passwords with anyone other than your communications leads
- forget that social media is 24/7 – just because you leave at 5.00 pm doesn't mean the world stops or that residents won't be active. If your account is only staffed 9-5 then you should say so on your profile.



ALTON TOWN COUNCIL RECORDING OF MEETINGS POLICY

Policy Adopted: 5th June 2024

Review due: June 2026

Alton Town Council is committed to being open and transparent in the way that it conducts its decision making.

The right to record, film and to broadcast meetings of Alton Town Council was established under the [The Openness of Local Government Bodies Regulations 2014 \(legislation.gov.uk\)](#). This is in addition to the rights of the Press and public to attend such meetings.

Recording, including filming, audio recording, taking photographs, blogging, tweeting, and using other social media is permitted at any Town Council meeting which is open to the public provided that the Chair of the meeting does not consider that there is disruption to the proceedings of the meeting and subject to the following procedure.

The approved minutes of the council remain the formal record of meeting proceedings and are available via the council's website at [Meetings & Minutes – Alton Town Council](#) or by contacting the council's offices by the following means:

Email: info@alton.gov.uk

Telephone: 01420 83986

Address: Town Hall, Market Square, Alton, GU34 1HD

Procedure

Anyone wishing to record a meeting is requested to let the Chairman of the meeting know prior to, or at the start of, the meeting. The recording should be overt (i.e. clearly visible to anyone at the meeting) and must take place from a fixed position in the meeting room approved by the Chair of the meeting to reduce disruption to the proceedings.

At the beginning of any meeting being filmed, the Chair of the meeting will make an announcement to that effect and the Council will ensure that signage at Council meetings makes it clear that recording can take place. If anyone speaking at the meeting does not wish to be recorded, they should let the Chairman of the meeting know. Councillors cannot refuse to be captured within recordings. This is because they hold public office and are required to be seen and heard during proceedings.

Councillors have a right to record the proceedings themselves and while doing so shall adhere to the procedures set out in this document in conjunction with the council's standing orders.

Anyone visually recording a meeting must only focus on recording Councillors, officers and the public who are directly involved in the conduct of the meeting. People seated in the public area should not be photographed, filmed or recorded without the consent of the individuals concerned. Any children or vulnerable persons present at the meeting must not be filmed unless they and their

parents/guardians/carers have given their consent. Any request made by the Chairman regarding respecting the public's right to privacy must be complied with.

Any person wishing to record Council meetings will be responsible for ensuring that any cabling, or electrical equipment they use has been properly tested and installed and adheres to health and safety requirements. The Council will not be held liable for any injuries to the individual or members of the public caused by the recording of its meetings.

The Chairman of the meeting has absolute discretion to request that a person stop or suspend recording if, in the Chairman's opinion, continuing to do so would prejudice proceedings at the meeting or if:

- recording is disrupting the proceedings of the meeting
- there is public disturbance or a suspension of the meeting
- the meeting has resolved to exclude the public and press due to the confidential or sensitive nature of the business to be discussed
- the person filming is moving around while recording
- the Chair of the meeting considers that a defamatory statement has been made
- individuals are requested to repeat statements for the benefit of a recording
- it is considered that the recording infringes upon the rights of any individual who has made a specific request to the Chair of the meeting that they do not consent to being recorded

Should a person recording not comply with any request to cease, the council has the right to take whatever action they deem necessary in accordance with the council's standing orders. This may include removing the person concerned from the meeting or adjourning the meeting to another time.

All devices must be kept on silent for the duration of the meeting. Recording equipment must not be left unattended at meetings. The Council cannot accept liability for any equipment that is lost, stolen or damaged at its public meetings.

The recording must not be edited in any way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Council's values or in a way that ridicules or shows a lack of respect for those in the recording.

If the Council resolves to discuss confidential information, and the public and press are excluded from the meeting, all recording equipment must be removed immediately from the room.

The use of flash photography or additional lighting will not be allowed unless this has been discussed with the Clerk in advance of the meeting and agreement reached on how it can be done without disrupting proceedings.

Guidance Notes

The Parish Clerk should be contacted prior to the meeting if the recording involves large equipment or special requirements.

Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those who undertake the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act, the Public Order Act Part III (1986 as amended), the Equality Act 2010, the laws of libel and defamation and any subsequent legislation or regulations.

The Council may itself photograph, film, record or broadcast its meetings and may retain, use or dispose of such material in accordance with its retention and disposal policies.