

ALTON Town Council



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Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

30th August 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 4th September 2024 at 7.00pm** at the **ASSEMBLY ROOMS, High Street**, when the under mentioned business will be transacted.

There will be a pre-meeting Councillor only briefing at 5.45pm for a 6.00pm prompt start with representatives from Alton Rugby Club, Malcolm Osborne and Steve Jenkins

Yours faithfully

Patricia M Harris

Pat Harris
Interim Town Clerk

To: All Town Councillors

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

ALTON TOWN COUNCIL – WEDNESDAY 4TH SEPTEMBER 2024
ASSEMBLY ROOMS, ALTON
AGENDA

1. Apologies for absence
2. Town Mayor's announcements
3. Minutes of the Full Council meeting held on 10th July 2024 for approval.
4. Declaration of Interest and Requests for Dispensations - Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.
5. Correspondence received and questions to the Council: Members of the public are invited to make representations.
6. To receive a report from and ask questions of County and District Councillors
7. Alton Neighbourhood Plan: Regulation 14
8. Unit 16, Market Square – Community Use – Citizens Advice
9. Statement of Accounts to 31st July 2024.
10. Grant Applications
 - 10.1 Alton Community Exchange (ACE)
 - 10.2 A31 Primary Care Network
11. Request for Landlords Consent:
 1. Kings Arm
 2. Dementia Friendly Alton
 3. Alton Rugby Club
12. Review of Alton Town Council Policies and Regulations:
 1. Anti-Corruption and Bribery Policy
 2. Flexible Working Policy
 3. Paternity Leave Policy
 4. Carers in the Workplace Policy
 5. Recruitment of Ex-offenders Policy
13. Jubilee Bungalows Maintenance – Roof repairs

Confidential

14. Staffing Matters
15. Licence to Occupy – Capra Express

**ALTON TOWN COUNCIL
FULL COUNCIL – 4TH SEPTEMBER 2024**

ITEM 5: CORRESPONDENCE RECEIVED

FOR INFORMATION

1. Letter from Alton Trampoline Club expressing their thanks to the Council for the award of CIL funding in the sum of £7,720 to help replace their oldest trampoline.
2. Letter of appreciation from the Alton Concert Band to Councillors for the Event Grant awarded by the Town Council

ITEM 7: ALTON NEIGHBOURHOOD PLAN

FOR DECISION

Members attention is drawn to the Minutes of the Full Council meeting held on 5th June when the following Resolutions were passed (Minute Reference 17 refers):

1. On the proposal of Councillor Hammond, seconded by Councillor O'Brien, it was

RESOLVED to proceed to a Regulation 14 consultation but not before 14th September and that a group of representatives could be given until the end of July to come back with any new proposal for the site allocations to be included in the Draft Neighbourhood Plan, which would then be put to the Full Council Meeting on 4th September. The alternative sites and accompanying assessment / information should be submitted to the Town Clerk by the end of July.
2. On the proposal of Councillor Hammond, seconded by Councillor Kellermann, it was

RESOLVED to delegate to the Town Clerk any amendments to the draft Plan including spelling, grammatical errors, or amendments to wording, which do not change the nature of the policies, as required, prior to publication for the Regulation 14 consultation.

A total of 4 representations were received by the deadline of 31st July 2024 and all were circulated to Councillors and they included (1) a submission from a Holybourne resident; (2) a representation on behalf of the Holybourne Village Association/Save Windmills Hills/the Alton Society/ACAN and others; (3) a representation from the Countryside Charity Hampshire (CPRE) who had responded to what they had believed was to a Reg 14 Consultation; (4) representation from a resident on brownfield sites (also sent to EHDC). Two representatives on behalf of the Holybourne Village Association/Save Windmill Hills/the Alton Society/ACAN and others were invited to attend a workshop with Councillors on 29th August to discuss in more detail their submissions with regards to site allocations to be included in the Draft Neighbourhood Plan. Also in attendance at the workshop meeting was the Chair of the Alton Neighbourhood Plan Steering Group and the Town Council's appointed Consultant (ONH). All representations/notifications received are included under additional papers to this report.

RECOMMENDATION: Members are requested to:

1. Approve the draft pre-submission Alton Neighbourhood Plan (V4) for the Regulation 14 consultation, as tabled to Full Council on 5th June 2024.
2. Re-affirm delegating to the Town Clerk any amendments to the draft Plan including spelling, grammatical errors, or amendments to wording, which do not change the nature of the policies, as required, prior to publication for the Regulation 14 consultation.

ITEM 8: UNIT 16 MARKET SQUARE COMMUNITY USE – CITIZENS ADVICE BUREAU

FOR DECISION

Councillors will be aware that a complete refurbishment of Unit 16 Market Square (the middle unit on the ground floor of the Town Hall building) has recently been undertaken following the Town Council's decision to utilise the space for community use which can be hired by community groups. (Minute reference 228/2023 refers).

New furniture has been introduced with both the kitchen and toilet facilities being completely updated along with painting and decorating undertaken. What is still outstanding is the secondary glazing to the windows for all three units and the appointed contractor has indicated that they will be able to be on site from mid-September. A number of groups have expressed an interest including the Citizens Advice Bureau who have been looking to expand their offering in terms of confidential space. The current unit which they occupy does not necessarily allow for this should they have more than one resident undertaking a face-to-face meeting. CAB had previously indicated that they would wish to be considered should the opportunity arise to utilise Unit 16 on a 2 day a week basis in the short/medium term whilst a longer-term solution is investigated. EHDC are currently actively exploring and looking into other options for both the CAB and Foodbank but it is the immediate whereby they are keen to make use of Unit 16. Booking forms and Terms & Conditions have been drawn up for the booking of the facility and whilst other local community groups have booked out time on an adhoc basis, CAB are looking to formalise usage on a 2 day a week basis for the foreseeable future. With this in mind, Members are requested to determine that they are happy to enter into such an agreement with CAB for a permanent arrangement for a period of up to 12 months pending a longer-term solution being forthcoming.

RECOMMENDATION: Members are requested to confirm their approval of an agreement for the Citizens Advice Bureau to book Unit 16 on the basis of 2 days a week (the days are yet to be advised) from 9.00 a.m. to 5.00 p.m. for a period of 12 months, or sooner after which time a further review will be undertaken if required.

ITEM 9: STATEMENT OF ACCOUNTS TO 31ST JULY 2024

FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports to 31st July 2024.

Balance Sheet as at 31st July 2024

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

Income & Expenditure

Attached is the Statutory Income and Expenditure Report for the period 1st -31st July 2024

Bank Reconciliation Statement as at 31st July 2024

The Bank Reconciliation Statements are as presented with a closing balance of £253,042.65 (Unity Current Account), £1,633,301.43 (CCLA Deposit Account as at 31st July 2024) £321,271.13 (CCLA Property Fund) and £266.97 (Petty cash). This requires signing off on behalf of the council that the figures presented reconcile with the original bank statement which will be given to the Chairman on the night.

Payments over £500

The attached report includes all payments over £500, issued between 1st-31st July 2024 in respect of invoices and grant cheques.

Transfer of funds

Given the balance on the Current Account, officers undertook a transfer of £150,000 (one hundred and fifty thousand pounds) to the Unity Bank Deposit Account which is included in the balances quoted above. Members are advised that transfers to and from these accounts are instantaneous and no notice is required.

RECOMMENDATION: Members are requested to confirm their approval of:

1. **The balance sheet dated 31st July 2024**
2. **The Income and Expenditure account to 31st July 2024**
3. **The bank reconciliations for the Unity Account and the CCLA Deposit & Property Fund Accounts**
4. **The Payments over £500 covering 1st-31st July 2024**
5. **The transfer of funds (£150,000) from the Current Account to the Deposit Account**

ITEM 10: GRANT APPLICATIONS - ALTON COMMUNITY EXCHANGE AND A31 PRIMARY CARE NETWORK

FOR DECISION

1. The formed Alton Community Exchange (ACE), born out of Alton Charities Together held their inaugural meeting of ACE on 16th July. It is looking for funding in the amount of £725 to assist with their only expense for room hire, refreshments, printing and publicity. Their intention is to meet 6 times a year.

Members may wish to consider offering ACE the opportunity of being able to book the Council's unit at 16 Market Square which is a designated community space for this purpose. The Council could also be able to assist with printing and publicity as well.

2. The A31 Primary Care Network is a dedicated team made up with representatives from The Wilson Practice, Chawton Park Surgery and Boundaries Surgery. The social prescribers throughout the year organise various events focusing on health and wellbeing. The team are looking for £300 to go towards the cost of hosting a quiz night to raise funds for Christians Against Poverty (CAP).

ITEM 11: LANDLORD'S CONSENT:

FOR DECISION

1. **Kings Arms (former Bartlett and Butcher building)**

Trustees of the Kings Arms have approached the Town Council for Landlords Consent as they would like to make some internal alterations to the upstairs of the building.

The proposal is to put in a new dividing stud wall that runs front to back of the first floor (as per the rough draft plan provided under supplementary papers). Should Landlords Consent be forthcoming, they intend to move the existing stud wall back to the dotted line shown on the plan. This would then allow them to make a separate classroom to facilitate the introduction of the new Empower Programme (Emotionally Based School Avoiders - EBSA) which they are intending to launch.

The Trustees are hopeful that they can do most of this work themselves, possibly with the help of Men's Shed but have been reminded that they will need to check whether they need Planning Permission / Listed Building Consent in addition to securing Landlord's Consent.

2. **Dementia Friendly Alton – Alton Assembly Rooms**

A further request has been received from Dementia Friendly following notification from EHDC that they have been successful in their CIL application and have been awarded the funds to make the

changes at the Assembly Rooms which had previously been agreed with Alton Town Council. However, they also included secondary glazing in their bid to help make the building be more energy efficient and reduce running costs for the charity. They are therefore seeking Landlord's Consent to install the secondary glazing.

The quote for the project has come from a specialist company, who have undertaken an analysis to demonstrate what savings can be made, both in climate change and cost terms.

3. Alton Rugby Club

Landlords Consent is requested to allow the Rugby Club to install solar panels on the roof of the clubhouse which will enable the Club to reduce their energy costs both for the clubhouse and the training pitch floodlights. Advice has also been sought from Energy Alton.

RECOMMENDATION: Members are requested to consider the granting of Landlord's Consent to:

- 1. The Kings Arms for the purpose of installing a new dividing stud wall that runs front to back of the first floor of the building.**
- 2. Dementia Friendly Alton for the purpose of installing secondary glazing**
- 3. Alton Rugby Club – installation of solar panels to the roof of the clubhouse**

ITEM 12: REVIEW OF ALTON TOWN COUNCIL POLICIES AND REGULATIONS: FOR DECISION

Councillors have previously been notified that officers are undertaking a review of ATC Policies. This review has highlighted that either Council does not have a current policy or due to changes in employment law some policies need to be updated or put in place.

The following Policies are tabled following review by the Staffing Committee as these policies are referred to in the Staff Handbook but had not been drafted or adopted and, therefore, they require endorsement by Full Council to allow publication to all Staff and inclusion in the Staff Handbook.

1. Anti-Corruption and Bribery Policy – This is a new policy as although referred to in the Staff Handbook, no policy is in place. The proposed Policy attached has been based on sample policy from NALC (National Association of Local Councils)
2. Flexible Working Policy – This has been reviewed and revised due to changes in employment law and adapted from EHDC's policy to ensure we comply with 2024 updates to employment laws
3. Paternity Leave Policy – This has been reviewed and revised due to changes in employment law and adapted from EHDC's policy to ensure we comply with 2024 updates to employment laws
4. Carers in the Workplace Policy- This has been reviewed and revised due to changes in employment law and adapted from EHDC's policy to ensure we comply with 2024 updates to employment laws
5. Recruitment of Ex-offenders Policy – This is a new policy as although referred to in the Staff Handbook, no policy is in place. The proposed Policy attached has been based on central government best practice

RECOMMENDATION: Members are requested to approve the individual Policies as tabled

- 1. Anti-Corruption and Bribery Policy**
- 2. Flexible Working Policy**
- 3. Paternity Leave Policy**
- 4. Carers in the Workplace Policy**
- 5. Recruitment of Ex-offenders Policy**

**ITEM 13: JUBILEE PLAYING FIELDS BUNGALOWS MAINTENANCE – ROOF REPAIRS:
FOR DECISION**

Following notification from the tenants of 2 Jubilee Playing Fields Bungalows of damp ingress into the property, investigations have discovered that there are several defects to the roof and guttering which need to be undertaken. Roofing contractors have been to site and have advised the problem has arisen from the deterioration of the roofing felt and batten to both properties which needs to be addressed in order to protect the integrity of the bungalows and also to stop further water ingress. Quotes have, therefore, been obtained from three contractors to re-felt and batten the roof and utilise the existing tiles wherever possible and replace any that are needed. All have advised that it will be more cost effective to undertake the work to both bungalows at the same time as although the issues are not to the same extent on No. 1 bungalow, it is a matter of time before the deterioration becomes a problem. Quotes and references were obtained from companies B and C due to the Town Council previously not commissioning any work with them although the Council has contracted the services of Company A in the past.

Company A - £19,041.84

Company B - £9,500

Company C - £9,850

RECOMMENDATION: Members are requested to appoint a contractor to undertake roof repairs/maintenance at 1 and 2 Jubilee Playing Fields Bungalows.

**ALTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON
WEDNESDAY 10TH JULY 2024 AT 7.00PM AT THE TOWN HALL**

Present: **Councillor** **Annette Eyre (Town Mayor)**
 Don Hammond
 Doug Richards
 Barbara Tansey
 Janice Treacher
 Peter Wadman

In attendance: **Pat Harris** - **Town Clerk**
 Hayley Carter - **Deputy Clerk**
 2 Members of the public

25 Apologies for Absence

Apologies were received from Councillors Graham Hill, Jonathan Waugh, Matthew Bayliss, Nick O'Brien, Mark Boyce-Churn, Matthew Kellermann and John Chubb

26 Town Mayor's Announcements

The Town Mayor welcomed everyone to the meeting.

Councillor Tansey excused herself for personal reasons and left the meeting.

27 Minutes of the Full Council Meetings held on 5th June 2024

1. On the proposal of Councillor Hammond, seconded by Councillor Richards, it was

**RESOLVED to approve the minutes of the Full Council meeting held
on 5th June 2024**

All in favour.

28 Declarations of Interest and Requests for Dispensations

Councillor Eyre stated that she had a past connection with the Trampoline Club as her child had been a member, but The Town Clerk confirmed that as that was several years ago there would not be a problem with her involvement in that part of item 7 (9)– Neighbourhood CIL.

Councillor Richards declared a personal interest in item 7 (3) – Neighbourhood CIL as his wife is a member of the tennis club.

Members were reminded that there had been a request from the Monitoring Officer at EHDC for councillors to undertake their annual review of their Declaration of Interest (DoI) forms, and submit to the Town Clerk confirmation in writing that their published DoI is up to date or that amendment is required and that they will take the necessary action in updating their DoI form for submission to EHDC.

29 **Correspondence Received and Questions to the Council**

29.1 E-mail correspondence circulated to Councillors in advance of the meeting had been received from the Farnborough Noise Group and circulated to Councillors in advance of the meeting: Villages Oppose Warehouses – advising of a public meeting which was being held on 25th June in Hartley Wintney

30 **To receive a report from and ask questions of County and District Councillors**

No reports had been received.

31 **Neighbourhood CIL Applications**

A total of 9 grant applications had been received, which were considered by councillors.

The Town Clerk confirmed that each application had been assessed separately by officers of both EHDC and ATC and had been comprehensively evaluated at a councillor workshop.

Councillor Hammond asked why it was a partial recommendation for Bushy Leaze. The Town Clerk confirmed that the recommendation was that the Neighbourhood CIL cover the costs of the infrastructure but that other fundraising could be done for some of the equipment such as the sand pit and seating.

1. On the proposal of Councillor Hammond, seconded by Councillor Wadman, it was

RESOLVED

To **approve** the Community Infrastructure Levy (CIL) Grant to:
Applicant A First Friends Day Nursery - Additional early years childcare capacity at Wootey Infant School £7,500 (seven thousand and five hundred pounds) with the condition that the building is bound to the land for a period of two years following completion.

All in favour

2. On the proposal of Councillor Eyre, seconded by Councillor Richards, it was

RESOLVED

To **approve** a Community Infrastructure Levy (CIL) Grant, in part, to:
Applicant B Bushy Leaze - Bushy Leaze Family Support Garden
£12,200 (twelve thousand and two hundred pounds)

All in favour

3. After discussion it was considered that Applicant C Alton Tennis Club's application was premature, and they should be invited to reapply at the next window with more information, especially a structural survey in view of the proposal's close proximity to the railway line.

4. On the proposal of Councillor Richards, seconded by Councillor Treacher, it was

RESOLVED

To **approve** the Community Infrastructure Levy (CIL) Grant for Applicant D, Alton Town Council - Path improvements at Jubilee £50,762 (fifty thousand, seven hundred and sixty-two pounds).

All in favour

5. On the proposal of Councillor Richards, seconded by Councillor Eyre, it was

RESOLVED

To **approve** the Community Infrastructure Levy (CIL) Grant to: Applicant E Alton Town Council - Refurbishment of Pavilions £150,000 (one hundred and fifty thousand pounds)

All in favour

6. The Community Infrastructure Levy (CIL) Grant to: Applicant F Alton Community Centre - Solar panels on roof, was not successful.

7. The Community Infrastructure Levy (CIL) Grant to: Applicant G Alton Maltings - Solar panels on roof, was not successful.

8. The Community Infrastructure Levy (CIL) Grant to: Applicant H, REHAB - New outdoor exercise area, was not successful.

9. On the proposal of Councillor Richards, seconded by Councillor Wadman, it was

RESOLVED

To **approve** the Community Infrastructure Levy (CIL) Grant to: Applicant I Alton Trampoline Club - New trampoline £7,720 (seven thousand seven hundred and twenty pounds), with a condition that the award is subject to the existing trampoline which will be replaced with the new one is sold.

All in favour

32 **Planning Application 38290/002 Site Address: 2 William Way, Alton, GU34 2UW**

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

RESOLVED

To **object** to Planning Application 38290/002 on the grounds of parking provision being contrary to Policy TR5 in the Alton Neighbourhood Development Plan and unsafe access to the site.

All in favour.

33 **Statement of Accounts to 30th June 2024 including transfer of funds from current account to deposit account and Internal Auditors report dated 3rd July 2024**

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

RESOLVED

to confirm approval of:

1. The balance sheet dated 30th June 2024
2. The Income and Expenditure account to 30th June 2024
3. The bank reconciliations for the Unity Account and the CCLA Deposit Account
4. The Payments over £500 covering 1st May to 30th June 2024
5. The transfer of £150,000 from the Unity Bank Current Account to the Unity Bank Deposit Account.
6. The Internal Auditors Report for the period ending 30th June 2024

All in favour.

34 **Alton Concert Band: Event Grant Application**

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

RESOLVED

To **approve** an Event Grant in the sum of £894.97 (eight hundred and ninety four pounds and ninety seven pence) for Alton Concert Band

All in favour.

35 **Request for Landlord's Consent**

35.1 On the proposal of Councillor Richards, seconded by Councillor Eyre, it was

RESOLVED

To **approve** Landlord's Consent for Dementia Friendly, Alton (Tenant of the Alton Assembly Rooms) to issue a Licence to Occupy to the Primary Care Network to permit:

- Access to rear rooms at Alton Assembly Rooms via the Rear Door
- Negotiated use of the suite of rear rooms to deliver a range of health care services and/or consultations

All in favour.

35.2 On the proposal of Councillor Hammond, seconded by Councillor Eyre, it was

RESOLVED

To **approve** Landlord's Consent for Alton Men's Shed to erect signage at Edgar Hall

All in favour.

36 **Review of Alton Town Council Policies & Regulations**

Taking each policy in turn:-

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

RESOLVED

to approve the updated Standing Orders as tabled.

All in favour.

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

RESOLVED

to approve the updated Document Retention Policy as tabled.

All in favour.

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

RESOLVED

to approve the updated Publication Scheme as tabled.

All in favour.

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

RESOLVED

to approve the updated LGPS Employers Discretions Policy as tabled.

All in favour.

37 **Exclusion of the Press and Public**

No members of the public or press remained in the room at this time.

CONFIDENTIAL

38 **Finnimore Pavilion Lease Agreements**

See confidential minute.

39 **Capra Espresso Ltd**

See confidential minute.

The meeting closed at 7.34pm.

DRAFT

OFFICIAL



Pat Harris
Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

8 AUG 2024

Ref: Neighbourhood Community Infrastructure Levy

Dear Pat,

On behalf of the whole Alton Trampoline Club committee, I'd like to thank the Council for awarding us the funding to help replace our oldest trampoline. We are truly appreciative of this kind donation of £7,720.

This will make a huge difference to the Club, its members and the wider community and something we would not be able to do without the support of the council.

Kind regards,
Kate Read
Fundraising and Social Secretary
Alton Trampoline Club

Account Name: Mrs SB Comber Alton Trampoline Club

Sort Code: 30-90-15

Account Number: 00707229

altontrampolineclub@gmail.com

www.altontrampolineclub.co.uk

From: Tony Willman
Sent: Friday, July 12, 2024 9:03 AM
To: Pat Harris
Cc:
Subject: Re: Alton Concert Band - Event Grant

Good Morning Pat,

Thank you so much for your email advising that the ACB application for a grant has been successful. It is very good news and especially helpful for buying new music both for the Wonder of Christmas (I apologise for mentioning Christmas in July!) and music to entertain the people of Alton.

I should be most grateful if you could pass on our thanks for this generous grant to councillors.

With very best wishes,

Tony

Chairman Alton Concert Band

Thank you correspondence from Alton Concert Band:

From: Tony Willman

Sent: Friday, July 12, 2024 9:03 AM

To: Pat Harris <townclerk@alton.gov.uk>

Subject: Re: Alton Concert Band - Event Grant

Good Morning Pat,

Thank you so much for your email advising that the ACB application for a grant has been successful. It is very good news and especially helpful for buying new music both for the Wonder of Christmas (I apologise for mentioning Christmas in July!) and music to entertain the people of Alton.

I have copied in our treasurer - Alan Finn - as he will provide band details.

I should be most grateful if you could advise to whom I should write to thank for this generous grant?

With very best wishes,

East Hampshire District Council Report for Alton Town Council

Full Council meeting on Wednesday 4th September 2024. Report written by Councillor Barbara Tansey, Alton Eastbrooke.
27th August 2024.

Planning: The draft Local Plan has now gone through to Reg 19. The new government has introduced a new National Planning Policy Framework which is out for consultation until 24th September 2024. The new baseline for housing stock need will be set by the dwelling stock estimates and not by household projections as previously. No caps to be applied. This suggests an increase for East Hampshire planning authority from 575 to 1,074 dwellings per annum. East Hants now requires a 5 year supply again to avoid the 'tilted balance'. The 5% buffer is restored. This will mean an increase from 2,375 dwellings to 5,126 dwellings across East Hampshire. Although we are at reg 19 there is no exception for us, despite the SDNP, because we are more than 200 dwellings below the new requirement. The Local Plan must be ready for examination not later than December 2026. There is an emphasis on affordable housing and social rents, on new infrastructure for sustainable transport, sustainable development, education infrastructure particularly early years, and to support modern economies including digital. Onshore wind and other renewable energy sources infrastructure is supported. East Hampshire's response to the consultation will be discussed in the Local Plan working group which I am on, in September, followed by an all member briefing to all district councillors.

Waste collection/fly tipping in Alton car parks. Following complaints received by Cllr Young and myself about unlocked overflowing commercial bins in parking bays, and waste bags fly tipped in EHDC car parks in the town centre, particularly Lady Place and Bank, we arranged for an on site meeting with the Community Response team and met them, along with Sam from ATC, on Tuesday 30th July. We inspected all 9 Alton Town centre car parks. The response team are taking the issues we discussed back to aim at a solution involving clearly marked bin store areas in the car parks, and licences for all businesses that need to use them, requiring the bins to be locked.

We also discussed the 2 shopping trolleys in the River Wey near Costa. The Community Response team were unsure who was now responsible for clearing the river of this kind of detritus. They resolved to find out and let us know, although we have not yet heard back from them. It is therefore good to know that the Alton Society have very recently dealt with the issue and removed the trolleys. However there needs to be better communication and response from EHDC in future. To further this end, district councillor Young and myself are attending a meeting at the Town Hall on 6th September with some local residents, HCC and EHDC emergency planning, ATC, and the Environment Agency, to discuss aspects of the River Wey in Alton and we will raise this matter of responsibility and communication at that time.

Relocating Alton CAB and Alton Food Bank in long term accommodation.

I am working alongside Cllrs Young, Smart, and Shah, EHDC officers Chris Patterson, Danielle Friedman-Brown and Carolyn Shepherd, ATC officers, and managers of the respective facilities, to identify, and secure funding for, more suitable, permanent accommodation for Alton Citizens Advice Bureau and Alton Food Bank in Alton. Their current locations in the retail units below the Town Hall are inadequate in anything but the short to medium term. We are looking at various options in public buildings in Alton. Following an initial Teams meeting on 12th July we have two onsite meetings planned for 18th September and 11th October 2024.

Grants EHDC

1. Councillor Grants.

The window for applying for these ends at the end of February 2025. However some Alton district councillors have already allocated all of their allowance to support local initiatives, and most have only a few hundred pounds left. This follows removal of £1000 for each councillor, the section of the grant previously reserved for environmental causes. This environmental funding is now in a central 'climate fund' and residents/groups apply to that pot directly for climate change related funding.

2. Grow up fund launched on 16th August and closes on 16th September 2024. There is a pot of £130,000 for enriching biodiversity projects, community gardens, rural crafts etc of between £5,000 and £25,000 each.

Affordable Housing A new cross party affordable housing Task and Finish Group has been launched and will meet in September, and then 3 weekly. I am one of the 6 members of the group, headed by Cllr. John Smart. We hope to input on affordable housing into the Local Plan housing development plans emerging, and influence the building of more affordable homes, with social housing rents, run by the council as well as by housing associations.

Afghan families who served with the UK Armed Forces and as a direct result are now in danger if they remain in Afghanistan are being relocated to Whitehill & Bordon empty MOD properties where they will be given support by the Ministry of Defence to start their new lives in the UK. The first two families were expected to arrive on Friday 23rd August with three further families due a week later. District Councillors have been asked to support their transition into their new lives here, by dealing with any questions from residents, especially in the light of the recent anti-migrant protests around the UK. The Afghan families will be supported to find work. They are classed neither as refugees, asylum seekers, or migrants, but as here 'because they helped the UK in time of need'. For further information about the government's Afghan relocation policy please see this link <https://www.gov.uk/government/publications/afghan-relocations-and-assistance-policy/afghan-relocations-and-assistance-policy-information-and-guidance>

The next EHDC full council meeting will be held on Thursday 26th September at Monterey House.

EHDC councillors received a verbal briefing on the evening of 27th July from Gill Mellor, head of operations at EHDC that operations is beginning the process of contracting to a new style streamlined council. This is because of a £1.7m per annum gap in funding due to various increases in costs and decreases in income since Covid. No written report has yet been circulated. As a result there will be 26 redundancies at EHDC coming over the next few months. This will save around £270,000 per annum. There is as yet no information on which departments will be affected and we are reassured that front line services shouldn't be affected.

ALTON NEIGHBOURHOOD PLAN
DRAFT SITE ASSESSMENT REPORT
AUGUST 2024

DRAFT

Published by
Alton Town Council
to accompany the pre-submission
Alton Neighbourhood Plan for Regulation 14 Consultation

ALTON NEIGHBOURHOOD PLAN

DRAFT SITE ASSESSMENT REPORT: AUGUST 2024

1. INTRODUCTION

1.1 Alton Town Council (ATC) is preparing its third Neighbourhood Plan for the Parish (ANP). An essential part of the process for neighbourhood plans proposing to allocate land for development, is an assessment of the suitability and deliverability the sites and indeed the alternative sites put forward by land interests for assessment.

1.2 The process differs from the equivalent process for Local Plan allocations in two ways. Firstly, it must be proportionate, acknowledging that allocation policies in neighbourhood plans do not have to meet the 'tests of soundness' and do not have access to the same resources. Secondly, the process must take into account community opinion, given the fact that to be made (adopted), proposed neighbourhood plans must pass a referendum.

1.3 This report summarises the site assessment process that has informed the selection of housing site allocations in the ANP to date. ATC delegated the preparation of the Neighbourhood Plan to an appointed Steering Group (NPSG) comprised of community representatives and councillors. It has been advised throughout this process by the professional planning consultancy ONH and has maintained an open dialogue with officers of East Hampshire District Council (EHDC) Planning Policy team.

1.4 ATC and the ANPSG have been mindful of the intention of EHDC, to review its adopted Local Plan (JCS) with a new plan to 2040. EHDC Officers provided the Alton Neighbourhood Plan Steering Group (NPSG) with an indicative housing figure in late 2023 to enable the ANP to take some responsibility for planning to meet local housing need in the Parish for the plan period rather than that being left entirely to the new Local Plan.

1.5 However, it will be demonstrated through this site allocations report that the indicative figure given by EHDC, in combination with its proposed inclusion of a new strategic allocation for Alton just outside of the ANP boundary area (detailed in the Regulation 18 Part II in January 2024) subsequently presented a number of challenges for the ANPSG.

1.6 In addition the "Proposed reforms to the National Planning Policy Framework and other changes to the planning system" published by the government of the 30th July, details the outcomes of the proposed revised method of setting housing targets, which indicates that there is likely to be a very significant uplift in the overall housing target for East Hampshire (current 575 per annum, proposed 1,074 per annum) This should be taken into account when considering the quantum of housing proposed by the ANP.

1.7 To obtain what the ANPSG felt was an appropriate site allocations policy a two-stage process was undertaken.

1.8 In summary, the first stage was a desk top study which generated a schedule of all potential housing development sites within a number of growth options, derived from the Land Availability Assessment (LAA) published by EHDC in 2022 for the emerging Local Plan. Sites were disqualified if they were deemed unsuitable as a matter of principle, unavailable or otherwise unachievable.

1.9 It is important to note that sites screened out at this stage as a matter of principle were based upon the landscape led approach of the ANP, reflected in the existing policy DE1 and the draft Alton Design Code seeking to not develop on higher ground above the 145m contour line.

1.10 In addition, ONH carried out an assessment of the town centre and potential brownfield sites which could be added to the list. As a minimum, for a site to be included, it was required to be able to deliver a minimum of 5 dwellings (below this level would be attributed to the windfall figure)

1.11 These sites were then grouped into four cumulative “scenarios” setting out different spatial options for the town, starting with a lower rate of growth within the town centre, a moderate rate of growth and then a higher rate of growth.

1.12 Alongside these scenarios were two “satellite village” scenarios to consider the impact on the town of two known potential strategic sites located just outside of the neighbourhood plan boundary.

1.13 These were then tested with the community and other identified key stakeholders during informal engagement in September 2023.

1.14 The second stage was then carried out using a combination of the results of community engagement, dialogue with the LPA and other notified key stakeholders and further assessment of deliverability to result in a single preferred scenario being chosen to take forward. This was then subject to technical assessment of the sites within the chosen scenario via SEA and dialogue with the various site landowners / promoters taking place to work through the development of site masterplans and create an initial draft of the allocation policy wording for each site within the chosen scenario.

1.15 Site-specific development principles, including any mitigation measures identified in the SEA and any necessary supporting infrastructure requirements, were then worked through with the respect site promoters/developers and the ANPSG prior to being finalised.

1.16 The second stage of assessment resulted in the chosen scenario being the one which recommended a higher rate of growth, the reasons for which are set out below.

1.17 The Town Council has in recent months been subject to pressure from local community groups campaigning for a lower quantum of development for Alton and for proposed development for the town to be directed away from their neighbourhoods. This included two petitions from two local groups, Save Neatham Down and Save Windmill Hill and representations from Holybourne Village Association. As such this has put the Council in a difficult position of trying to ensure the best outcome for the town, listening to the community and supporting a Neighbourhood Plan that serves the town well, does not enable unplanned development to come forward but also promotes an ANP which will be supported at referendum. The details of this are included in section 4 below.

1.18 Should site allocations be included for the Regulation 14 consultation then this draft report is published for consultation alongside the Pre-Submission version of the ANP and draft SEA report.

2. STAGE ONE ASSESSMENT

2.1 The process began with the Town Council forming a Steering Group (NPSG) to oversee the assessment on its behalf following a resolution to review the ANP in February 2023. The NPSG observed that whilst EHDC had undergone three iterations of a Regulation 18 consultation on the emerging Local Plan, there were currently no housing development target numbers outside of the current EHDC Joint Core Strategy (adopted 2014) which set a figure of 1,731 for Alton through the Plan period to 2028 and the current Alton Neighbourhood Plan (2021). As such, the ANPSG took the

opportunity to embrace the concept of scenario planning, examining all available development opportunities to consider where development would best serve the town.

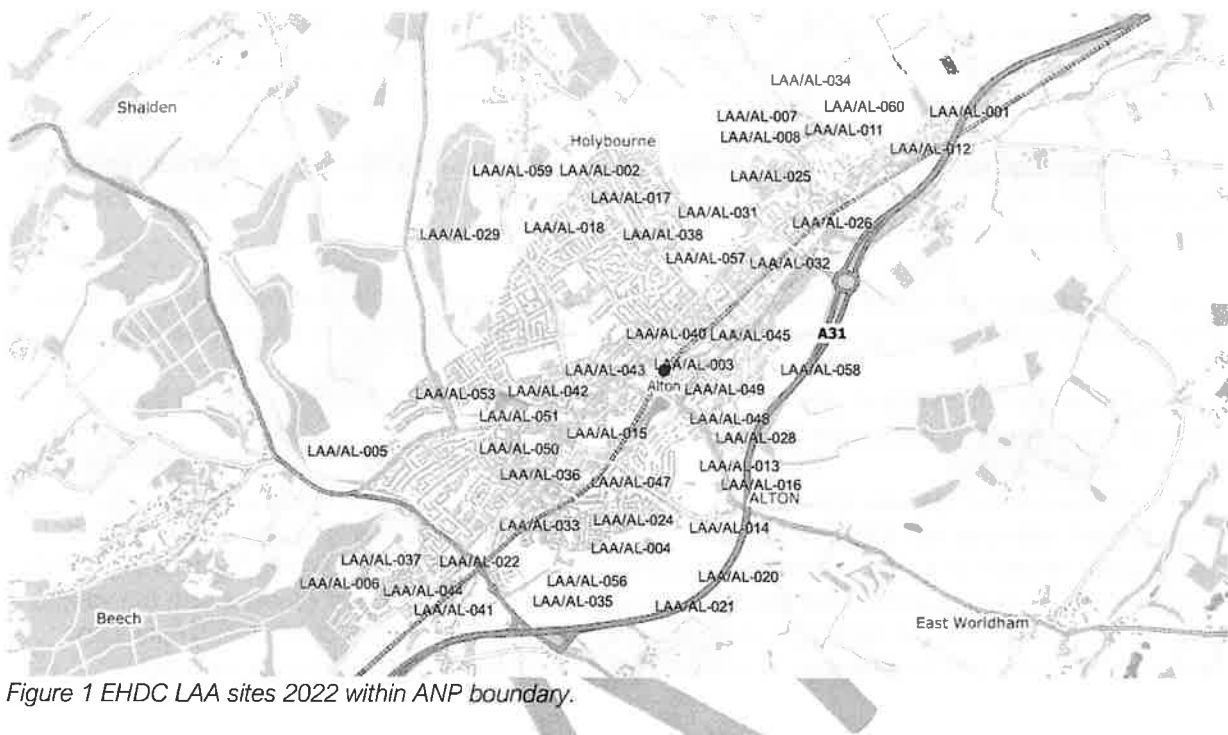


Figure 1 EHDC LAA sites 2022 within ANP boundary.

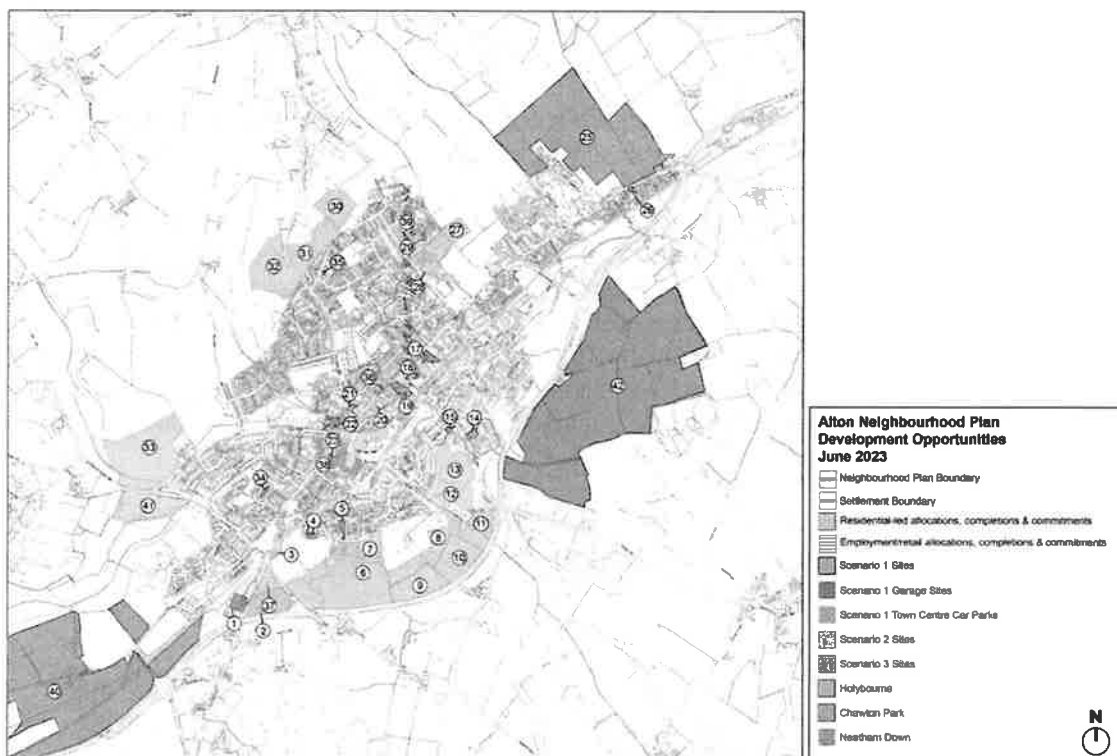


Figure 2 - initial scenario concept plan June 2023

2.2 During the initial scenario planning workshop in June 2023, the NPSG identified that a fundamental consideration in creating the scenarios was that of valued landscape protection and avoiding the most exposed landscapes as they sit within the wider context. This therefore led to discarding three of the submitted sites that would not be capable of forming a plausible scenario due to this national and local spatial planning policy consideration, given their elevated position (defined as above the 145m contour) These sites were:

32. (LAA/AL-029) Land west Old Odiham Road (between 140m - 164m) steeply sloping with long distant views, impact on character of countryside. (May require use of ATC owned allotment site for access)

31. (LAA/AL-018) Land east of Old Odiham Road (between 140m - 159m) Steeply sloping, long distance views. (land subject to previous planning refusal and appeal dismissal)

30. (LAA/AL-059) Land north of Gilbert White Way (between 135m and 165m) (site partially located outside of the ANP boundary.) Steeply sloping, long distant views

2.3 Other development management policies were turned off for this stage i.e. constraints were identified to illustrate the positive and adverse effects of each scenario and not to discard sites within each scenario.

2.7 A detailed report of this scenario planning exercise, the constraints and opportunities of each scenario and the outputs can be found [here](#) on the town council website.

3. STAGE TWO ASSESSMENT

3.1 The second stage of the process combined three assessment exercises: informal community engagement, a deliverability assessment and a Strategic Environmental Assessment.

3.2 The first exercise was used to understand the opinions of the local community on the sites, following a two-day drop-in event on the 8th and 9th September 2023, bearing in mind that the Plan can only be made following a successful referendum in due course. The results are published as a separate report which can be [found here](#). The views of the LPA were also sought during this period of engagement.

3.3 The second exercise indicated the confidence level that a desired development solution will be considered viable by the relevant land interests and able to be delivered. To inform the second exercise, the NPSG used the information gathered from the owners/promoters of each site. Indicative proposals and scheme layouts were provided, together with confirmation of access rights and offers of providing community benefits as part of a scheme.

3.4 The third provides an assessment of the technical attributes of the sites using a set of agreed environmental criteria as required by the Regulations.

Emerging Local Plan

3.5 Independently of the NPSG refining the second exercise (deliverability of sites within the scenarios,) in November 2023 EHDC Planning Policy officers advised "in confidence" at the time that the ANP would be expected to allocate an indicative figure of 700 dwellings within its boundary as part of the emerging Local Plan. It was understood that an allowance for this number of dwellings to be excluded from the EHDC Local Plan would be made in their forthcoming Regulation 18 Part 2 consultation, this being expected in January/February 2024.

3.6 EHDC also advised that an allocation of 1000 dwellings on the edge of Alton, outside of the Neighbourhood Plan boundary at Neatham Down, was to be proposed within the Regulation 18 consultation, giving a total proposed number of 1,700 homes for the Alton area.

3.10 The NPSG considers the EHDC proposed strategic allocation to Neatham Down does not serve the future of Alton well and is substantially unsustainable. The Town Council made a detailed representation to the Local Plan Regulation 18 Part 2 to explain this position in detail. A copy of the response can be found [here](#).

3.11 As an alternative, the scenario planning work undertaken to date included sufficient allocations within the most extensive scenario (scenario 4 "South Alton") to enable the ANP to provide the solution to the required housing figure of 1,700 negating the need for EHDC to allocate Neatham Down in the Local Plan. However, this would require including the proposed allocation at Holybourne into the scenario, which had not received community support at the early engagement session.

Deliverability Assessment & refining the sites.

3.12 It is important that the ANP is able to demonstrate that there is a high level of confidence that each site allocation proposal within the chosen scenario will be delivered in the plan period. This enables the NPSG and ATC to take into account any site viability issues identified by the land interest or by other stakeholders, as per the national guidance.

3.13 As such, the NPSG, sought to drill down into the 2023 updated LAA figures attributed to the site to establish capacity for each site to start to refine the numbers contained within this scenario.



EHDC updated LAA sites in and around Alton 2023 (noting the size of the site at Holybourne reduced from 2022)

3.14. The team also engaged with land interests (where known) to gauge the extent to which they were serious in promoting their sites, details of their capacity testing, landscaping, highways or other studies commissioned and what community and infrastructure benefits they were interested in delivering.

3.15 As a result it was concluded that each of the land interests were serious and had sufficient control of the land in question at present to deliver a housing scheme. In terms of judging viability, the team requested the land interests to make clear any potential viability issues that may compromise the ability of a proposal to be policy compliant in due course.

3.16 The land interests engaged with were as follows;

Hallam Land Management - Brick Kiln Lane
The OG Group (formerly M7 Planning Ltd) - Land South of Alton and Windmill Lane
Turnberry Consulting - Holybourne

3.17 As a result of the deliverability assessment Scenario 4 was refined by the ANPSG and now included three sites - Brick Kiln Lane (from scenario 2 - LAA/AL-005) Holybourne (from scenario 3 - LAA/AL-060) and South Alton (from scenario 4 LAA/AL-056)

3.18 Sites from the original scenario 1 (Town Centre / Brownfield) are unable to be shaped into an allocations policy as 101 of the 130 have already secured planning permission. These are, Land off Selborne Road LAA/AL-041 (81), Alton School LAA/AL-038 (6) and LAA/AL-054 (14). Of the remaining 29, these are all sites with limited capacity of between 4 and 7 dwellings and as such, not of sufficient size to warrant an allocations policy. The 101 consented are eligible to be discounted from the 1,700 sought overall for Alton and as such a brownfield policy was felt appropriate to add into the draft ANP to provide policy support for any sites coming forward in the future during the plan period. EHDC had advised that windfalls could not be included within the numbers for Alton as these had already been accounted for in setting the overall housing requirement for the District and the Town (so should not be counted twice) but would still be subject to this policy where applicable.

3.19 The proposed site at Holybourne for up to 223 homes, is included. Whilst the site had not received favourable community comments from Holybourne residents, EHDC had responded to the scenario planning with the view that Holybourne was a sustainable location. The developer sought to engage with both the local residents at Holybourne and the ANPSG to seek to mitigate the concerns raised. There is still a worry that with the community objections to date that this may not elicit support at referendum but it was felt the site should be formally tested with a wide range of statutory consultees and the wider town before determining whether it would be appropriate for final inclusion. It is important to note that between 2022 and 2023 the size of the site offered at Holybourne had decreased from a capacity of over 1,000 new homes to 223, due to change in land ownership and a desire to deliver a smaller proposal.

3.20 The South Alton group of sites has been refined to 800 dwellings (although the promoter indicated that 900 was achievable if required to meet the required overall housing target through a slight revision of densities, plus an additional 100 at Windmill Lane. This resulted from further capacity work undertaken by the site promoter in terms of responding to comments made in respect of landscape impact and concerns from the ANPSG about the visual impact of development above the 130m contour line.

3.21 Further engagement had also been undertaken with highways engineers to develop proposals for the "link road" and the promoter was able to commit to the provision of a local centre and primary school (if required) on site . They also adjusted the site plan to safeguard the land at the northern most extent of the site, which was considered more sensitive in terms of protection of valued landscape (being located at the 140m contour). This was proposed by creating an extension to the existing public open space at Windmill Hill to reduce any adverse impact of the proposals on the South Downs National Park. The site promoter had decided to split the allocation, keeping the site at Windmill Lane as a

separate allocation; given its physical disconnection from the other sites in the group and its setting meaning it was likely to be a low-density scheme of a different mix of dwellings.

3.22 The site at Brick Kiln Lane, included within the original scenario 2 and included within the draft Local Plan is also included. This site had not encountered any concerns from local residents to date and was felt, following a meeting with the site promoters, to be suitable for inclusion.

3.23 Whilst there were differences in the allocation figures between the EHDC LAA and those offered by site promoters, Scenario 4 was now defined as follows:

- 800 at South Alton
- 100 at Windmill Lane
- 225 at Brick Kiln Lane
- 223 at Holybourne

A total number of up to 1,348

3.24 It was felt that these sites present the best option for the town in the long term, giving certainty in their ability to be delivered and responding to the need for improved infrastructure to serve the existing, as well as new communities. Given the town centre allocations already consented (101) and the sites at Chawton and Beech outside of the ANP boundary (124), the overall number could also demonstrate that the strategic allocation at Neatham Down was not required.

3.25 The total falls slightly short of the 1,700 target at 1,573 but reflects the bottom-up assessment of what would work best for the town in terms of balancing housing, community benefit and infrastructure provision. If the 1,700 has to be achieved, the South Alton site promoter has indicated that through a notional increase of the higher density areas within the lower levels of the site, this shortfall could be substantially delivered.

4. SITE SELECTIONS WITHIN THE DRAFT ALTON NEIGHBOURHOOD PLAN

4.1 Initial feedback from District Councillors and the Alton Society, who were briefed on this option, was not favourable and EHDC officers confirmed in correspondence received in February 2024, that, in their view (at that time) the ANP should not seek to meet the “full” allocation for Alton and should therefore only consider the following options:

A) **Do not allocate any sites.** This would then become the responsibility of the District Council, who have the flexibility of being able to reallocate sites within the District as seems appropriate to them to meet their District-wide targets.

B) **Allocate sites to meet the 700-homes** figure given to the ANP identified in the emerging Local Plan. (The SG was felt this was not possible without allocating sites at either Holybourne, South Alton, or both.)

C) **Allocate sites to meet some the 700-home figure.** (The SG was felt this was also not possible without allocating sites at either Holybourne, South Alton or both)

4.2 Seeking to deliver 700 to complement the strategic site at Neatham Down was felt to be untenable, as it effectively endorsed the inclusion of the satellite village, which was opposed by the Town Council. As such the SG reluctantly proposed to the Town Council that their recommendation was to withdraw the allocations within the draft plan and move to a Regulation 14 with a draft ANP which contained no site allocations.

4.3 This was not accepted by the Town Council at their meeting in February 2024 who raised concern over abrogating responsibility for housing allocations to the LPA. As such the Town Council deferred a decision on this recommendation.

4.4 The Town Council subsequently asked to meet with the Planning Policy Manager at EHDC and the consultants for a workshop session to discuss this further before a motion was tabled for the June Full Council meeting.

4.5 At that briefing both the EHDC officer and the Town Council's consultants impressed upon the Town Council that further delay to determining whether site allocations were or were not to be included within the draft ANP was unhelpful and was stalling the progression to Regulation 14. The Plan-led system needs development plans to be in place and these require a level of certainty in order to progress. Given EHDC were still working through the responses to the Regulation 18 consultation but wished to progress to Regulation 19 in good time to submit the Local Plan for examination by the end of June 2025, it was important that the full allocation for Alton (1,700) was included across one or both development Plans (Local Plan and Neighbourhood Plan)

4.6 This briefing also indicated that 700 figure previously given was just indicative at that time and inclusion of a higher rate of growth may be acceptable for inclusion in the pre-submission version of the ANP. There now being less concern over the proposed quantum and more over the level of certainty that the ANP either will or will not deliver housing, as this affects the emerging Local Plan housing numbers and sites.

4.7 It was also discussed that the refined site allocations within the draft ANP had not been subject to public or statutory body scrutiny, an opportunity provided through the Regulation 14 consultation process. Once consulted upon, it would be for the Town Council to determine whether there was sufficient support for the continued inclusion of the sites or whether any/all should be withdrawn from the submission version of the plan, noting that sites could be removed at a later date in the plan progression but not added in without further consultation, which would cause delay, likely leading to more speculative applications.

4.8 The Town Council meeting in June 2024 tabled the draft ANP with the 'full allocation' included. However, still unsure of how to proceed, the Council sought to respond to further community representations giving local groups a further opportunity to submit additional sites for inclusion within the pre-submission version of the ANP before making a determination in early September 2024 as to whether the Regulation 14 version of the ANP contained site allocations or not.

4.9 As a result of this further opportunity, two submissions were made and were validated against the preferred scenario 4. This was to consider whether they were consistent with the site selection process undertaken to select the sites within the draft ANP and if so, to add them into the housing allocations section.

4.10 The first submission was from Abigail Hills (Save Neatham Down) who proposed a number of brownfield sites as follows:

- 1) Alton School site.
- 2) The Golden Pot Pub
- 3) The Queens Head
- 4) 6.a and 7 Normandy Street
- 5) Normandy Street 2 properties away from the Curtis Museum.
- 6) Old Natwest Site, Alton High Street.

- 7) M&CO. Alton High Street
- 8) Travel bag. Alton High Street.
- 9) 6 High Street.
- 10) 4 High Street
- 11) Pritchards Garage
- 12) There were also little used car parks, that were previously discussed for development, could the use of these be re-investigated

4.11 A high level response has been given to each site as follows:

Site 1 - Consent already given for LAA/AL-031 (14) and LAA/AL-038 (6) via planning application 21560/023. The remainder of the Alton School site is currently for sale as a school site and as such no proposals for housing development have come forward.

Site 2 - The Golden Pot Pub is outside of the ANP area so would not be included.

Site 3 - The Queens Head, Site 4- 6a and 7 Normandy Street, Site 5 - Normandy Street, Site 7 - M &Co and Site 9 - 6 High Street are on the market so the position of a new owner is unknown but may be supported by the ANP under policy HO3 (A) as windfall brownfield sites subject to compliance with other policies in the ANP. However the Town Centre policy resists residential use of ground floor in the primary retail area, which would include sites 6, 7, and 9.) It has been suggested that these could be converted into multiple affordable units. The numbers involved are likely to fall below the threshold for inclusion of affordable units and in any event would be difficult to achieve given land values and conversion costs in a town centre location. As such it is unlikely that an affordable homes policy would come forward as a viable option on these sites.

Site 6 - Old NatWest site is owned by NatWest and is ground floor only (see note above for primary retail) The bank has also not come forward on the EHDC brownfield call for sites so their position is unknown.

Site 8 - Travel Bag had planning permission granted in 2022 for 2 open market residential dwellings on first and second floor with commercial ground floor. (24245/010)

Site 10 - 4 High Street, has planning permission for 5 open market residential dwellings (35940/003) issued June 2024

Site 11 - position unknown.

Site 12 - car parks. These were included in the early stages of the ANP and two sites have been included as opportunity areas within the Town Centre Masterplan but were screened out as site allocations on the basis that they are owned by EHDC who have not indicated they would be available for development.

4.12 Unfortunately, despite the work undertaken to make the submission of these brownfield sites, most are small sites of less than 5 units, they have not been confirmed as available and some are within areas where change of use to residential may not be supported. Therefore, there is insufficient certainty to include them in the pre-submission ANP at this time as a specified number although they would be supported as windfall under brownfield policy HO3(A)

4.13 EHDC also ran a Brownfield "Call for Sites" in June 2024. The resulting report has indicated the potential addition of up to 19 sites within Alton to undergo land availability assessment (see Appendix A). It is noted that none of these sites have been assessed for availability or deliverability or indeed

quantum of housing. A number of sites are existing housing stock, some have active uses, others already have planning consent and some may be too small for inclusion. As such there is no evidential reason to identify any individual site for inclusion within the draft ANP, using the general HO3A brownfield first policy to provide the policy lever to support these coming forward.

4.14 A submission was also made by Mr Jerry Janes on behalf of a Group comprising representatives from The Alton Society, Holybourne Village Association, the Windmill Hill Group, ACAN and others (unnamed).

4.15 This submission did not put forward any addition sites for consideration but suggested that the ANP should only seek to allocate 375 dwellings as broken down in the table below:

Allocations	Site	Dwellings
EHDC Local Plan allocations (1,264 dwellings)	Neatham Down	1,000
	Travis Perkins site	24
	Whitedown Lane	90
	Brick Kiln Lane	150
Alton Neighbourhood Plan (436 dwellings)	Brownfield Town Centre	130
	Windfall (14% of 436)	61
	Additional or Neatham Down	245
	TOTAL	1,700

Table 1: Breakdown of the 1,700 dwellings allocated to the wider Alton area in the draft Local Plan (as per the submission from Mr Janes)

4.16 It should be noted that there are small number of factual inaccuracies in the table as follows:

- The 130 figure in the original scenario 1 for the town centre is not wholly brownfield as suggested and is also now reduced to 124.
- 81 come from a greenfield site "land off Selborne Road" (LAA/AL-041) which is currently being built out and therefore whilst may be counted within the overall 1,700 number cannot be subject to a site allocations policy.
- 20 come from Alton School LAA/AL-038 (6) and LAA/AL-054 (14) and have planning permission. As such they could not be subject to an allocations policy within the ANP. LAA/AL-054 was originally for 26, with 20 consented so a reduction of 6 is required to the overall number.
Land at Manor Estate (6) is a greenfield infill site.
Land at Albany House, 5 Omega Park (7) and St John's Works (10) are both brownfield sites.
- The figure of 375 makes a deduction of 61 to allow for windfall within the ANP area over the plan period. This is a double accounting as windfall across the whole of district has already been accounted for (1,320 units) within the emerging Local Plan and deducted from the 9,082 dwellings sought before housing figures were made at individual settlement levels.
- The Alton Neighbourhood Plan cannot increase the housing allocation at Neatham Down as it is outside of the scope of the ANP remit, being a proposed strategic site, outside of the ANP area, to be determined for inclusion within the EHDC Local Plan.

4.17 In respect of further housing at the recently closed Alton School which is actively being marketed, whilst outside the scope of this site allocations report, the Town Council may wish to consider if there are options to retain this site as an active school/employment site, given the likely cost of the creation of similar infrastructure in the town in the future, which is likely to be significantly higher than the cost of securing the site which could be mixed use education/healthcare/early years/affordable housing site

4.18 The submission does not make any recommendation of where the residual housing should be located other than at Neatham Down.

4.19 As a result of these submissions there it is concluded that there are no additional/ alternative sites to include within the draft ANP as previously tabled to ATC.

5. Technical Assessment: SEA (Strategic Environmental Assessment)

5.01 The SEA has been carried out in stages between September 2023 and August 2024 by specialist consultants AECOM using the environmental objectives and baseline data agreed in the SEA scoping exercise. For this purpose, the assessment of the scenarios assumes no mitigation measures are in place and notes the likely scale of positive and adverse effects of developing the site.

5.02 The scope of the SEA is reflected in a list of topics and objectives, which, taken together indicate the parameters of the SEA and provide a methodological 'framework' for assessment. The following topics form the core of the framework:

- Air quality
- Biodiversity
- Climate change
- Communities
- Historic environment
- Landscape
- Land, soil, and water resources
- Population and communities
- Transportation and movement

5.03 The SEA must also assess 'reasonable alternatives' in terms of site selection. The SEA report explains how work was undertaken to develop and assess a 'reasonable' range of alternative approaches to allocating development sites in order to meet the housing requirement assigned by the emerging Local Plan. These alternatives are referred to in the SEA as **growth scenarios**. For Alton, only one alternative is considered reasonable.

5.04 The SEA tests the allocations in the draft ANP against the alternative approach. As a result, the site allocations contained within the draft ANP (Growth Scenario 1) are considered preferable on balance, on the basis of scoring marginally better overall (with no mitigation) and where a lower rating has been given to a particular environmental factor in Growth Scenario 1, mitigation can be put in place through the allocations policy to increase the overall score compared to Growth Scenario 2 (The full SEA is provided for members review)

Supply component	Growth scenario 1	Growth scenario 2
	1	2
Travis Perkins	24	24

Local Plan allocation	Whitedown Lane	90	90
	Brick Kiln Lane	150	150
	Neatham Down	-	1,000
Additional brownfield supply from permitted sites		101	101
Neighbourhood Plan allocation	Expanded Brick Kiln Lane	75	75
	Land at Weysprings	100	100
	Holybourne	223	223
	South Alton	900	-
Total homes		1,663	1,763

The reasonable alternative growth scenarios (with constants greyed-out)

6. Assessment Conclusion

6.01 ATC is to consider whether to include site allocations within the draft ANP for Regulation 14 consultation at the Full Council meeting in September.

6.02 In view of the proposed government changes to the NPPF, the significant proposed uplift in housing targets and confirmation from EHDC legal counsel that use of the standard method is correct, the allocation of sites in the draft ANP which exceeds the original indicative number of 700, remains both in conformity with the existing joint core strategy and prudent in view that more, not less housing, will be required across East Hampshire.

6.03 However, it is appreciated that the ANP has to be supported at a local level in order to be approved at referendum and thus if site allocations are included within the draft plan for consultation, it will be for the Town Council to determine whether those allocations receive sufficient support to be taken forward in the submission version of the ANP.

6.04 Irrespective of whether the sites are ultimately included in the submission version of the ANP, any evidence collected as part of the Regulation 14 consultation relating to housing allocations will also provide valuable insights and information to assist EHDC in determining sites for inclusion in the emerging Local Plan.

APPENDIX A: EHDC BROWNFIELD CALL FOR SITES

Appendix B –Sites suggested as brownfield development to be considered in the Land Availability Assessment

Site Name	Parish
31 Anstey Road, Alton	Alton
Lechtal House, Borovere Lane, Alton	Alton
1-14 The Carlings, Queens Road, Alton	Alton
Mount Pleasant Road	Alton
1-8 Gurdons, Alton	Alton
Mount Pleasant car park	Alton
Old oil sidings, London road Holybourne.	Alton
Whitedown Estate garages	Alton
Omega Park Industrial Estate	Alton
23 and 23A Market Street, Alton	Alton
Queens Head, Holybourne	Alton
Upper Neatham Mill Farm, Upper Neatham Mill Lane	Alton
M&CO, Alton High Street	Alton
6-10 Normandy Street	Alton
1-24 Gerald Square, Alton, GU34 2NT	Alton
Old Natwest Site, Alton High Street	Alton
6 High Street, Alton	Alton
4 High Street, Alton	Alton
Formerly HSBC Bank, High St, Alton	Alton
Alton Abbey, Beech	Beech
Keepers Lodge, Basingstoke Road, Alton GU34 4AB	Beech
Cheeks Farm buildings	Bentley
172 Winchester Road, Four Marks	Four Marks
Headley Park Hotel	Headley
Former Dean Farm Golf Clubhouse	Kingsley
Lasham airfield	Lasham
Station Approach offices, Medstead	Medstead
Casalinda, Bighton Road, Medstead	Medstead
Land off Jennie Green Lane GU34 5PB	Medstead
Springfield Nursery	Selborne
Alton Golf Club, Old Odiham Rd, Alton GU34 4BU	Shalden
Yarnham's Farm, Froyle, Alton	Shalden
MOD Community Centre	Whitehill
Chase Community Hospital, Conde Way, Bordon	Whitehill

Summary

- This is a response to the draft neighbourhood plan.
- In my opinion, the draft plan does not fairly represent the formal community feedback.
- Two suggestions are made to help ATC and the neighbourhood plan steering group move forward.

My Involvement in the Steering Group

- I served on the Neighbourhood Plan Steering Group from 5/23 until the end of 9/23.
- I attended every meeting of the steering group in that period and every minute of all four days of the May and September consultations; with others, I spent several days transcribing comments.
- I made a thematic analysis of the September community feedback and presented this to the steering group; this forms an appendix to the readout of that consultation.
- The thematic analysis was compatible with a quantitative analysis by another steering group member; the steering group agreed that, together, these analyses were representative of the formal community feedback and would inform future recommendations.

The Draft Submission

- The formal community feedback is described in 4.5, 4.6 and 4.7 of the draft neighbourhood plan.
- 4.7 provides details of “the most popular themes” of the formal community feedback. With respect, my opinion is that 4.7 is not a fair representation of the formal community feedback. The most common themes have been omitted and those which were less prominent are highlighted, seemingly to “fit” with the selection of sites for allocation.
- The consultation was dominated by strong opposition to the proposed development in Holybourne. This opposition was based on the perceived impacts of increased traffic through the village (including safety concerns) and damage to Holybourne’s village identity through overdevelopment. These themes were, by an order of magnitude, the most common themes of the consultation, yet neither feature in 4.7 and are given little attention elsewhere, risking an impression of contempt for this feedback.
- There were approximately 22 comments (out of 800) related to the 145 contour and preservation of the skyline; mostly in favour of retaining this principle. In contrast to the treatment of several hundred comments related to Holybourne, this feedback has been highlighted and continues to inform the strategic direction of the plan and, presumably, the exclusion of sites in North Alton for allocation. This risks the impression of “cherry-picking” the formal community feedback.
- There were approximately 14 comments which mention Neatham Down, mainly in favour of that being a suitable site for greenfield development; these do not feature in the draft. 14 comments is not a high-powered sample and neither is 22 comments on the 145/skyline; I include it here to further illustrate the impression of “cherry-picking” of comments related to the 145/skyline.
- “Cherry-picking” of the community feedback is a common feature of those seeking to influence the outcome of the neighbourhood plan; my opinion is the steering group and ATC should avoid giving any such impression.
- 4.6 describes the consultations as “well attended”, which does not tell the whole story. Both consultations were dominated by attendees from Holybourne, this is recorded in the steering group’s summary. Many on the steering group felt the attendance from other areas in Alton was, in fact, very poor.
- 4.5 gives the impression of close contact with the community. Whilst the steering group can claim to have tried to reach the community, it cannot claim to have truly connected. The steering group are well supported with advice on planning regulations but poorly supported in modern communication techniques; particularly those which reach busy working people and younger members of the community.

Site Allocation Proposal

- If time allows, it would be sensible to wait for the local plan to further develop; if EHDC proceed with Neatham Down, then the need for other sites may be significantly reduced.

- If it is necessary to proceed with the draft submission immediately, then the impression of “cherry-picking” the feedback can be avoided by the inclusion of sites in North Alton. It could be justifiably claimed that the requirement to find a large number of homes means none of the available sites merits exclusion at this stage.

My comments are made with the public interest in mind; I remain respectful of councillors and volunteers on the steering group for their public service.

Yours Sincerely,

Paul Fitzgibbon
Resident of Holybourne.

Document for	Alton Town Council
Purpose	A response to ATC following the resolution passed at Full Council on 6 th June 2024.
Date	15 th July 2024
Authors	Representatives Group listed in paragraph 1.2

"Neighbourhood Plans empower communities to get involved in the decision-making process when it comes to housing and infrastructure in their local region". (source: ATC website)

1. Summary:

1.1. On Wednesday 6th June 2024 Alton Town Council (ATC) passed the following resolution:

"Alton Town Council proceed to a Regulation 14 consultation but not before 14th September and that a group of representatives be given until the end of July to come back with any new proposal for site allocations to be included in the Draft Neighbourhood Plan, which would then be put to the Full Council Meeting on 4th September. The alternative sites and accompanying assessment / information should be submitted to the Town Clerk by the end of July."

1.2. This paper outlines a proposal, in response to this resolution, from a Group made up of representatives from The Alton Society, Holybourne Village Association, the Windmill Hill Group, ACAN and others.

1.3. The proposal makes the following two recommendations.

Recommendations:

1. Alton Town Council should pause the Alton Neighbourhood Plan process immediately pending further information regarding the Local Plan from EHDC and should not proceed to Regulation 14 consultation in September 2024.
2. Alton Town Council should instruct the Alton Neighbourhood Plan Steering Group to work only within the remit set by the draft Local Plan. This means allocating sites for 130 dwellings in brownfield town centre space and for an additional 245 dwellings (unless these additional 245 dwellings are added to the Neatham Down development within the Local Plan).

2. Context

- 2.1. The Group recognises that having an Alton Neighbourhood Plan (ANP) is important for the future of Alton and that the current draft ANP contains policies which would serve Alton well as the town handles the inevitable planning applications over the period of the Plan. The Group wishes the draft ANP to succeed with EHDC, the Planning Inspector and at public referendum. The Group considers that, in its current form, the draft ANP would not succeed.
- 2.2. In response to the ATC resolution, this Group has reviewed the draft ANP and has proposed alternative site allocations. (See Section 6 below.)

- 2.3. In the process of reviewing the draft ANP, the Group, has identified fundamental procedural, tactical, and democratic flaws. (See Sections 3,4 + 5 below.)
- 2.4. The new government is making fundamental policy announcements which will almost certainly significantly affect the draft Local Plan process, and thereby the Neighbourhood Plan process.
- 2.5. In the draft ANP (page 27), Policy HO3 lists the following allocations:
- 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)
- 2.6. These allocations exceed the estimate published in the Land Availability Assessment (LAA) for those sites.
- 2.7. Given the inclusion of the sites listed in 2.5 there is no credible explanation why areas in north Alton are not also included in this list.

3. Procedural Issues

- 3.1. In March 2024, EHDC closed its first consultation on its draft Local Plan. EHDC divides its geography into areas, one of which is "wider Alton and surrounding villages". The EHDC draft Local Plan allocates 1,700 dwellings to this area. 1,000 of these are proposed for the Neatham Down development. Of the remaining 700, EHDC notes that "a significant proportion of the 700 homes that are proposed within Alton.... will be identified through the Alton Neighbourhood Plan, which is in the process of being revised." (page 332). The draft Local Plan goes on to allocate 264 of those 700 dwellings within (or close to) the ANP boundary – 24 on the Travis Perkins site (page 350), 90 on Whitedown Lane (page 347) and 150 on Brick Kiln Lane (page 340).
- 3.2. It is clear, therefore, that the Local Plan asks ATC to identify sites for the remaining 436 dwellings to be allocated by the ANP within the boundary of ATC. However, the Alton Neighbourhood Plan Steering Group (ANP-SG) has exceeded its remit by allocating 1,348 dwellings - more than 3 times the 436 dwellings required by the draft Local Plan.
- 3.3. The ANP-SG is exceeding its remit by attempting to use the ANP process to negate the Neatham Down development proposed in the draft Local Plan. Paragraph 5.60 of the draft ANP explicitly states that the ANP-SG explored whether the ANP could be used to "provide a solution in order to negate the need for a satellite village" (i.e. the Neatham Down development). It is the case that opposing the Neatham Down development is the official position taken by ATC in its response to the draft Local Plan. In the September 2023 ANP consultation the majority of those who

commented on the Neatham Down proposal were in favour, which is not reflected in the draft ANP. In any event, as stated above, decisions regarding the Neatham Down development are for the Local Plan to make. The only role for the ANP is to consider the impact of any satellite village developments, and this is not covered in the draft ANP.

3.4. The views of the public during the consultation process have not been accurately reflected in the draft ANP. In some case these opinions have been ignored or watered down. In others the ANP-SG has directly contradicted the public's views e.g. by proposing several large allocations for the Alton area. Due to this misrepresentation of community feedback, the Planning Inspector is likely to reject the current excessive proposal at examination and the ANP is likely to fail at referendum.

3.5. Due to points 3.2, 3.3 and 3.4 above, the ANP currently proposed by the ANP-SG may not reach endorsement by EHDC Councillors at the relevant approval meeting required by the planning process.

4. Tactical Issues

4.1. EHDC's Local Plan is still in draft and not finalised. We do not know if the many responses from both ATC and by local residents will fundamentally change it.

4.2. The new Government has clearly stated its aim to change parts of the planning process which may have a significant impact on the current draft Local Plan.

4.3. To commit Alton to allocating 1,300+ dwellings at this moment is unwise and unnecessary because it severely limits room for manoeuvre in a fluid policy environment. Neighbourhood Plans should always be consistent with Local Plans and usually follow the adoption of the Local Plan rather than pre-empting it.

4.4. The Group has had discussions with the EHDC Planning Policy Manager who confirms that the current ANP will continue to provide protection for the town until 2026 (subject to any changes by the new Government).

4.5. The Group urges ATC to wait until it is clear how the draft Local Plan will proceed.

5. Democratic + Representational Issues

5.1. The draft ANP proposal directly contradicts the public's views, as recorded at the official public consultations. The analysis from the September 2023 consultation is clear: – Altonians are concerned about:

- Damage to the country market town identity of Alton and the separate village identity of Holybourne

- Increase in traffic volumes, leading to congestion and perceived as a real safety risk to children, families and vulnerable residents.
- Pressure on infrastructure - especially surface drainage, sewage, education, healthcare
- Loss of nearby immediately accessible and familiar greenfield amenity spaces – viewed as essential for both physical and mental wellbeing.
- Need for restoration and regeneration of the town centre.

5.2. A fundamental principle of neighbourhood planning is to faithfully represent the views of the community, particularly those recorded in formal consultation exercises. Section 4.7 of the draft ANP misrepresents the community feedback of the September 2023 consultation, summarised in the steering group's own summary of that consultation. Indeed, careful inspection of the feedback is recommended as it illustrates the most common themes have been overlooked completely.

5.3. The steering group's duty is to ensure their recommendations are evidenced by a golden thread of community feedback. This draft document fails that test and risks undermining public confidence in the neighbourhood planning process.

5.4. As noted above, the proposed allocations and policies are incompatible with the public feedback from the September 2023 consultation. This consultation forms a crucial part of the evidence on which the draft ANP should be based. This failure to reflect public opinion risks the ANP failing at referendum. The failure of the ANP at this late stage would represent a significant waste of public money and committee representatives' time and, more importantly, would leave Alton unprotected by a valid Neighbourhood Plan.

6. What is the Group proposing?

6.1. This proposal recognises the need for additional dwellings within the ANP boundary over the next 15 years. It also recognises that some dwellings will be found through small windfall applications outside of this allocation process. The rate of windfall dwellings is 14% across EHDC as reflected in the draft Local Plan.

6.2. As described in paragraph 3.1 (above) the draft Local Plan requires the ANP to allocate sites for 436 dwellings.

6.3. The current draft ANP Scenario 1 suggests that 130 dwellings can be placed on brownfield sites within the defined town centre. This would reduce the numbers of dwellings to be allocated from 436 to 306. A historical windfall rate of 14% reduces this by 61 to 245 dwellings.

6.4. The Group has had discussions with the EHDC Planning Policy Manager, who has indicated that, based on proposals on behalf of the site promoter, the number of dwellings allocated to the Neatham Down development has the potential to be

raised to 1,250. This would be subject to further work as part of the plan-making process but would potentially remove the need to find those dwellings within Alton town.

6.5. If additional dwellings are added to Neatham Down in the Local Plan there would be no further dwellings needed in Alton.

6.6. This breakdown is described in Table 1 (below).

6.7. Therefore, the Group proposes that the ANP should allocate sites for 130 dwellings in the town centre on brownfield. The additional 245 dwellings need to be allocated elsewhere unless an additional 245 dwellings are added to the Neatham Down development. The allocation of the additional 245 dwellings will only become clear once the Local Plan is published. The allocation of 130 dwellings in the town centre, in line with the Town Centre Master Plan, could be transformative for the town and its surrounding villages.

Table 1: Breakdown of the 1,700 dwellings allocated to the wider Alton area in the draft Local Plan:

Allocations	Site	Dwellings
EHDC Local Plan allocations (1,264 dwellings)	Neatham Down	1,000
	Travis Perkins site	24
	Whitedown Lane	90
	Brick Kiln Lane	150
Alton Neighbourhood Plan (436 dwellings)	Brownfield Town Centre	130
	Windfall (14% of 436)	61
	Additional or Neatham Down	245
	TOTAL	1,700

7. Conclusion

In response to the Alton Town Council meeting of 6th June 2024, a collective Group of residents has closely examined the draft ANP. Through its conclusions, explained above, it has developed two recommendations for Alton Town Council:

1. Alton Town Council should pause the Alton Neighbourhood Plan process immediately pending further information regarding the Local Plan from EHDC and should not proceed to Regulation 14 consultation in September 2024.
2. Alton Town Council should instruct the Alton Neighbourhood Plan Steering Group to work only within the remit set by the draft Local Plan. This means allocating sites for 130 dwellings in brownfield town centre space and for an

additional 245 dwellings (unless these additional 245 dwellings are added to the Neatham Down development within the Local Plan).

APPENDIX 1

Membership of the Group:

Cllr Ginny Boxall – District Councillor / resident Windmill Hill area

Jerry Janes – Chair of the Holybourne Village Association / ex EHDC Councillor/ resident Holybourne

Dr Helen Walters – ex-EHDC Councillor + Town Councillor / ex-Director of Public Health, Westminster City Council / resident Holybourne

Vanessa Gist – retired solicitor / resident Holybourne

Richard Carter – Alton Society / resident Alton

Philippa Brearley – ACAN / resident Alton

Jackie Nelson – resident Holybourne



The countryside charity
Hampshire

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Westley Lane
Sparsholt
Hampshire
SO21 2NF

Tel: 01962 797312
admin@cprehampshire.org.uk

www.cprehampshire.co.uk
Working locally and nationally for
a beautiful and living countryside.

Alton Town Council

16 July 2024

**Alton Neighbourhood Plan
Consultation on Pre-Submission Plan ("the Plan")**

CPRE Hampshire, the Countryside Charity, views the contents of Neighbourhood Plans to be a matter for the relevant community and so does not comment unless important landscape issues are involved. In this case, however, proposed Policy HO3(B): South Alton does give rise to important landscape issues and we consider there is a need to respond for the reasons stated below.

The Designated Neighbourhood Plan Area is not confined to the urban area of Alton but contains significant areas of countryside. The quality of this landscape surrounding the town is recognised in the Plan, as is the need to maintain the discreet setting of the town. It is therefore most surprising that the Plan does not refer at all to Valued Landscape and the need for this to be protected and enhanced as required by NPPF paragraph 180(a). Nor, without such protection, would the Plan be in general conformity with the strategic policies of EHDC now set out in the emerging Local Plan, which states as a principle the need to protect Valued Landscape. Accordingly, we believe the Plan as currently drafted would not be legally compliant.

It is established by court cases that Valued Landscapes are those showing "demonstrable attributes beyond the ordinary". Having regard to this definition it is unarguable, we consider, that the high quality landscape on the eastern side of the A31 extending towards the national park and around the town south west from Neatham Down and Monk Wood over Truncheons and then to the west as far as Alexander Wood meets that test and is Valued Landscape. While visually degraded by the two lines of pylons which cross this landscape, their visual impact is limited and in any event it is proposed by SSEN that these be removed in connection with the development of a new substation at West Worldham.

The critical point for the Plan is that, albeit on the near side of the A31, Windmill Hill forms an essential part of this Valued Landscape and is therefore required to be protected in landscape terms. Also it provides stunning views across the Valued Landscape to the national park, not only from the much used existing parkland open to the public towards to

President
Earl of Malmesbury

Chair
Margaret Paren

summit of the hill, but also from the extensive footpath network running down towards the A31 and around the hill at lower level. The A31 has little impact on these high quality views.

An essential element of the enjoyment and experience of the view from the existing parkland is the knowledge that it extends over undeveloped countryside. Similarly, from the footpath network lower down. Accordingly, we consider that the area proposed for development in Policy HO(B)3 is an integral part of the Valued Landscape.

This is not to say that there cannot be any development within a Valued Landscape but it needs to be located only where it would not have significant adverse impact on the landscape, and so comply with NPPF and EHDC policies for its protection. Even in principle this could not extend to a strategic site for housing development of up to 800 houses as proposed in Policy H03(B).

Further, it is clear that the enjoyment and experience of the view from the existing parkland would be diminished by the knowledge of the separation of the parkland from the landscape on the other side of the A31 by major development, even if shielded by hedgerows; and the views from the lower footpath network would be dramatically altered. Further the approach from Windmill Hill to the national park would be much degraded.

Accordingly we consider that the proposed allocation for housing at Windmill Hill is contrary to policies in NPPF and the emerging Local Plan for protection of Valued Landscape and should be withdrawn.

Furthermore, we do not understand why the Plan is being carried forward now, in the absence of an up to date adopted Local Plan which would set out up to date strategic policies for the Plan to be in general conformity with; or why the Plan seeks to allocate 800 houses at Windmill Hill which would be additional to proposed allocations in the emerging Local Plan at a time when EHDC is considering reduced housing numbers for the District; and unless the site were to be developed before adoption of the emerging Local Plan, which is highly unlikely, the allocation would in any event be overridden by the allocations made in the emerging Local Plan when adopted.

CPRE Hampshire South Downs & Central Planning Group

From: Pat Harris <townclerk@alton.gov.uk>

Sent: Monday, June 10, 2024 4:43:07 PM

To: AH

Subject: RE: ANP Potential Sites

Dear A...,

Thank you for your e-mail below which is acknowledged as being safely received.

I would take this opportunity to confirm that all of the suggestions that you have put forward, as detailed below, in respect of "brownfield" will absolutely be reviewed and assessed against the validation process for sites to be considered.

Kind Regards,

Pat Harris

From: AH

Sent: Monday, June 10, 2024 1:13 PM

To: Pat Harris <townclerk@alton.gov.uk>

Subject: ANP Potential Sites

Good afternoon Pat,

Following the release of the draft Neighbourhood plan, within the additional items for discussion at last weeks Town Council Meeting, I would like to request that the sites for Brownfield as identified in the East Hampshire call for sites, to be reviewed, ahead of final release of the plan for the referendum. I believe the people of the town would be far more receptive and agreeable to brownfield over and above greenfield allocations, especially given the overwhelming feedback to confirm this in the East Hants local plan consultation.

I believe that suggestions for sites are to be sent through to you, and as such I would like to highlight sites I have personally included on the call for sites, as potentials are as follows:

1. Alton School site. The development could use some of the existing school buildings for schooling provision at day 1.
1. The Golden Pot Pub, has sat empty for some considerable time
2. The Queens Head Current has a Savilles sign outside, indicating owners are looking to pass on, public House with large garden that would be suitable for social housing and multiple dwellings

3. 6.a and 7 Normandy Street - Empty retail units could be developed for social housing
4. Normandy Street 2 properties away from The Curtis museum. For Sale under Glanfield Holmlund
5. Old Natwest Site, Alton High Street, sat empty
6. M&CO Long term empty retail unit
7. Travel bag. Alton High Street. Sat Empty for years
8. 6 High Street. For Sale Glanfield Holmlund. Perfect for redevelopment for social housing multiple dwellings
9. 4 High Street - Property for sale under Glanfield Holmlund. Perfect for redevelopment for social housing
10. Pritchards Garage

There are a number of sizeable sites in there that could be considered for contribution towards to the allocations.

Whilst I recognise the retail units would yield less dwellings, these could be converted into flats for social housing. I am all for every little helps with this housing situation.

There were also little used car parks, that were previously discussed for development, could the use of these be re-investigated?

Kind regards

A

01/08/2024

Alton Town Council

08:46

Balance Sheet as at 31/07/2024

31/03/2024

31/03/2025

Current Assets

17,000	Debtors	1,229
38,172	Vat Control	2,926
1,457,727	CCLA Deposit Fund	1,626,988
223	Petty Cash	267
130,433	Unity Trust Bank : Current A/c	253,043
0	PAYE+NI Due	0
0	Payroll Control	661

1,643,555

1,885,114

1,643,555 Total Assets

1,885,114

Current Liabilities

7,228	Creditors control ac	9,315
40,008	Accruals	0
6,770	Receipts in Advance	0

54,006

9,315

1,589,549 Total Assets Less Current Liabilities

1,875,799

Represented By

29,204	Working Capital	315,453
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

1,875,799

01/08/2024

Alton Town Council

08:46

Balance Sheet as at 31/07/2024

31/03/2024

31/03/2025

The above statement represents fairly the financial position of the authority as at 31/07/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial

Date : _____

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
101 Corporate Management								
1010 Other Income	0	0	60	60			0.0%	
Corporate Management :- Income	0	0	60	60			0.0%	0
4088 Newsletter	32	85	6,133	6,048		6,048	1.4%	
4101 Bank Charges	14	128	539	411		411	23.7%	
4111 Professional Fees	238	8,225	18,000	9,775	280	9,495	47.3%	
4112 Audit Fees	286	509	4,200	3,691		3,691	12.1%	
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	569	8,946	51,048	42,102	280	41,822	18.1%	0
Net Income over Expenditure	(569)	(8,946)	(50,988)	(42,042)				
102 Democratic Representation								
1010 Other Income	120	120	0	(120)			0.0%	
Democratic Representation :- Income	120	120	0	(120)				0
4026 Other Expenditure	150	150	0	(150)		(150)	0.0%	
4121 Mayors Allowance	0	41	4,000	3,959		3,959	1.0%	
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	183	1,200	1,017		1,017	15.3%	
Democratic Representation :- Indirect Expenditure	150	375	12,200	11,825	0	11,825	3.1%	0
Net Income over Expenditure	(30)	(255)	(12,200)	(11,945)				
105 Central Support-Admin Costs								
1009 Insurance Payout	900	5,621	0	(5,621)			0.0%	
1010 Other Income	416	1,171	0	(1,171)			0.0%	
Central Support-Admin Costs :- Income	1,316	6,792	0	(6,792)				0
4001 Salaries	19,737	80,394	265,932	185,538		185,538	30.2%	
4002 Employers NI	1,992	8,166	27,125	18,959		18,959	30.1%	
4003 Employers Pension	4,045	14,022	56,999	42,977		42,977	24.6%	
4005 Pension Enhancements	0	0	1,122	1,122		1,122	0.0%	
4008 Staff Training	353	89	2,600	2,511		2,511	3.4%	
4009 Staff Travel & Welfare	41	2,291	2,840	549		549	80.7%	
4026 Other Expenditure	496	966	2,625	1,659		1,659	36.8%	
4071 Telephone and IT	966	3,766	15,383	11,617		11,617	24.5%	
4072 Mobile Phones	232	910	2,683	1,773		1,773	33.9%	
4075 Stationery & Printing	240	733	2,106	1,373		1,373	34.8%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
4076 Postage	0	0	1,158	1,158		1,158	0.0%	
4080 Subscriptions & Publications	0	2,420	3,308	888		888	73.2%	
4085 Insurance	0	24,076	24,536	460		460	98.1%	
4087 Advertising	0	0	683	683		683	0.0%	
4155 Equipment	0	(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	28,101	136,225	412,250	276,025	0	276,025	33.0%	0
Net Income over Expenditure	(26,785)	(129,433)	(412,250)	(282,817)				
<u>106 Central Support-Town Hall</u>								
1002 Shop Rents	330	1,321	3,960	2,639			33.4%	
1010 Other Income	0	9,090	0	(9,090)			0.0%	
Central Support-Town Hall :- Income	330	10,411	3,960	(6,451)			262.9%	0
4021 Rates	634	2,554	7,430	4,876		4,876	34.4%	
4022 Water Charges	152	223	748	525		525	29.8%	
4024 Gas	42	343	2,436	2,093		2,093	14.1%	
4025 Electricity	106	966	3,304	2,338		2,338	29.2%	
4030 Cleaning	160	643	2,112	1,469		1,469	30.5%	
4140 Building Maintenance	39	1,760	75,000	73,240	587	72,653	3.1%	
Central Support-Town Hall :- Indirect Expenditure	1,133	6,490	91,030	84,540	587	83,953	7.8%	0
Net Income over Expenditure	(803)	3,921	(87,070)	(90,991)				
<u>107 Operating Income & Exp.</u>								
1005 Market Income	1,000	4,000	14,000	10,000			28.6%	
1176 Precept	0	500,000	851,976	351,976			58.7%	
1190 Interest Received	10,930	27,962	50,000	22,038			55.9%	
Operating Income & Exp. :- Income	11,930	531,962	915,976	384,014			58.1%	0
4501 Grants-Neighbourhood CIL	20,000	24,950	0	(24,950)		(24,950)	0.0%	
Operating Income & Exp. :- Indirect Expenditure	20,000	24,950	0	(24,950)	0	(24,950)		0
Net Income over Expenditure	(8,070)	507,012	915,976	408,964				
<u>108 Other Properties</u>								
1001 Rents	3,000	6,000	12,000	6,000			50.0%	
Other Properties :- Income	3,000	6,000	12,000	6,000			50.0%	0
4116 Set up costs Energy Cafe	1,054	1,054	0	(1,054)	1,046	(2,100)	0.0%	
4411 Buildings Maintenance Tannery	0	0	2,100	2,100	455	1,645	21.7%	

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
4412 Public Works Loan Board repay	0	4,705	9,411	4,706		4,706	50.0%	
Other Properties :- Indirect Expenditure	1,054	5,759	11,511	5,752	1,501	4,250	63.1%	0
Net Income over Expenditure	1,946	241	489	248				
201 Anstey Park								
1000 Fees and Charges	2,027	6,441	19,759	13,318			32.6%	
1001 Rents	4,233	18,027	55,445	37,418			32.5%	
1010 Other Income	0	7,835	0	(7,835)			0.0%	
1016 Alton FC Holding Funds	0	0	22,116	22,116			0.0%	
Anstey Park :- Income	6,260	32,303	97,320	65,017			33.2%	0
4021 Rates	147	595	1,675	1,080		1,080	35.5%	
4022 Water Charges	54	1,371	2,007	636		636	68.3%	
4024 Gas	105	910	2,743	1,833		1,833	33.2%	
4025 Electricity	393	3,600	10,133	6,533		6,533	35.5%	
4030 Cleaning	854	3,415	10,760	7,345		7,345	31.7%	
4071 Telephone and IT	53	211	649	438		438	32.5%	
4140 Building Maintenance	1,308	2,250	8,400	6,150	423	5,727	31.8%	
4141 Grounds Maintenance	253	2,603	41,531	38,928	2,133	36,794	11.4%	
Anstey Park :- Indirect Expenditure	3,166	14,957	77,898	62,941	2,556	60,385	22.5%	0
Net Income over Expenditure	3,094	17,346	19,422	2,076				
202 Jubilee Playing Fields								
1000 Fees and Charges	2,121	3,964	17,263	13,299			23.0%	
1001 Rents	1,770	8,285	21,404	13,119			38.7%	
Jubilee Playing Fields :- Income	3,891	12,249	38,667	26,418			31.7%	0
4021 Rates	174	691	2,343	1,652		1,652	29.5%	
4022 Water Charges	18	135	2,646	2,511		2,511	5.1%	
4025 Electricity	1,510	1,578	4,879	3,301		3,301	32.3%	
4071 Telephone and IT	15	61	189	128		128	32.4%	
4140 Building Maintenance	0	488	2,100	1,612	4,575	(2,963)	241.1%	
4141 Grounds Maintenance	238	4,639	8,517	3,879	3,180	698	91.8%	
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	1,956	7,592	22,734	15,142	7,755	7,387	67.5%	0
Net Income over Expenditure	1,936	4,657	15,933	11,276				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
301 Grounds Maintenance Team								
1010 Other Income	225	1,252	0	(1,252)			0.0%	
Grounds Maintenance Team :- Income	225	1,252	0	(1,252)				0
4001 Salaries	11,253	44,344	152,078	107,734		107,734	29.2%	
4002 Employers NI	769	3,139	14,447	11,308		11,308	21.7%	
4003 Employers Pension	1,731	6,232	32,545	26,313		26,313	19.1%	
4010 Uniforms	335	495	525	30		30	94.2%	
4031 Refuse Collection	3,494	6,892	19,173	12,281		12,281	35.9%	
4139 Pot holes/Roadway resurfacing	0	(9,030)	7,500	16,530		16,530	(120.4%)	
4141 Grounds Maintenance	1,183	3,746	6,471	2,725	1,481	1,243	80.8%	
4144 Play Equipment Inspections	575	1,725	14,707	12,982		12,982	11.7%	
4145 Tree Maintenance	450	6,459	25,000	18,541	5,108	13,433	46.3%	
4146 Bedding Plants	0	126	500	374		374	25.2%	
4147 Dog Bins	211	528	1,680	1,152		1,152	31.4%	
4148 Play Equipment Maintenance	0	1,600	11,550	9,950		9,950	13.9%	
4149 Vehicle Costs	0	724	6,718	5,994		5,994	10.8%	
4150 Fuel Costs	1,395	3,163	9,391	6,228	4	6,224	33.7%	
4153 Locking & Unlocking	0	3,184	11,466	8,282		8,282	27.8%	
4155 Equipment	3,500	9,480	20,512	11,032	1,290	9,741	52.5%	
Grounds Maintenance Team :- Indirect Expenditure	24,896	82,808	334,263	251,455	7,883	243,572	27.1%	0
Net Income over Expenditure	(24,671)	(81,556)	(334,263)	(252,707)				
310 The Butts								
1000 Fees and Charges	0	1,530	2,200	670			69.5%	
The Butts :- Income	0	1,530	2,200	670			69.5%	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	0	1,530	2,145	615				
311 Public Gardens								
1001 Rents	2,257	8,113	16,397	8,285			49.5%	
Public Gardens :- Income	2,257	8,113	16,397	8,285			49.5%	0
4022 Water Charges	0	0	546	546		546	0.0%	
4025 Electricity	260	1,007	3,098	2,091		2,091	32.5%	
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	260	1,007	7,999	6,992	0	6,992	12.6%	0
Net Income over Expenditure	1,998	7,105	8,398	1,293				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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>312 Windmill Hill</u>								
1001 Rents	0	0	4,400	4,400			0.0%	
Windmill Hill :- Income	<u>0</u>	<u>0</u>	<u>4,400</u>	<u>4,400</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>4,400</u>	<u>4,400</u>				
<u>313 Kings Pond</u>								
1001 Rents	646	2,446	7,200	4,754			34.0%	
Kings Pond :- Income	<u>646</u>	<u>2,446</u>	<u>7,200</u>	<u>4,754</u>			<u>34.0%</u>	<u>0</u>
4140 Building Maintenance	0	80	0	(80)		(80)	0.0%	
4141 Grounds Maintenance	0	165	12,000	11,835	2,291	9,544	20.5%	
Kings Pond :- Indirect Expenditure	<u>0</u>	<u>245</u>	<u>12,000</u>	<u>11,755</u>	<u>2,291</u>	<u>9,464</u>	<u>21.1%</u>	<u>0</u>
Net Income over Expenditure	<u>646</u>	<u>2,201</u>	<u>(4,800)</u>	<u>(7,001)</u>				
<u>314 Holybourne Play Area</u>								
4200 Ground Rent	0	0	265	265		265	0.0%	
Holybourne Play Area :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>265</u>	<u>265</u>	<u>0</u>	<u>265</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(265)</u>	<u>(265)</u>				
<u>315 Chawton Park Road</u>								
1001 Rents	0	8,150	27,150	19,000			30.0%	
Chawton Park Road :- Income	<u>0</u>	<u>8,150</u>	<u>27,150</u>	<u>19,000</u>			<u>30.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>8,150</u>	<u>27,150</u>	<u>19,000</u>				
<u>316 Greenfields</u>								
1001 Rents	0	0	500	500			0.0%	
Greenfields :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>				
<u>317 Flood Meadows</u>								
4025 Electricity	67	299	504	205		205	59.4%	
4141 Grounds Maintenance	0	73	70,000	69,927		69,927	0.1%	
Flood Meadows :- Indirect Expenditure	<u>67</u>	<u>373</u>	<u>70,504</u>	<u>70,131</u>	<u>0</u>	<u>70,131</u>	<u>0.5%</u>	<u>0</u>
Net Expenditure	<u>(67)</u>	<u>(373)</u>	<u>(70,504)</u>	<u>(70,131)</u>				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
318 Other Open Spaces								
4156 Parish Paths	0	0	500	500		500	0.0%	
4179 Lower Field Will Hall Farm	0	28	0	(28)		(28)	0.0%	
Other Open Spaces :- Indirect Expenditure	0	28	500	472	0	472	5.7%	0
Net Expenditure	0	(28)	(500)	(472)				
320 Allotments								
1001 Rents	60	5,795	7,050	1,255			82.2%	
1003 Allotment affiliation fees	0	30	200	170			15.0%	
1010 Other Income	5	5	0	(5)			0.0%	
Allotments :- Income	65	5,830	7,250	1,420			80.4%	0
4022 Water Charges	31	288	1,260	972		972	22.8%	
4033 Allotment affiliation fees	0	1,110	0	(1,110)		(1,110)	0.0%	
4141 Grounds Maintenance	0	25	2,625	2,600		2,600	1.0%	
Allotments :- Indirect Expenditure	31	1,423	3,885	2,462	0	2,462	36.6%	0
Net Income over Expenditure	34	4,407	3,365	(1,042)				
321 Barley Fields								
1010 Other Income	325	650	0	(650)			0.0%	
Barley Fields :- Income	325	650	0	(650)				0
Net Income	325	650	0	(650)				
401 Community								
1014 Other Events Income	50	190	3,000	2,810			6.3%	
1072 Donations/Sponsorship Received	0	2,884	3,000	116			96.1%	
1075 Town Crier Donations	0	40	0	(40)			0.0%	
1080 Grant Income	0	0	1,000	1,000			0.0%	
Community :- Income	50	3,114	7,000	3,886			44.5%	0
4304 Town Crier	0	1,200	1,200	0		0	100.0%	
4305 3rd Party Event Costs	0	0	2,100	2,100		2,100	0.0%	
4306 Tourism	0	3,863	12,000	8,137	806	7,331	38.9%	
4307 Town Centre Events	220	2,076	18,900	16,824	700	16,124	14.7%	
4308 Youth Expenditure	0	10,000	20,000	10,000		10,000	50.0%	
4312 Events Grants	895	4,145	4,000	(145)		(145)	103.6%	
4314 CCTV	0	3,956	2,990	(966)		(966)	132.3%	
4317 Climate Change Actions/Strateg	1,216	5,645	15,000	9,355		9,355	37.6%	
Community :- Indirect Expenditure	2,331	30,885	76,190	45,305	1,506	43,799	42.5%	0
Net Income over Expenditure	(2,281)	(27,772)	(69,190)	(41,418)				

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
403 Christmas Lights								
4300 Christmas Lights	136	136	22,000	21,864	7,310	14,554	33.8%	
Christmas Lights :- Indirect Expenditure	136	136	22,000	21,864	7,310	14,554	33.8%	0
Net Expenditure	(136)	(136)	(22,000)	(21,864)				
404 Alton in Bloom								
1070 Alton in Bloom-Income	0	656	0	(656)			0.0%	
Alton in Bloom :- Income	0	656	0	(656)				0
4302 Alton in Bloom Expenditure	132	1,442	1,500	58		58	96.2%	
Alton in Bloom :- Indirect Expenditure	132	1,442	1,500	58	0	58	96.2%	0
Net Income over Expenditure	(132)	(786)	(1,500)	(714)				
420 Grants								
4500 Grants-Empowered	0	13,230	30,000	16,770		16,770	44.1%	
Grants :- Indirect Expenditure	0	13,230	30,000	16,770	0	16,770	44.1%	0
Net Expenditure	0	(13,230)	(30,000)	(16,770)				
503 Assembly Rooms								
1000 Fees and Charges	869	3,797	0	(3,797)			0.0%	
1001 Rents	1,010	4,040	12,889	8,849			31.3%	
Assembly Rooms :- Income	1,879	7,837	12,889	5,052			60.8%	0
4006 Management contract	0	0	8,000	8,000		8,000	0.0%	
4022 Water Charges	211	621	0	(621)		(621)	0.0%	
4024 Gas	0	201	0	(201)		(201)	0.0%	
4025 Electricity	668	1,174	0	(1,174)		(1,174)	0.0%	
4026 Other Expenditure	316	316	750	434		434	42.1%	
4031 Refuse Collection	59	196	0	(196)		(196)	0.0%	
4040 Licences	0	89	0	(89)		(89)	0.0%	
4071 Telephone and IT	39	175	0	(175)		(175)	0.0%	
4140 Building Maintenance	0	1,275	0	(1,275)	1,851	(3,126)	0.0%	
Assembly Rooms :- Indirect Expenditure	1,292	4,047	8,750	4,703	1,851	2,852	67.4%	0
Net Income over Expenditure	587	3,789	4,139	350				
601 Street Furniture								
1008 Bus shelter adverts income	780	2,155	0	(2,155)			0.0%	
1072 Donations/Sponsorship Received	0	117	3,360	3,243			3.5%	
Street Furniture :- Income	780	2,272	3,360	1,088			67.6%	0

Detailed Income & Expenditure by Budget Heading 31/07/2024

Month No: 4

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
4021 Rates	91	370	1,321	951		951	28.0%	
4600 Public Seats/Bins	0	0	2,000	2,000	2,679	(679)	133.9%	
4601 Bus Shelters	0	(1,054)	1,814	2,868		2,868	(58.1%)	
4602 Notice Boards/street furniture	0	122	2,000	1,878	98	1,780	11.0%	
Street Furniture :- Indirect Expenditure	91	(562)	7,135	7,697	2,777	4,920	31.0%	0
Net Income over Expenditure	689	2,834	(3,775)	(6,609)				
602 Neighbourhood Plan								
4026 Other Expenditure	0	3,900	30,000	26,100	9,750	16,350	45.5%	
Neighbourhood Plan :- Indirect Expenditure	0	3,900	30,000	26,100	9,750	16,350	45.5%	0
Net Expenditure	0	(3,900)	(30,000)	(26,100)				
702 Projects								
1085 Developer Contributions/S106	0	0	288,000	288,000			0.0%	
Projects :- Income	0	0	288,000	288,000			0.0%	0
4401 Jubilee Playing Fields	932	1,857	388,000	386,143		386,143	0.5%	
4402 Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4414 Grow Up Fund	0	4,112	0	(4,112)	47	(4,159)	0.0%	
4415 Jane Austen Garden	39	47	0	(47)		(47)	0.0%	
4416 DFA Assembly Room Refurbishmen	0	5,162	0	(5,162)		(5,162)	0.0%	
Projects :- Indirect Expenditure	971	11,178	428,000	416,822	47	416,775	2.6%	0
Net Income over Expenditure	(971)	(11,178)	(140,000)	(128,822)				
Grand Totals:- Income								
	33,075	641,685	1,444,329	802,644			44.4%	
Expenditure								
	86,336	355,435	1,711,717	1,356,282	46,094	1,310,187	23.5%	
Net Income over Expenditure	(53,261)	286,249	(267,388)	(553,637)				
Movement to/(from) Gen Reserve	(53,261)	286,249						

Date:06/08/2024

Alton Town Council

Page 1

Time:09:19

**Bank Reconciliation Statement as at 06/08/2024
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	06/08/2024		1,633,301.43
			<u>1,633,301.43</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,633,301.43
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,633,301.43
		Balance per Cash Book is :-	1,633,301.43
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/08/2024

Alton Town Council

Page 1

Time:08:36

**Bank Reconciliation Statement as at 31/07/2024
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	08/07/2024		1,476,988.06
			<u>1,476,988.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,476,988.06
<u>Unpresented Receipts (Plus)</u>			
23/07/2024 BACS001		150,000.00	
			<u>150,000.00</u>
			1,626,988.06
		Balance per Cash Book is :-	1,626,988.06
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/08/2024

Alton Town Council

Page 1

Time:08:34

**Bank Reconciliation Statement as at 31/07/2024
for Cashbook 4 - Petty Cash**

User: WENDY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/07/2024		266.97
			<u>266.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			266.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			266.97
		Balance per Cash Book is :-	266.97
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:01/08/2024

Alton Town Council

Page 1

Time: 08:30

**Bank Reconciliation Statement as at 31/07/2024
for Cashbook 1 - Unity Trust Bank : Current A/c**

User: WENDY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank: Current A/C	31/07/2024		253,042.65
			<u>253,042.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			253,042.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			253,042.65
		Balance per Cash Book is :-	253,042.65
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 July 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/05/2024 to 30/06/2024**

Account summary

Total valuation as at 30 June 2024 **£1,476,988.06**
Total valuation as at last statement at 31 May 2024 **£1,470,480.11**

Holdings as at 30 June 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,476,988.0600	£1.00	£1,476,988.06
			Total value
			£1,476,988.06

Transactions for the period from 31 May 2024 to 30 June 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
04/06/2024	Income Reinvestment	6,507.9500	£1.0000	£6,507.95

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 5.20% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
May 2024	04/06/2024	Reinvestment	£6,507.95	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.

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 August 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **30/06/2024 to 31/07/2024**

Account summary

Total valuation as at 31 July 2024 **£1,633,301.43**
Total valuation as at last statement at 30 June 2024 **£1,476,988.06**

Holdings as at 31 July 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,633,301.4300	£1.00	£1,633,301.43
			Total value
			£1,633,301.43

Transactions for the period from 30 June 2024 to 31 July 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/07/2024	Income Reinvestment	6,313.3700	£1.0000	£6,313.37
24/07/2024	Deposit	150,000.0000	£1.0000	£150,000.00

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

clientservices@ccla.co.uk

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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 5.18% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jun 2024	02/07/2024	Reinvestment	£6,313.37	PS3078535-001

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Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 August 2024

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **30/06/2024 to 31/07/2024**

Account summary

Total valuation as at 31 July 2024 **£326,329.25**
Total valuation as at last statement at 30 June 2024 **£325,960.73**

Holdings as at 31 July 2024

Fund name	Unit/share holdings	Net Asset Value price per unit/share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	118,266.0000	2.759282	326,329.25	2.716513	321,271.13
			Mid Value		Bid Value
			£326,329.25		£321,271.13

Transactions for the period from 30 June 2024 to 31 July 2024

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/07/2024	Paid to Nominated Bank Details			£4,422.20

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 Fund Managers Limited (registered in England and Wales, No. 8735039) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

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.

Please note due to a change in which the Fund's income distribution calculation is now completed, your income payments may display two values on this statement if a transaction took place during the period in question.

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).

01/08/2024

Alton Town Council

08:43

**Cashbook transactions totalling £500.00 or more
for the period 01/07/2024 to 31/07/2024**

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	4	01/07/2024	1100016689	East Hampshire District Council	634.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS008	Green Frontiers Garden Care Li	900.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS013	Oneill Homer	4,680.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS007	Flint Construction Limited	5,940.00
1	Unity Trust Bank : Current	4	05/07/2024	BACS001	ASDC Southern Limited	4,747.20
1	Unity Trust Bank : Current	4	05/07/2024	BACS014	Sawscapes Play	690.00
1	Unity Trust Bank : Current	4	10/07/2024	DD	Lloyds Bank	607.24
1	Unity Trust Bank : Current	4	15/07/2024	Loan	Public Works Loan Board	4,705.48
1	Unity Trust Bank : Current	4	15/07/2024	DD	Payroll	24,396.37
1	Unity Trust Bank : Current	4	16/07/2024	DD	Payroll	660.89
1	Unity Trust Bank : Current	4	23/07/2024	B993102D	E.ON	751.61
1	Unity Trust Bank : Current	4	23/07/2024	BACS028	Voller Urban Design	1,110.00
1	Unity Trust Bank : Current	4	23/07/2024	BACS026	Rod Gaskin Farm Equipment Limi	3,498.28
1	Unity Trust Bank : Current	4	23/07/2024	BACS024	Rigby Taylor Limited	1,540.30
1	Unity Trust Bank : Current	4	23/07/2024	BACS021	Hampshire Pension Fund	7,440.40
1	Unity Trust Bank : Current	4	23/07/2024	BACS020	HM Revenue & Customs	7,689.22
1	Unity Trust Bank : Current	4	23/07/2024	BACS018	Fuelgenie Business Account	849.73
1	Unity Trust Bank : Current	4	23/07/2024	BACS017	Ellack Cleaning Contractors Lt	1,009.52
1	Unity Trust Bank : Current	4	23/07/2024	BACS 006a	Biffa Waste Services	1,072.24
1	Unity Trust Bank : Current	4	23/07/2024	BACS002	Alton Concert Band	894.97
1	Unity Trust Bank : Current	4	23/07/2024	BACS001	CCLA Deposit Fund	150,000.00
1	Unity Trust Bank : Current	4	31/07/2024	BACS012	Rossair Limited	1,329.00
1	Unity Trust Bank : Current	4	31/07/2024	BACS015	Veolia Environmental Services	1,496.31
1	Unity Trust Bank : Current	4	31/07/2024	BACS004	Chalvington Communications Lim	1,239.95
1	Unity Trust Bank : Current	4	31/07/2024	BACS002	Alton Dental Practise	20,000.00
1	Unity Trust Bank : Current	4	31/07/2024	BACS008	Mogo Direct Limited	715.25
1	Unity Trust Bank : Current	4	31/07/2024	BACS001	Alton Climate Action & Netwrok	1,215.83

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	4	01/07/2024	2,792.31
1	Unity Trust Bank : Current	4	01/07/2024	1,240.00
1	Unity Trust Bank : Current	4	01/07/2024	1,000.00
1	Unity Trust Bank : Current	4	02/07/2024	1,055.00
1	Unity Trust Bank : Current	4	03/07/2024	2,500.00
1	Unity Trust Bank : Current	4	03/07/2024	975.00
1	Unity Trust Bank : Current	4	03/07/2024	900.00
1	Unity Trust Bank : Current	4	05/07/2024	15,043.82
1	Unity Trust Bank : Current	4	08/07/2024	815.00
1	Unity Trust Bank : Current	4	08/07/2024	660.00
1	Unity Trust Bank : Current	4	09/07/2024	630.00
1	Unity Trust Bank : Current	4	09/07/2024	4,750.00
1	Unity Trust Bank : Current	4	10/07/2024	1,000.00
1	Unity Trust Bank : Current	4	15/07/2024	824.20
1	Unity Trust Bank : Current	4	16/07/2024	676.70
1	Unity Trust Bank : Current	4	17/07/2024	500.00
1	Unity Trust Bank : Current	4	19/07/2024	700.00
1	Unity Trust Bank : Current	4	22/07/2024	2,061.43

01/08/2024

Alton Town Council

08:43

**Cashbook transactions totalling £500.00 or more
for the period 01/07/2024 to 31/07/2024**

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
2	CCLA Deposit Fund	4	23/07/2024	150,000.00
1	Unity Trust Bank : Current	4	25/07/2024	1,500.00
1	Unity Trust Bank : Current	4	29/07/2024	975.00
1	Unity Trust Bank : Current	4	31/07/2024	4,422.20



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

ACE - Alton Community Exchange

NAME OF CONTACT

Moira Baker

ADDRESS OF CONTACT

1 Archery Rise, Alton, GU34 1PG

TELEPHONE NO: DAYTIME 07969 164544

EVENING

01420 89218

EMAIL ADDRESS:

moira.baker1@btinternet.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Born out of ACT (Alton Charities Together) - a forum for charitable organisations, which ran successfully in Alton for almost 20 years pre-Covid, ACE will follow a similar agenda, but expand the offering to include service agencies, organisations and volunteer groups. The inaugural meeting of ACE was held on 16 July and included an address from Citizens Advice, and presentations on the Alton Arts Festival and the Alton Beer Festival, followed by a debate on "how we can work together to build ACE into an effective and useful forum going forward." The meeting was well attended and positively received.

PLEASE GIVE NUMBERS IN THE

A) PAID NONE

ORGANISATION WHO ARE

B) VOLUNTEERS

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

MAJORITY

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£725

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

£725

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

£

WHAT IS THE GRANT TO BE USED FOR?

ACE is a new forum designed to bring together service agencies, organisations and volunteer groups with the aim of working better together to serve the community of Alton and the villages. ACE has been launched by a team of 3: Annette Blackman (Open Sight, Hard of Hearing Group), Moira Baker (ADCRF, Alton Lions Club) and Lisa Hillan (Kings Arms, Alton Rotary, etc...) – all volunteers. The intention is to meet 6 times a year, offering presentations of interest, designed to improve understanding and spread knowledge of community initiatives, issues of concern and how to work together to address/improve them. The only expense incurred by ACE would be in room hire, refreshments, printing and publicity, including the setting up and maintenance of a link to the ATC website (£200 for set up and £25 per year for mainenance)

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

YES

IF YES, PLEASE
GIVE DETAILS

/ PENDING

An application has been put in to the Alton Beer Festival for a £225 grant to support the setting up of a link to the ATC websit - turned down as it did not comply with the ABF criteria..

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

It is intended to ask for donations towards refreshments.

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

ACE started life as an idea, to resurrect ACT - Alton Charities Together. Launched, in 2012, by then Town Councillor, Terry Eccott, ACT aimed to bring together charitable clubs and organisations in a networking forum, to facilitate the exchange of ideas and to encourage partnership working, in order to better serve and support the community in which we live and work. Terry Eccott went on to become an ambassador for and to champion the work of the Alzheimers Society and Dementia Friendly. The ACT reins were handed on to former Town Mayor Pam Bradford and then to the late Jon Colville from the Treloar Trust, both of whom held a passionate belief in people working together for the good of others. While ACE will expand this offering to embrace professional agencies and organisations, the goal remains the same.

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

NONE

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 GRAT. 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
MOIRA BAKER.....

SIGNATURE

POSITION ACE Organiser, Trustee of ADCRF and Alton Lions Club (CIO)..... DATE...04.../...08.../24....

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



ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 - YOUR ORGANISATION

NAME OF ORGANISATION

A31 PCN

NAME OF CONTACT

Chrissy Humphrey

ADDRESS OF CONTACT

High St, Alton GU34 1BA

TELEPHONE NO:

DAYTIME

07311300392

EVENING

EMAIL ADDRESS:

Chrissy.humphrey@nhs.net

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

At The Wilson Practice, Chawton Park Surgery, and Boundaries Surgery, a dedicated team of social prescribers is making a significant impact on the wellbeing of our community. Comprising Sylwia, Emilia, Chrissy, and Sarah, our team is committed to supporting patients with a broad range of issues, ensuring they receive the help and resources they need to thrive.

- Our Mission

Our primary aim as social prescribers is to address the non-medical needs of patients, complementing the excellent medical care provided by our practices. We understand that factors such as mental health, housing, finances, and social isolation can have a profound effect on one's overall health. Our role is to bridge the gap between medical services and community resources, offering personalized support to each individual.

Throughout the year, we organize various events focused on health and wellbeing. These events are tailored to address the health concerns prevalent within the Alton population, offering a platform for individuals to meet experts, gain valuable insights, and receive personalized advice. From mental health workshops to fitness sessions, our events are designed to empower the community with knowledge and resources.

PLEASE GIVE NUMBERS IN THE
ORGANISATION WHO ARE

A) PAID	
B) VOLUNTEERS	

HOW MANY MEMBERS/BENEFICIARIES
LIVE WITHIN ALTON

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£300

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

£300

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

£0

WHAT IS THE GRANT TO BE USED FOR?

Dear Alton Council,

I hope this message finds you well. I am reaching out to share an exciting event we are organizing to support our beloved charity, CAP (Christians Against Poverty), and to request your support in securing funding for our upcoming Quiz Night.

CAP is dedicated to helping individuals and families escape the cycle of poverty by providing practical support, financial education, and emotional assistance. The work they do is transformative, and it is crucial that we continue to raise awareness and funds to sustain their valuable services. Our Quiz Night aims to bring the community together for a fun evening while supporting this noble cause.

Here's why funding this event is so important:

- **Raising Awareness**:** The quiz night will not only engage participants in a fun-filled activity, but it will also serve as a platform to raise awareness about the pressing issues of poverty in our community. By funding this event, we can ensure that we reach a wider audience and effectively communicate CAP's mission.
- **Resource Allocation**:** Every penny raised from the quiz night will directly benefit the programs and resources that CAP provides. However, we need initial funding to cover food and drinks for the evening. Your support will allow us to maximize our fundraising potential.
- **Community Engagement**:** This event is an excellent opportunity for community bonding. By funding quiz night activities, we can attract a diverse group of participants who may not be aware of CAP but would be willing to support the cause once engaged. This could lead to new donors, volunteers, and advocates for the charity.

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

NO

IF YES, PLEASE
GIVE DETAILS

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

Nothing

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

4. ****Sustainable Impact****: Long-term support for CAP's programs relies on sustained fundraising efforts. This quiz night can become a recurring event, but it needs a strong foundation to kick off. Your assistance will help create a successful model that can be replicated in the future.

5. ****Fun with a Purpose****: Finally, who doesn't love a good quiz? It's an opportunity for people to come together, test their knowledge, and enjoy one another's company – all while supporting an incredible cause. By contributing to the funding, you're not just supporting the event logistics but also fostering a sense of community spirit.

In conclusion, your financial support for our Quiz Night will play a crucial role in advancing the mission of CAP and helping those who need it most. Our patients have benefitted from Cap immensely in the past and we would like to support them on their mission to help more people. Thank you for considering our request. Together, we can make a meaningful difference in the lives of many.

Warm regards

PART 3 - TO BE COMPLETED BY ALL APPLICANTS

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

0

LEVEL OF UNALLOCATED RESERVES

0

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

0

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- ☒ x All relevant parts of the form completed
- ☒ x 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.

NAMEChristine Humphrey.....

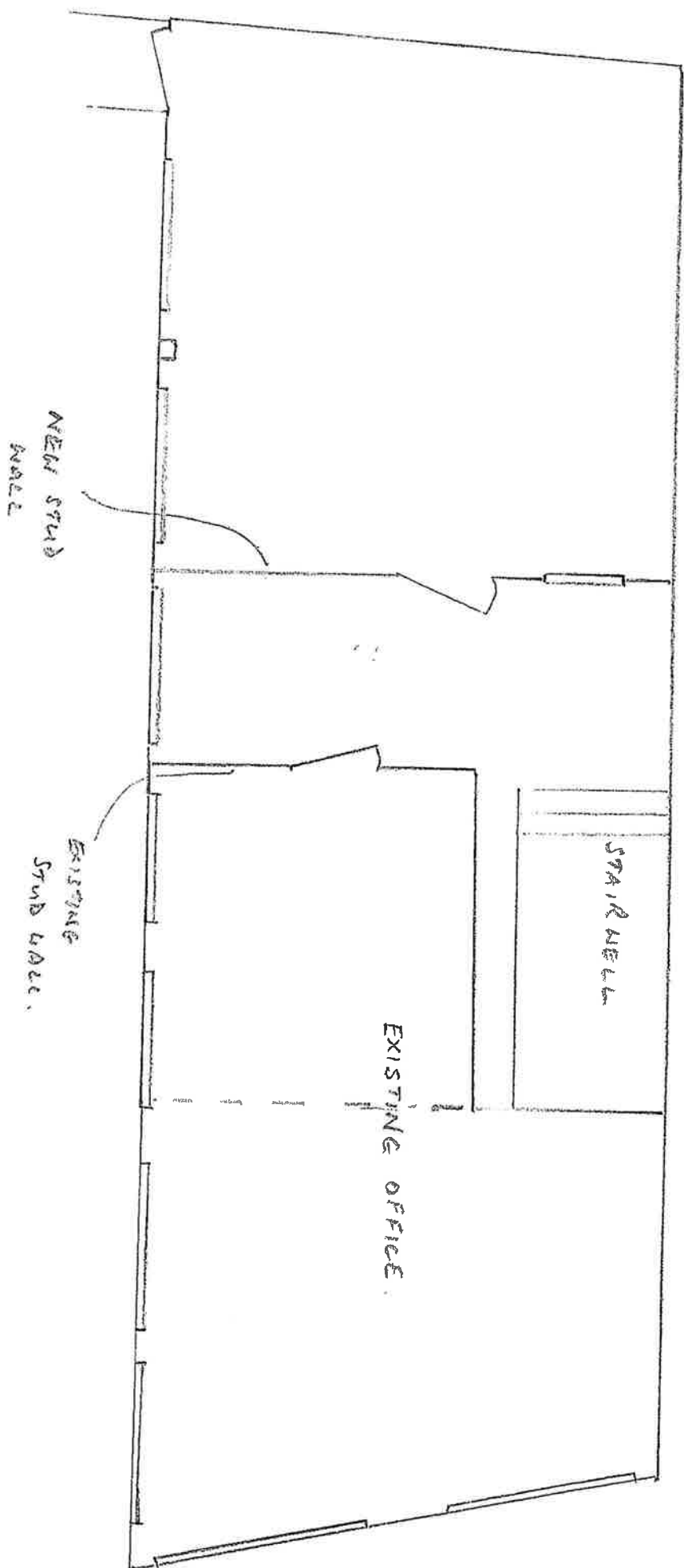
SIGNATUREC. Humphrey.....

POSITIONSocial prescriber..... DATE...16.../...08.../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

1ST FLOOR THE TANNERY



Agenda Item 11.2 Dementia Friendly Alton – Alton Assembly Rooms

The quote for the project has come from a specialist company, who have also provided the following analysis to demonstrate what savings can be made, both in climate change and cost terms.

Assembly Rooms, Alton GU34 1BA

Heatloss Reduction:	30%	
Financial Saving:	£4463	in the first year, increasing with
rising bills Payback Time:	8.3	years
Financial Return:	12%	per year

Your financial savings were based on:

Heating Costs

Current annual cost	£15000	(Based on information you gave
on your fuel bills) Annual cost 10 years ago		£5230 (Due to 10% annual
inflation in fuel prices) Projected annual cost in 10 years	£46588	(Based on
increased inflation rate of 12% per year)		

Heatloss

Your property heatloss is approximately as follows:	The annual cost is approximately as follows:
---	--

Lofts	10%	Lofts	£1500
Windows	20%	Windows	£3000
Draughts	30%	Draughts	£4500
Walls	25%	Walls	£3750
Floors	15%	Floors	£2250

Effectiveness of this installation

The insulation in this estimate will cover

0% of loft heatloss
100% of window heatloss
75% of draught heatloss
0% of wall heatloss
0% of floor heatloss

This insulation will reduce heatloss by

0% in treated loft areas
70% in treated window areas
70% in treated draught areas
70% in treated wall areas
70% in treated floor areas

Overall this will reduce house heatloss by

30% in total

Carbon Footprint

Your property carbon footprint is currently
With this insulation it will be
So you will save

12.0 Tonnes CO2 per year
8.4 Tonnes CO2 per year
3.6 Tonnes CO2 per year

The government target for your property is
Wall and floor insulation will achieve further reductions

9.0 Tonnes CO2 per year

Figures are calculated using statistics typical for the UK, specific "U-value" data for materials, and adjustments for the characteristics of your property. Mitchell & Dickinson cannot guarantee their accuracy but experience suggests they give a good indication of heatloss savings to be expected. Predicted financial savings are based on continuing to live at the same temperature after your property has been insulated. You may use your reduced heatloss to make financial savings, increase comfort or a combination of the two

ARFC - Solar Project - Business Case

Background

We have recently made a significant investment in a heat pump system to power the clubhouse entirely with electricity. To further enhance our energy efficiency and reduce operational costs, we are considering the installation of solar panels on the clubhouse roof. Below I outline the potential benefits and drawbacks of such an investment, give details of the three quotes we have obtained, mention possible grant funding and conclude with a recommendation that we proceed with the installation of solar panels.

Key Benefits

1. Cost Savings

- **Reduced Electricity Bills:** By generating our own electricity, we can significantly lower our monthly electricity expenses.
- **Income from Excess Energy:** Any surplus energy generated by the solar panels can be sold back to the grid, providing an additional revenue stream.
- **Long-Term Financial Benefits:** Although the initial installation cost is high, solar panels generally have a lifespan of 25-30 years, leading to long-term savings.
- **Insulation From Future Energy Price Rises:** Installing solar makes us less dependent on grid energy, meaning we would be less affected by energy price rises in the future.

2. Environmental Impact

- **Reduction in Carbon Footprint:** Solar energy is a clean and renewable resource, which will help in reducing our greenhouse gas emissions and promoting environmental sustainability.
- **Leadership in Sustainability:** By adopting solar energy, Alton Rugby Club can set an example for other clubs and organisations in Alton and surrounds, showcasing our commitment to sustainable practices.

Key Drawbacks

1. High Initial Investment

- **Installation Costs:** The upfront costs of purchasing and installing solar panels can be substantial. This includes the cost of panels, inverters, mounting systems, and installation labor. We hope to subsidise these costs with grant funding.
- **Maintenance and Repairs:** While solar panels require minimal maintenance, there are occasional costs associated with cleaning, monitoring, and repairing the system. Likely to be c. £500.

2. Variable Energy Production

- **Weather Dependency:** Solar energy production is highly dependent on weather conditions and seasonal variations. During cloudy days and winter months, energy generation will be lower. This means we cannot be certain about the predicted savings.
- **Energy Storage:** Without a battery storage system, the energy produced during peak sunlight hours may not align with our consumption patterns, leading to potential inefficiencies. This must, however, be balanced against the additional costs of a battery storage system.

Comparison of Quotes

We have obtained quotes from 3 suppliers. They are summarised in the table below.

	Quote 1	Quote 2	Quote 3
System Size	15.58 kW	25.23 kW	24.3 kW
Est. annual output	13,137 kWh	22,066 kWh	19,614 kWh
Estimated Annual Savings (year 1)	£5,299	£4,358	£6,323
Total system cost (inc. installation / exc VAT)	£24,600	£24,086	£22,983
IRR	??	20.09%	35%
Payback period	4 years	5 years	4 years
Payback period (assuming £10k grant funding)	2 years (?)	3 years	2 years
Assumed energy cost	£0.48/kWh	£0.43/kWh	£0.43/kWh
Assumed export tariff	£0.03/kWh	£0.12/kWh	£0.10/kWh

Quote 1: Eclipse Electrical Services (includes 19 kWh battery - assumes consume 86% of generated power with battery / would be 55% without battery)

Quote 2: Empower Energy (no battery - assumes consume 25% of generated power and export rest)

Quote 3: Spirit Energy (no battery - assumes consume 68% of generated power)

NOTE: New 12 month electricity contract just signed with BG (starting 1 August) is £0.27/kWh and daily charge of £0.60. At this rate, obviously the savings with solar installed

will not be as high as suggested in the quotes, extending the payback period. But over the life of the solar system, the savings will still be considerable.

Grant Funding

I have been exploring possible grant funding to contribute to the costs of the solar installation.

EHDC's Community Climate Action Fund has just re-opened (closing date is 26 August). Our proposed project falls squarely within the grant criteria and informal feedback from EHDC suggests we stand a good chance of being awarded a grant.

Grants of up to £15k are available, although the advice from EHDC is that our application will be looked on more favourably if we apply for £10k, which is what I suggest we do.

Conclusion

Investing in solar panels for Alton Rugby Club offers a promising opportunity to reduce operational costs, generate additional revenue, and contribute to environmental sustainability. The potential long-term financial savings and positive environmental impact make a compelling case for moving forward with the installation, despite the initial investment, maintenance costs, and the variability/unpredictability of energy production.

I recommend that we proceed.

In fact, my view is that we should proceed even if we are unable to secure a grant funding contribution to the capital costs, although obviously grant funding significantly improves the payback period for the investment.

Steve Carter
ARFC Treasurer

20 July 2024

Mr Carter
Alton Rugby Club
23 Anstey Lane
Alton
GU34 2NB
04 June 2024



Executive Summary: Alton Rugby Club



£6,323

First Year Savings



4,158 kg

First Year Carbon Savings



4 years

Payback Period



35%

Internal Rate of Return (IRR)

Quotation

Solar PV System Size: 24.3 kWp

- 54 x 450W solar panels
- 1 x Solis-3P20K-S5 inverter
- Pitched roof tile/concrete tile mounting
- Scaffolding has been included
- No battery system has been included

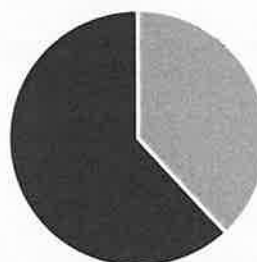
Total Price: £22,983 + VAT

Including feasibility study: £1,100 + VAT

See "Inclusions & Exclusions" for more details

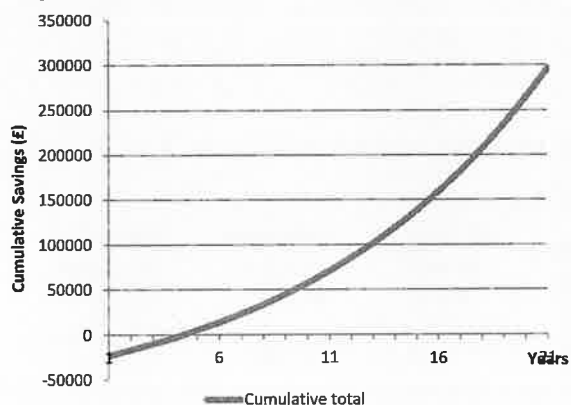
Power Coverage

Contribution from grid: 62%



Contribution from solar: 38%

Cap-Ex



If you would like to pay up-front, the system is expected to pay for itself in 4 years.





SPIRIT ENERGY

Spirit House
25 Albury Close
Reading
RG30 1BD

T 0118 951 4490
F 0118 951 4499
www.spiritenergy.co.uk
info@spiritenergy.co.uk

Mr S Carter
Alton Rugby Club
23 Anstey Lane
Alton
GU34 2NB

04 June 2024

Quotation Ref: 37685/PV2

Re: Solar PV System for Alton Rugby Club

It was a pleasure to speak to you the other day with regard to your potential project. Please find below our proposal and prices for the supply and installation of a solar pv system at the above address.

We have quoted for the following system:

- **Alton Rugby Club: 24.3 kWp solar system, made up of 54 x 450W panels.**
Cost: £22,983 + VAT (includes Feasibility Study cost of £1100)

Option 1 is for a 24.3 kWp installation, consisting of 54 x 450W Monocrystalline solar panels. The panels will be mounted on a pitched roof, using brackets fixed to the rafters with over-roof mounting frames. The panels will be wired to 1 x Solis-3P20K-S5 inverter located in a top floor riser cupboard. The active PV cell area (not including any spaces between panels) will be approx. 108 m², and the system is anticipated to produce 19,614 kWh/annum. It is assumed that 68% of power generated by the PV will be used on site, and the 32% exported generation will be paid at a rate of 10p/kWh (see end of quote for more details on export payments). The system will require prior permission to connect from the network operator.

Executive Summary

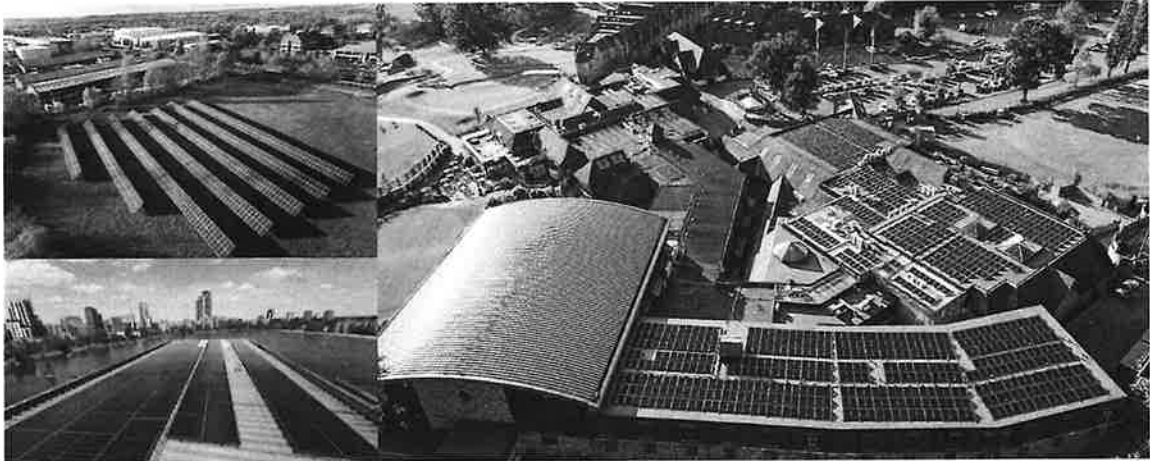
A detailed description of each system is included in the Quotation section following this cover letter. A summary is given in the table below:

Option	Solar PV System Size	Battery size	System Cost (exc VAT)	Annual Output (kWh)	Estimated Annual Benefits*	Estimated Payback Time*
1	24.3 kWp	N/A	£22,983	19,614	£6,323	4 years

**Where a battery is included, annual benefits exclude any time-of-use saving from battery (charging 'off-peak', discharging 'peak'). Benefits assume grid electricity displaced at 42.7p/kWh with 68% on-site usage, and 32% metered export paid at an assumed rate of 10p/kWh (please see end of quote for more details on export payments).*

About Us

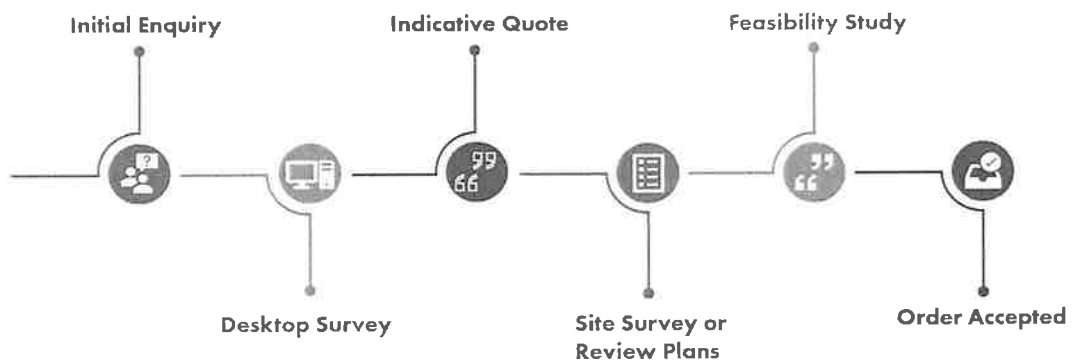
Spirit Energy is a solar PV specialist offering a complete service encompassing design, supply and installation. We use quality components, from the panels and inverters right down to the connectors and fuses. Our experienced installers are all employed directly by us and undergo substantial training to make sure all systems operate at optimal performance. We want to ensure our systems will last well beyond the performance guarantee of the solar panels. Not only will we ensure that you understand what we are doing at each point of the process, we will also take responsibility for all paperwork and necessary approvals.



We have included some testimonials at the end of our proposal.

Installation Timeline

The standard process from initial enquiry to a signed order for installation is summarised below:



Quoting Process

We will base our initial quote on the information you have provided, along with satellite imagery, and some basic assumptions about your electricals, roof structure, and load profile. Once you are happy with the ballpark figures, we may arrange a site survey to review our assumptions and narrow down on an accurate price; at this point a Feasibility Study Order Form will be presented. Following the Feasibility Study we will return a final accurate quote based on the results of the study, namely system size, cable runs, and required ancillaries.

Feasibility Study

Before we can proceed with an installation, there are a number of pre-installation checks that we need to carry out, which fall under the "Feasibility Study" period in the timeline above. We can either carry out these elements as a standalone upfront contract or as the first part of a full installation contract.

The Feasibility Study requirements may be as simple as sending our Head of Installations to carry out a Technical Survey to determine details of cable runs, inverter location etc and to make detailed risk assessments; however more often than not the Feasibility Study will also need to include one or more of the following elements:

1 Application for Permission to Connect from the Network Operator: Included

No prior approval is required for the connection of 3.68kWp (4kWp in practical terms) to a single phase electricity supply, or 11kWp to a 3 phase supply. Above these limits, an application needs to be made to the network operator in advance of connection. We can make this application for you as part of our service; it usually takes between 6-13 weeks for the application to be processed. For systems greater than 50kWp, an application fee is required to be paid to the network operator.

2 Planning Permission: N/A

An outline of planning legislation is included towards the end of the quote. We have not included a planning application as we assume at this stage that the array will be installed under permitted development. Please advise if there are listed buildings on site, or if the site is in a conservation area. The planning cost does not include additional follow up costs that may be

3 Structural Survey: Included at £500 + VAT

Roof-mounted systems require a structural report to ensure that the roof can take the loads imposed by the solar panels (and ballast for free-standing flat-roof systems). Note that as well as considering the download imposed by the weight of the system, the structural report should also assess the possible upload from the wind getting behind the panels and imposing an upward force on the roof. We have included structural calculations in our proposal.

You may prefer to use your own planning consultants or structural engineers; in this case we will reduce the Feasibility Study cost and the final contract value by the amounts shown. You may also prefer to tackle each stage of the feasibility study in succession; in this case we would recommend applying for the DNO first as this will take 13 weeks and is the key determinant of the final system design. You will only be invoiced for the stages of the Feasibility Study that are being carried out.

Required Lead in Times

As detailed above, we need to carry out any Feasibility Study elements prior to arranging the installation.

Once the Feasibility Study has been completed, we typically require at least 4 weeks to prepare for installation. A project specific timeframe would need to be discussed and agreed with the project manager once an order has been placed.

Validity

Our quotation is valid for 14 days.

We have endeavoured to make the document as clear as possible but we appreciate that there is a lot of information. As such we would be more than happy to talk you through the quotation in more detail and answer any questions that you may have. Please do not hesitate to contact us if you would like further assistance.

Yours Sincerely,

Tok Charles

Commercial Projects - 0118 951 4490

Quotation

Alton Rugby Club

System Performance

Total System Capacity	24.3 kWp	Battery Capacity:	N/A
Array	1	2	
PV Orientation from South	55°	125°	
Inclination of PV Panels	25°	25°	
Shading %	0%	0%	
System Capacity (kW)	9.90	14.40	
Annual Generation (kWh)	9,217	10,397	
Total Annual Generation (kWh)†	19,614		
Total Annual Benefits *	£6,323		
Total Annual CO2 savings* (kg)	4,158		

Equipment to be Supplied

Panels	54 x Trina TSM-450NEG9R.28		
Inverter(s)	1 x Solis-3P20K-S5		
Mounting	K2 Tile (rosemary)		
Battery	N/A	Charge Controllers	N/A
Battery Inverter-Charger	N/A	Provides back-up power?	N/A
Monitoring	Solis	Metering	SDM630-Modbus-MID
Cost ex. VAT	£ 22,983	(including Feasibility Study: £1100)	

* Assuming grid electricity displaced at 42.7p/kWh with 68% on-site usage, and 32% metered export paid at an assumed rate of 10p/kWh (please see end of quote for more details on export payments).

Feasibility Study Elements and Cost

The elements of the Feasibility Study required for this Option are as follows. The cost of the Feasibility Study is included in the Option price shown above.

Technical Survey	£500.00	
Structural Survey	£500.00	
DNO Application	£100.00	
Planning Application	£0.00	Assume Not Required; Client to Confirm
Feasibility Total ex. VAT	£1,100.00	

Services and Equipment Included

Services	Comments
✓ System design	
✓ Liaison with DNO	Our quote does not make allowance for DNO charges. All DNO charges for works required to enable the connection of the PV and/or battery system are excluded.
✓ Installation, testing, commissioning	
✓ Building regulations sign off (under part P, not under part A)	
✓ MCS sign-off	
✓ Roof structural calculations	We have made an allowance for a third-party structural analysis.
✗ Any strengthening work required by structural survey	
✗ Planning application (if required)	
✓ Scaffolding/access tower and edge protection at roof level	
✓ Offloading	
✓ Delivery of materials to site	
✓ Acceptance of delivery on site	Acceptance of Equipment deliveries by Spirit Energy
✓ Lift equipment to roof	
✗ Secure site storage facilities	
✓ Site waste disposal	Site waste is in the form of cardboard packaging and pallets.
✗ Bonding upgrade if required*	
✓ 2 year Workmanship Warranty	
✗ Builders work	
✗ Weathered roof penetrations	Subject to technical survey.
✗ Welfare	Assumed that we can use on-site facilities.

Equipment	Comments
✓ PV modules	
✓ Mounting frame	
✗ Protection mats (flat roofs only)	
✗ Ballast (if required)	
✓ DC isolator switch(es)	Inverter integrated switch(es) unless otherwise specified.
✓ DC cables and containment	
✓ Internal DC containment and cable run to inverter position	
✓ Inverter(s)	Standard 5 year inverter warranty included. A suitable space in accordance with inverter manufacturer clearances need to be provided by others.
✗ Battery / Batteries	
✗ Inverter-Charger for Battery	
✗ Solar Charge Controller(s)	
✗ Unistrut system for inverter mounting	If a Unistrut frame for the inverter mounting is required this will incur a charge of £250+VAT per inverter
✗ Supply of suitably rated MCB/RCBO	We have made an allowance for connection to the existing electrical supply.
✓ AC Isolator(s)	
✓ AC cables and containment	
✓ EREC G99 protection if >16A per phase, G98 protection if <16A per phase	
✓ MID/OFGEM approved electricity generation meter	
✓ Warning labels and electrical schematic	
✗ Public display	
✓ Data logger / Online monitoring system	Requires WiFi or LAN connection local to inverter.
✗ Earthing, lightning protection or bonding	
✗ External G99 relay and witness testing for G99 compliance (>50kWp only)	
✓ Demonstration during Commissioning	We will demonstrate the system during commissioning to any party that wishes to be present. Where a Spirit representative is required to attend after commissioning an additional charge of £200+VAT will apply.

*Please note we are required by law to ensure the bonding in the premises meets the standards set out in the current wiring regulations. Any work required to do this will be determined at the technical survey.

Terms of Business

Special Terms

No special terms

For your reference, we enclose a copy of our Terms and Conditions (Version 26) with this quote.

Our quotation is valid for 14 days.

VAT

Our quotation excludes VAT. There is no VAT on solar PV installations on domestic properties regardless of whether this is an installation onto a new build.

VAT is usually applied at 20% on installations in non-domestic properties, although there are certain exceptions to this; please ask if you require additional information.

Additional Works

Should additional work be required beyond the scope of this quotation, our standard labour rates are as follows:

Electrician: £150 + VAT per hour for the first hour on site or part thereof; £137.5 + VAT per subsequent hour or part thereof.

Roofer, assistant to Electrician: £150 + VAT per hour for the first hour on site or part ; £103.125 + VAT per subsequent hour or part thereof.

Company Accreditations:



Additional training:

- Working at Heights Operator
- Asbestos Awareness
- First Aid

City & Guilds level 3:

- Certificate in Inspection
- Photovoltaic Systems
- Electrical Installations
- Electrotechnical Installations

Levels of Supervision

- Installation would be managed by Justin Parsons, Head of Solar PV Installations, qualified Solar Electrician and qualified Site Manager.
- Project support managed by Vishal Giga, Head of Project Management.

Insurance

- Public & Products Liability - £10 million
- Employers Liability - £10 million
- Professional Indemnity - £5 million

QA Documentation to be Used

- Installation will be in accordance with the company quality standards, which comply with MIS 3002 Solar PV and associated "New PV Guide", Wiring Regulations BS7671.
- Panels are MCS Approved. Inverters are G98 or G99 compliant.

Workmanship Warranties

- We give a 2 year workmanship warranty. In the first 2 years after installation we will correct, free of charge, any fault arising in the systems as a result of defective workmanship by Spirit Solar Ltd. Where there is a need to claim on manufacturer's warranty within the first 2 years we will make the claim from the manufacturer on your behalf and we will replace the faulty equipment free of charge. Manufacturer warranties for individual system components (eg. panels and inverters) are provided at the point of system handover.
- Please ask for details on product warranties

References

Many of our customers are happy to talk about their systems on the telephone, some are also happy to invite potential customers on site to look at their installation. Speak with your estimator for more information.

System Performance & Financial Analysis

Alton Rugby Club: 24.3 kWp solar system.

Layout Diagram



Battery Functionality

	No Battery	
(1) Store excess solar on site:	N/ A	(2) Timed grid charging: N/A
(3) Provide back-up in a power-cut:	N/ A	

Summary Cost / Benefit Analysis

System Performance

Array	1	2
PV orientation from south	55°	125°
Inclination of PV panels	25°	25°
Shade %	0%	0%
System capacity (kW)	9.9	14.4
Annual generation (kWh) †	9,217	10,397

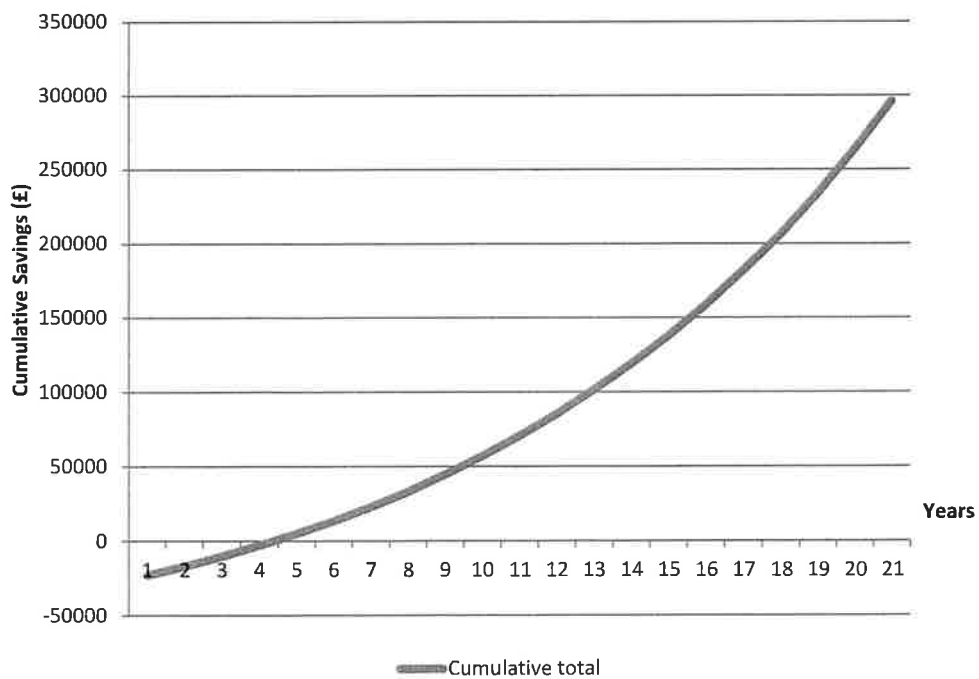
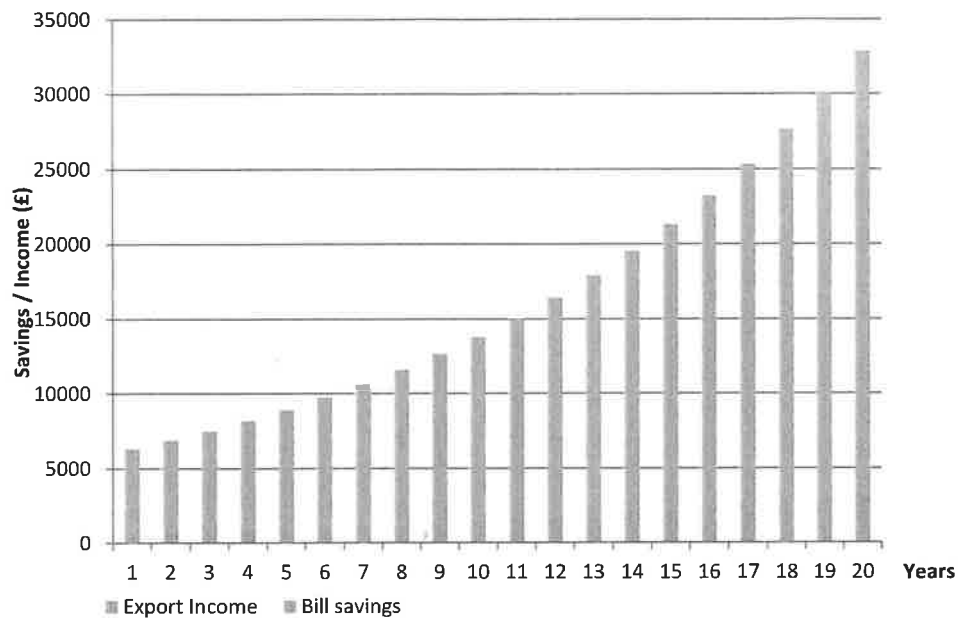
Financial Benefits

System Cost:	£22,983
Annual benefits*	£6,323
Payback time for investment:	4 years
IRR% of investment:	35%
Net present value of savings and income (NPV)	£223,853
Absolute return on investment (NPV / Purchase cost):	974%

*First year values only. See detailed cash flow for subsequent years.

Performance Charts

The following charts have been created using the DTI guide version 3 in compliance with the MCS,



Cash flow

Year	Output (kWh)	Value of Electricity Savings	Export Income	Total Benefits	Running Cost	Savings less maintenance	Cumulative Savings	Present Value of Savings
0						-£22,983	-£22,983	-£22,983
1	19,614	£5,695	£628	£6,323	-£240	£6,083	-£16,900	£5,963
2	19,535	£6,211	£685	£6,896	-£247	£6,648	-£10,252	£6,390
3	19,457	£6,774	£747	£7,521	-£255	£7,266	-£2,986	£6,847
4	19,379	£7,388	£814	£8,202	-£262	£7,940	£4,954	£7,335
5	19,302	£8,057	£888	£8,945	-£270	£8,675	£13,629	£7,857
6	19,225	£8,787	£968	£9,756	-£278	£9,478	£23,107	£8,416
7	19,148	£9,584	£1,056	£10,640	-£287	£10,353	£33,460	£9,013
8	19,071	£10,452	£1,152	£11,604	-£295	£11,309	£44,769	£9,652
9	18,995	£11,399	£1,256	£12,656	-£304	£12,352	£57,121	£10,335
10	18,919	£12,432	£1,370	£13,803	-£313	£13,489	£70,610	£11,066
11	18,843	£13,559	£1,494	£15,053	-£323	£14,731	£85,341	£11,848
12	18,768	£14,788	£1,630	£16,418	-£332	£16,085	£101,427	£12,683
13	18,693	£16,128	£1,777	£17,905	-£342	£17,563	£118,990	£13,577
14	18,618	£17,589	£1,938	£19,528	-£352	£19,175	£138,165	£14,533
15	18,543	£19,183	£2,114	£21,298	-£363	£20,935	£159,100	£15,555
16	18,469	£20,922	£2,306	£23,228	-£374	£22,854	£181,953	£16,648
17	18,395	£22,818	£2,515	£25,332	-£385	£24,947	£206,900	£17,816
18	18,322	£24,885	£2,743	£27,628	-£397	£27,231	£234,132	£19,066
19	18,249	£27,141	£2,991	£30,132	-£409	£29,723	£263,855	£20,403
20	18,176	£29,600	£3,262	£32,862	-£421	£32,441	£296,296	£21,832
								£223,853

Calculation Data

The system performance data is shown on the previous two pages

kWh/ kWp from MCS Guide (Kk):	807
Shade Factor (SF)	1.00
Estimated annual output (kWh)	19614
Assumed output used on site:	68%
Value of displaced electricity (p/kWh):	42.70
Estimated value of export rate (p/kWh):	10
Assumed percentage annual increase in value of displaced electricity and export rate:	9.50%
Assumed panel degradation per annum:	0.40%
Discount factor applied to future cash flows to calculate Net Present Value of investment:	2.00%

Where the Shade factor (SF) is less than 1 shading will be present on your system and will reduce its output to the factor stated. This factor was not calculated using the MCS shading methodology, but we can confirm that the system as quoted, taking into account the shading present, is estimated to deliver the energy as set out in this quote and above performance estimates table.

Next Steps

Once you have agreed on a preferred system size and basic design (following a site survey where required), there are two ways you can proceed:

- (1) Place a full contract order (by raising your own PO or signing our Installation Order Form), which expedites your installation and provides a price guarantee on the materials costs. The system may still require redesign and repricing in light of new information from the feasibility stage.
- (2) Proceed with just the Feasibility Study elements detailed in the quote. We have a separate Feasibility Study Order Form which you would need to complete in this case. We will then carry out the Feasibility Study and produce the final system design and costing. At this point you will then be able to place an Installation Order (again, by raising your own PO or signing our Installation Order Form) in order to proceed with the installation.

A Note on Performance Estimates

†MCS Disclaimer:

The performance of solar PV systems is impossible to predict with certainty due to the variability in the amount of solar radiation (sunlight) from location to location and from year to year. This estimate is based upon the standard MCS procedure and is given as guidance only. It should not be considered as a guarantee of performance.

Calculation Methodology Applied:

Under the terms of our accreditation with the Microgeneration Certification Scheme, we have based our output forecast on the MCS Guide. This uses output estimates derived from the Photovoltaic Geographical Information System (PVGIS). The data for PVGIS is collected by the Joint Research Centre of the European Commission. PVGIS is regional, having been compiled using localised sun fall and temperature data at certain key weather stations throughout the UK. Please ask if you would like more details on the forecast values provided for your proposed installation.

If a more accurate calculation of forecast generation is required, we can carry out a PVSol analysis and provide a formal system performance report.

Further Assumptions Used:

The following assumptions have been applied to all performance estimates unless stated:

- 9.5% annual increase applied to value of displaced electricity.
- 0.7% annual panel degradation applied to system outputs.
- 2% discount factor applied to future cashflows to calculate Net Present Value of investment.

Performance Monitoring

The proposed system includes inverter monitoring that supports an online portal, enabling live and historical performance data to be viewed remotely.

Maintenance

It is important to maintain solar PV systems on a regular basis to ensure their safety and performance. On a sloping roof panels will be cleaned somewhat by the rain, however, we recommend the panels be manually cleaned every 1 - 2 years to get rid of stubborn soiling. This can usually be carried out from the ground using a low pressure washer and a long lance (with no detergent or abrasives) or on the roof using a suitable fall arrest system. Depending on the size of the system, the inverters and other electrical components should be checked and tested every 6 months-2 years. We can structure a maintenance package to suit you, please ask us for a quote.

Export Payments for Solar PV

Solar PV installations are eligible for the Smart Export Guarantee (SEG), whereby larger electricity suppliers (those with more than 150,000 customers) are obligated to remunerate small scale, low-carbon generators for the electricity they export to the grid. Suppliers determine the tariff rate per kWh and the length of the contract, with the condition that the price offered for export must be greater than zero. Tariffs can be a flat or variable rate, or even tied to the live wholesale price of electricity. We advise that clients enquire with their electricity supplier to see what SEG is available; however, for commercial installations SEG availability is limited and tariff rates are typically low.

Spirit have partners that are able to offer alternative export payment contracts to SEG which tend to offer better value. The financial modelling in our quote assumes a flat export rate of 10p/kWh which, at the time of this quote, is a representative rate available from one of our partners.

Both electricity import rates and export rates are linked to the wholesale price of electricity and so are subject to market volatility and inflation. Therefore all financial modelling provided in this quote is only intended to provide a reasonable approximation of potential savings and income, and in no way represents a guarantee.

Implementation and Approval

Planning Permission and Approvals

The following sets out our understanding of the current planning guidelines, as set out on the Government's Planning Portal. However we advise all customers to take their own advice on planning as every local authority has their own way of interpreting the guidelines.

Systems that exceed 1 MW or are ground mounted require planning permission. Regulations have deemed most non-domestic roof-top solar installations below 1 MW as permitted development, provided:

- equipment is sited, so far as is practicable, to minimise the effect on the external appearance of the building and the amenity of the area;
- when no longer needed the equipment is removed as soon as reasonably practicable;
- panels are kept below 200mm perpendicular protrusion from the plane of the roof or wall (pitched and wall installations);
- panels are at least 1m from the external edge of the building (pitched and flat roof);
- panels protrude less than 1m from the roof surface (flat roof installations);
- the panels are not installed on a listed building or on a building that is within the grounds of a listed building, or on a site designated as a scheduled monument;
- the equipment is not installed on a wall or a roof slope which fronts a highway if the building is on Article 2(3) designated land;
- if a system generates greater than 50 kW AC power, it will require prior approval from the local planning authority; this is a far less prescriptive process than a full planning application.

Other Approvals

For most non-domestic systems we need to get agreement in advance to connect to the National Grid, as per Engineering Recommendation G98 or G99. Compliance with this requirement is included in your quote.

Case Studies

Sparsholt & Andover College, 633kWp



Panel Model	2500 x BenQ 250/260W
Inverter Model	29 x Zenersolar
Monitoring System	Zenersolar Commercial PMU, shown on public display screen
System Size	633 kWp
Annual Output	570,000 kWh

From September 2015 to February 2016 Spirit installed and commissioned Solar PV systems for 20 buildings spread out over Andover College, and Sparsholt College near Winchester. The arrays ranged from 32 to 400 panels on each roof. These all contributed to a total of over 2,500 BenQ 250W and BenQ 260W panels. It was the largest educational solar PV installation in the UK at the time of writing.

Old Thorns Hotel and Golf Club, 217 kWp



Panel Model	630 x JA Solar 345W
Inverter Model	5 x Huawei
System Size	217 kWp
Annual Output	208,419 kWh

Over four weeks in May-June 2021, Spirit installed a vast 217kWp solar PV system at Old Thorns Hotel and Golf Club in Liphook, Hampshire. The system spans three rooftops at the venue, comprising 5 Huawei inverters and 630 JA Solar 345W panels. Overall we expect this will generate 208,419kWh of clean power per year, saving 108,000kg of CO₂ annually.

Claude Fenton HQ, 250kWp ground mounted array



Panel Model	998 x Renesola 250W
Inverter Model	8 x PowerOne TRIO-27.6-TL, 1 x PowerOne PVI-10.0-TL
System Size	250 kWp
Annual Output	235,449 kWh/year



In September 2014 Spirit commissioned a 250kWp ground-mounted system for Claude Fenton Holdings in Reading. This particular system comprised of 998 x Renesola panels. The system is expected to generate 235,449 kWh per year saving 134.3 tonnes of CO₂ annually with payback period of 6 years.

West Reservoir, 94 kWp



Panel Model	275 x JA Solar 340W
Inverter Model	Solis
System Size	93,5 kWp
Annual Output	77,534 kWh

In July 2020, Spirit installed a huge 93.5kWp solar PV system at the West Reservoir outdoor swimming complex in Hackney. The project is part of a local scheme, Hackney Light and Power, which aims to make the London borough net zero carbon by 2040. Alongside green energy rollouts like the system at West Reservoir, the council plans to install EV charge points, support renewable heating and fit home energy efficiency measures. The solar PV system we installed will generate 77,534 kWh of clean energy a year, saving 40.2 tonnes of CO₂. We also fitted a display screen at the venue, so visitors can see how much power the panels are generating and the environmental impact in real time.

Berkeley Group, 364 kWp



Panel Model	1,325 x BYD 275W
Inverter Model	12 x Fronius
System Size	364 kWp
Annual Output	372,032 kWh

In March 2019, Spirit installed an extensive solar PV system for Berkeley Group's new modular homes factory in Northfleet, Kent. We were contracted by E.ON to design and commission the system, which was funded by a PPA. The array spans two trapezoidal metal roofs and totals 364kWp. We specified Schletter Clampfit mounting to preserve the warranty on the new roof. The 1,325 panel system is completed by 12 Fronius inverters, chosen for their high spec performance. In total, the solar system will supply the factory with 372,032 kWh annually.

Natural History Museum, 87 kWp



Panel Model	278 x Longi 315W
Inverter Model	3 x Solis
System Size	87 kWp
Annual Output	74,889 kWh

In July 2020, Spirit installed solar PV at the Natural History Museum in Tring. The project was carried out during refurbishments at the Museum, so we collaborated with other contractors such as D+B Facades, who completed the new cladding on the building. The solar system comprises 278 Longi 315W panels to supply the Museum with 74,889 kWh of clean energy per year, saving 17,500 kg of CO₂ annually. The Museum said "The new solar PV system installed by Spirit Energy will deliver clean, renewable energy to our Museum in Tring and help us to create a future where both people and planet thrive."

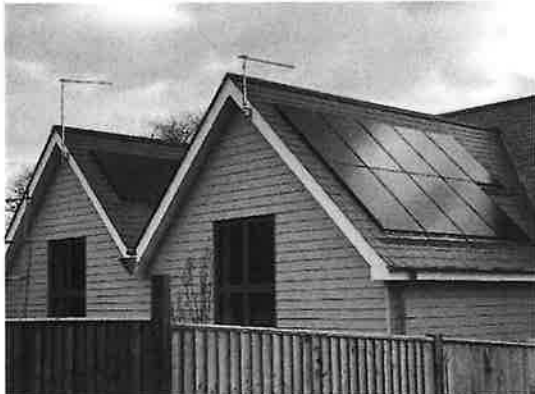
Sauter Automation Ltd, 30kWp



Panel Model	100 x Q Cells 300W
Inverter Model	SolarEdge SE27.6k
System Size	30 kWp
Annual Output	29,550 kWh

The generous roof size allowed for a 30kWp installation and the system is expected to produce 29,550kWh per annum giving an attractive 6 year pay back time with net lifetime benefits and savings expected to exceed £120,000. Sauter had the following to say about their experience: "We're very pleased with our installation, which was installed with minimal disruption at a competitive price. The system appears to be performing well in line with Spirit Solar's estimates, SolarEdge allows us to easily monitor the systems day to day output."

Winchester New Build Development, 11.5 kWp



Panel Model	46 x Viridian 250W
Inverter Model	SolaX
System Size	11.5 kWp
Annual Output	9,790 kWh



In July 2017, Spirit installed PV arrays over four plots for Millgate Homes in Winchester. Together the system consists of 46 Viridian 250W panels, giving a total peak output of 11.5kWp. As these were new build properties, the panels could be integrated with the roofs, resulting in a flush and stylish design.



ALTON TOWN COUNCIL ANTI CORRUPTION AND BRIBERY POLICY

Adopted by the Staffing Committee August 2024
And by Full Council September 2024

1. Policy statement

1.1 It is our policy to conduct all our business in an honest and ethical manner. We take a zero-tolerance approach to bribery and corruption, and we are committed to acting professionally, fairly and with integrity in all our business dealings and relationships wherever we operate and in implementing and enforcing effective systems to counter bribery.

1.2 We will uphold all laws relevant to countering bribery and corruption. However, we remain bound by the laws of the UK, including the Bribery Act 2010, in respect of our conduct both at home and abroad.

1.3 The purpose of this policy is to:

- (a) set out our responsibilities and of those working for us, in observing and upholding our position on bribery and corruption; and
- (b) to provide information and guidance to those working for us on how to recognise and deal with bribery and corruption issues.

1.4 Bribery and corruption are punishable for individuals by up to ten years' imprisonment and if we are found to have taken part in corruption we could face an unlimited fine, be excluded from tendering for public contracts and face damage to our reputation. We therefore take our legal responsibilities very seriously and we have conducted a risk assessment to identify any key areas which may potentially pose a particular risk to our organisation.

1.5 In this policy, **third party** means any individual or organisation you come into contact with during the course of your work for us, and includes actual and potential clients, customers, suppliers, distributors, business contacts, agents, advisers and government and public bodies, including their advisors, representatives and officials, politicians and political parties.

2. Who is covered by the policy?

This policy applies to all individuals working at all levels and grades, including councillors, the Town Clerk, employees (whether permanent, fixed-term or temporary), consultants, contractors, trainees, seconded staff, casual workers and agency staff, volunteers, interns, agents, sponsors, or any other person associated with us, or any of our subsidiaries or their employees, wherever located (collectively referred to as **workers** in this policy).

3. What is bribery?

A bribe is an inducement or reward offered, promised or provided in order to gain any commercial, contractual, regulatory or personal advantage.

Examples:

Offering a bribe

You offer a potential research client tickets to a major sporting event, but only if they agree to do business with us.

This would be an offence as you are making the offer to gain a commercial and contractual advantage. We may also be found to have committed an offence because the offer has been made to obtain business for us.

Receiving a bribe

A supplier gives your nephew a job but makes it clear that in return they expect you to use your influence in our organisation to ensure we continue to do business with them.

It is an offence for a supplier to make such an offer. It would be an offence for you to accept the offer as you would be doing so to gain a personal advantage.

Bribing a foreign official

You arrange for the Council to pay an additional payment to a foreign official to speed up an administrative process.

The offence of bribing a foreign public official has been committed as soon as the offer is made. This is because it is made to gain a business advantage for us. We may also be found to have committed an offence.

4. Gifts and hospitality

4.1 This policy does not prohibit normal and appropriate hospitality (given and received) to or from third parties.

4.2 The giving or receipt of gifts is not prohibited, if the following requirements are met:

- it complies with Alton Town Council's current Financial Regulations;
- it is not made with the intention of influencing a third party to obtain or retain business or a business advantage, or to reward the provision or retention of business or a business advantage, or in explicit or implicit exchange for favours or benefits;
- it complies with local law;
- it is given in our name, not in your name;
- it is appropriate in the circumstances. For example, in the UK it is customary for small gifts to be given at Christmas time;
- taking into account the reason for the gift, it is of an appropriate type and value and given at an appropriate time;

- it is given openly, not secretly; and
- gifts should not be offered to, or accepted from, government officials or representatives, or politicians or political parties, without the prior approval of the Town Clerk.

4.3 We appreciate that the practice of giving business gifts varies between countries and regions and what may be normal and acceptable in one region may not be in another. The test to be applied is whether in all the circumstances the gift or hospitality is reasonable and justifiable. The intention behind the gift should always be considered.

5. What is not acceptable?

It is not acceptable for you (or someone on your behalf) to:

- give, promise to give, or offer, a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- give, promise to give, or offer, a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
- threaten or retaliate against another worker who has refused to commit a bribery offence or who has raised concerns under this policy; or
- engage in any activity that might lead to a breach of this policy.

6. Facilitation payments and kickbacks

6.1 We do not make, and will not accept, facilitation payments or "kickbacks" of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official.

6.2 If you are asked to make a payment on our behalf, you should always be mindful of what the payment is for and whether the amount requested is proportionate to the goods or services provided. You should always ask for a receipt which details the reason for the payment. If you have any suspicions, concerns or queries regarding a payment, you should raise these with the Town Clerk.

6.3 Kickbacks are typically payments made in return for a business favour or advantage. All workers must avoid any activity that might lead to, or suggest, that a facilitation payment or kickback will be made or accepted by us.

7. Donations

We do not make contributions to political parties. We only make charitable donations that are legal and ethical under local laws and practices. No donation must be offered or made without the prior approval of the Town Clerk.

8. Your responsibilities

- 8.1 You must ensure that you read, understand and comply with this policy.
- 8.2 The prevention, detection and reporting of bribery and other forms of corruption are the responsibility of all those working for us or under our control. All workers are required to avoid any activity that might lead to, or suggest, a breach of this policy.
- 8.3 Any employee who breaches this policy will face disciplinary action, which may result in dismissal. We reserve our right to terminate our contractual relationship with other workers and organisations if they breach this policy.

9. Record-keeping

- 9.1 We must keep financial records and have appropriate internal controls in place which will evidence the business reason for making payments to third parties.
- 9.2 You must declare and keep a written record of all hospitality or gifts accepted or offered in accordance with Alton Town Council's Financial Regulations. You must also ensure that all expenses claims relating to hospitality, gifts or expenses incurred to third parties are submitted in accordance with such regulations.

10. How to raise a concern

10.1 You are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage. If you are unsure whether a particular act constitutes bribery or corruption, or if you have any other queries, these should be raised with the Town Clerk (or with the Staffing Committee in the case of the Town Clerk). You should raise a concern as soon as possible if you believe or suspect that a conflict with this policy has occurred or may occur in the future.

For example, if a client or potential client offers you something to gain a business advantage with us, or indicates to you that a gift or payment is required to secure their business. Further "red flags" that may indicate bribery or corruption are set out in the Appendix.

11. What to do if you are a victim of bribery or corruption

It is important that you tell the Town Clerk (or the Staffing Committee in the case of the Town Clerk) as soon as possible if you are offered a bribe by a third party, are asked to make one, suspect that this may happen in the future, or believe that you are a victim of another form of unlawful activity.

12. Protection

12.1 Workers who refuse to accept or offer a bribe, or those who raise concerns or report another's wrongdoing, are sometimes worried about possible repercussions. We aim to encourage openness and will support anyone who raises genuine concerns in good faith under this policy, even if they turn out to be mistaken.

12.2 We are committed to ensuring no one suffers any detrimental treatment as a result of refusing to take part in bribery or corruption, or because of reporting in good faith their suspicion that an actual or potential bribery or other corruption offence has taken place, or may take place in the future. Detrimental treatment includes dismissal, disciplinary action, threats or other unfavourable treatment connected with raising a concern. If you believe that you have suffered any such treatment and you are:

- (a) an employee, you should raise it formally using our Grievance Procedure, or
- (b) a person external to the organisation, you should raise it formally using our Complaints Procedure.

13. Communication

Our zero-tolerance approach to bribery and corruption must be communicated to all suppliers, contractors and business partners at the outset of our business relationship with them and as appropriate thereafter.

14. Who is responsible for the policy?

14.1 The Town Clerk has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it.

14.2 The Town Clerk has primary and day-to-day responsibility for implementing this policy, and for monitoring its use and effectiveness and dealing with any queries on its interpretation. They are responsible for ensuring those reporting to them are made aware of and understand this policy.

14.3 The Town Clerk will monitor the effectiveness and review the implementation of this policy, regularly considering its suitability, adequacy and effectiveness. Any improvements identified will be made as soon as possible. Internal control systems and financial procedures will be subject to regular audits to promote best practice in countering bribery and corruption.

14.4 All workers are responsible for the success of this policy and should ensure they use it to disclose any suspected danger or wrongdoing.

Appendix

Potential risk scenarios: "red flags"

The following is a list of possible red flags that may arise during the course of you working for us and which may raise concerns under various anti-bribery and anti-corruption laws.

The list is not intended to be exhaustive and is for illustrative purposes only.

If you encounter any of these red flags while working for us, please report them promptly:

- you become aware that a third party engages in, or has been accused of engaging in, improper business practices;
- you learn that a third party has a reputation for paying bribes, or requiring that bribes are paid to them, or has a reputation for having a "special relationship" with foreign government officials;
- a third party insists on receiving a commission or fee payment before committing to sign up to a contract with us, or carrying out a government function or process for us;
- a third party requests payment in cash and/or refuses to sign a formal commission or fee agreement, or to provide an invoice or receipt for a payment made;
- a third party requests that payment is made to a country or geographic location different from where the third party resides or conducts business;
- a third party requests an unexpected additional fee or commission to "facilitate" a service;
- a third party demands lavish entertainment or gifts before commencing or continuing contractual negotiations or provision of services;
- a third party requests that a payment is made to "overlook" potential legal violations;
- a third party requests that you provide employment or some other advantage to a friend or relative;
- you receive an invoice from a third party that appears to be non-standard or customised;
- a third party insists on the use of side letters or refuses to put terms agreed in writing;
- you notice that we have been invoiced for a commission or fee payment that appears large given the service stated to have been provided;
- a third party requests or requires the use of an agent, intermediary, consultant, distributor or supplier that is not typically used by or known to us; or
- you are offered an unusually generous gift or offered lavish hospitality by a third party.



ALTON TOWN COUNCIL

FLEXIBLE WORKING POLICY

Adopted by the Staffing Committee August 2024

1. Purpose

- 1.1 This policy sets out how to make a request for flexible working, who is eligible and how Alton Town Council (ATC) will respond to such requests. The policy aims to ensure that all requests are dealt with in a reasonable manner and with sufficient information to ensure that ATC can respond.

2. Scope

- 2.1 This policy applies to all direct employees of ATC regardless of gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, disability, sexual orientation, age, trade union membership or public interest disclosure status. It also applies to part time and fixed term employees.
- 2.2 This policy will be reviewed from time to time and may be amended to ensure it continues to meet legal and operating requirements.

3. Principles

- 3.1 The following principles apply in utilising this policy:
- Before considering a request to work flexibly, employees should give careful consideration to what working pattern they feel could meet their needs, the practical implications of this on the team and any financial impact on them.
 - When requesting to work flexibly, employees should make any request in writing using the provided Flexible Working Form stating

the date of the request and whether any previous application has been made and the date of that application.

- The Town Clerk (or Staffing Committee Committee in the case of the Town Clerk) will ensure that the process for considering a flexible working request is considered and decided upon within two months of the receipt of the request received. This includes any appeal received.
- ATC must have a reasonable business reason for rejecting any requests. Refusal should be in line with the ACAS code of practice on flexible working requests (see point 9.)
- Employees may make only two formal requests in any 12-month period.

4. Definitions

Direct Employee

This applies to staff with an ATC employment contract.

Worker

A person under this classification is generally considered as such if they have a contract or other arrangement to do work or services personally for a reward. For example, through an agency or other limited business / consultancy.

5. Eligibility

- 5.1 Any direct employee of ATC.
- 5.2 An employee has the right to make a flexible working request application from day one of their employment.
- 5.3 The employee must not have made two further applications to work flexibly during the previous 12 months.

6. Types of requests

6.1 An employee can request a change to:

- Their total hours of work;
- Their times of work;
- Their place of work.

6.2 The request could, therefore, be for shorter working hours, a shorter working week, condensed hours, a system of staggered or annualised hours, job sharing, part-time work or agreement to work from home.

6.3 If the employee is only looking for a short-term change to their working hours or conditions, this can be agreed informally for a period of no more than four weeks. In these circumstances, the request should not be made through this policy but kept as an informal matter between the employee and the Town Clerk (or Staffing Committee Committee in the case of the Town Clerk). A variation form should be completed and sent to townclerk@alton.gov.uk.

6.4 Employees must be aware that if ATC approves their application, then they can make no more than one further request within a period of 12 months although they may still make a request without the statutory right.

7. The Application

7.1 The right to request flexible working requires employees to set out their request in writing to the Town Clerk (or Staffing Committee in the case of the Town Clerk) and must include the following:

- the date of the application;
- the change to working arrangements the employee is seeking;
- when they would like the change to start from;
- that this is a statutory request referring to any previous applications for flexible working including the dates;
- if they are making their request in relation to the Equality Act 2010, for example, as a reasonable adjustment for a disability.

8. Handling the request

- 8.1 On receiving a request, the Town Clerk (or Staffing Committee in the case of the Town Clerk) will arrange to discuss it with the employee. If there is likely to be a delay in discussing the request the Town Clerk (or Staffing Committee in the case of the Town Clerk) will inform the employee. The law requires the decision process be completed within two months of first receiving the request, including any appeal. If for some reason the request cannot be managed within two months, ATC can extend this, provided the employee agrees to the extension.
- 8.2 A discussion will be held to ensure that the proposal put forward is the best solution for both the employer and employee. This does not have to be face to face. If the Town Clerk (or Staffing Committee in the case of the Town Clerk) and employee agree, it can be held by phone via conference call or in some other way.
- 8.3 Any flexible working discussion must be treated like any other confidential management conversation and take place in a location where it cannot be overheard by others. The employee has the right to be accompanied at meetings. It is the employee's responsibility to arrange to be accompanied. The companion may only be a work colleague or trade union official unless otherwise agreed.
- 8.4 Consideration must be given to the issues as stated below in 9.1 before refusing a request.
- 8.5 Flexible working requests should be considered in the order they are received. Where the line manager receives more than one flexible working request at the same time, it may be possible to grant all of the requests received. However, where this isn't possible, the manager should have a discussion with the employees to see if there is any room for adjustment or compromise. If this is not successful, each request should be fully considered, taking into account the merits of the request and possible impact of refusing it. If the manager is unable to distinguish between the requests, they could agree with the employees to a random selection method to decide which request to accept.

9. Grounds for refusing a request

- 9.1 ATC can refuse a flexible working request, but the decision must be based on one or more of the following lawful grounds:
- Burden of additional costs;
 - Inability to reorganise work amongst existing staff;
 - Inability to recruit additional staff;
 - Detrimental impact on quality or performance;
 - Detrimental effect on ability to meet customer demand;
 - Insufficient work or requirement for work to be undertaken, during the period the employee proposes to work;
 - Planned structural changes.
- 9.2 There may be instances where the line manager may need to consider the potential impact of the working arrangements requested, before deciding to accept or reject the request. It is advisable that all flexible working requests are considered on a trial period of three months. During the trial period, the manager can review the impact on the department. At the end of the trial period, the manager will advise whether they intend to refuse or approve the flexible working request.
- 9.3 The line manager must meet the employee to inform them of the outcome of their flexible working request, and/or trial period, to either agree to the new pattern of work, or confirm an agreed alternative pattern of work, or provide clear grounds as to why the application cannot be approved. The employee must be notified that there is a right of appeal. Any agreement will be treated as a contractual change of employment, and this will be confirmed in writing.

10. Right of appeal

- 10.1 Employees will have the right of appeal against a decision to refuse the application. The appeal must be made in writing within 10 working days of receipt of the notification of the decision to the Town Clerk (or Staffing Committee in the case of the Town Clerk). The grounds for appeal should be stated.

- 10.2 Appeals will be heard by the Staffing Committee (or a separate Appeals Committee in the case of the Town Clerk) who has had no previous contact with the case.
- 10.3 The employee will be given a minimum of five working days' notice, in writing, of the date of the Appeal Hearing. The employee will be told of their right to be accompanied by an accredited trade union representative or fellow employee.
- 10.4 The decision of the Appeal Panel will, where possible, be announced to both parties at the completion of the hearing. In any case, wherever possible, the decision will be confirmed in writing within five working days of the determination of the Appeal hearing. There is no further right of appeal.

11. Withdrawal of an application

- 11.1 ATC may treat a request for flexible working as having been withdrawn if the employee in question has:
- Notified verbally or in writing that they are withdrawing their request;
 - On more than one occasion, without good reason failed to attend a meeting to discuss the request or a meeting to discuss an appeal (where the request has been refused);
 - Without reasonable cause, refused to provide information necessary for ATC to assess whether it should agree to the contract variation.
- 11.2 Except where the employee has provided written notice of their withdrawal of the request, the line manager should confirm the withdrawal in writing.



ALTON TOWN COUNCIL

PATERNITY LEAVE POLICY

Adopted by the Staffing Committee August 2024

1. Purpose

- 1.1. This policy sets out how ATC manages the rights and responsibilities of employees who are entitled to paternity leave and paternity pay. Employees may be entitled to paternity leave and pay if their partner is having a baby, adopting a child or having a baby through a surrogacy arrangement.
- 1.2. The policy offers benefits which equal and improve on statutory entitlements.

2. Scope

- 2.1. This policy applies to all direct employees of ATC regardless of gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, disability, sexual orientation, age, trade union membership or public interest disclosure status. It also applies to part time and fixed term employees.
- 2.2. The Town Clerk is responsible for ensuring that the policy is followed for their staff. They will make sure that the employee is not treated unfairly, including unfair treatment by other colleagues.
- 2.3. This policy will be reviewed from time to time and may be amended to ensure it continues to meet legal and operating requirements.

3. Principles

- 3.1. The following principles apply in utilising this policy:
 - The Town Clerk is responsible for ensuring that the policy is followed for their staff. They will make sure that the employee is not treated unfairly, including unfair treatment by other colleagues.
 - Employees wishing to take paternity leave should inform the Town Clerk (or the Staffing Committee in the case of the Town Clerk) at the earliest opportunity.

- Employees may be entitled to paternity leave and pay if their partner is expecting a baby, adopting a child or having a child through a surrogacy arrangement.
- Employees can take a maximum of two weeks paternity leave in the first 52 weeks following the birth or adoption of their child.
- Employees can take their entitlement in two one-week blocks or two weeks consecutively.

4. Definitions

4.1. Direct Employee

This applies to staff with an ATC employment contract.

4.2. Worker

A person under this classification is generally considered as such if they have a contract or other arrangement to do work or services personally for a reward.

For example, through an agency or other limited business / consultancy.

4.3. Expected week of childbirth (EWC):

Is the date of the beginning of the week on or immediately before your child is expected to be born, as calculated by your midwife/doctor and included on the MATB1 form. This is a key date and must be included on the SC3 form.

4.4. Week of childbirth:

The week in which your child is actually born.

5. Eligibility for Paternity Leave and Pay

5.1. Paternity leave is available to employees who are in one or more of the following eligible categories:

- The father.
- The husband or partner of the mother (or adopter) – this includes same-sex partners.
- The child's adopter.
- The intended parent (if you're having a baby through a surrogacy arrangement).

5.2. Along with one or more of the above employees must have:

- Worked continuously for ATC for 26 weeks ending with the 15th week before the baby is due, or the end of the week in which the child's adopter is notified of being matched with the child (UK adoption), or the date the child enters the UK (overseas adoptions).
- Average weekly earnings above the Lower Earnings Level that applies at the end of the Qualifying Week (15th week as above).
- Given ATC notice of the expected date of leave by the Qualifying Week. The length and start date can be changed as long as 28 days' notice is given or if this is not possible as soon as it is reasonably practicable.

6. Entitlement

6.1. Eligible employees will be allowed up to two weeks' leave to be taken within the first 52 weeks of the birth.

6.2. Employees will receive one week's full pay for the first week and the second week at the current rate of Statutory Paternity Pay. Please refer to www.gov.uk for information on the rates of Statutory Paternity Pay.

6.3. Employees should inform the Town Clerk (or the Staffing Committee in the case of the Town Clerk) of their intentions in taking paternity leave.

6.4. ATC also allows a husband, civil partner or partner of a pregnant woman the right to unpaid time off to attend up to two antenatal appointments. Confirmation of appointments must be provided on each occasion.

6.5. Employees whose partners suffer a still birth after 24 weeks are entitled to retain rights to Maternity/Paternity leave and pay if they qualify for it.

7. Claiming Paternity Leave or Pay

7.1. To claim paternity leave you must complete form SC3 (available from www.gov.uk) and submit it to the Town Clerk (or the Staffing Committee in the case of the Town Clerk) at least 15 weeks before the baby is due.

7.2. For UK adoptions and surrogacy, you should use form SC4 (available from www.gov.uk) for:

- leave – submit it to the Town Clerk (or the Staffing Committee in the case of the Town Clerk) no later than seven days of your co-adopter or partner being matched with a child
- pay – submit it to the Town Clerk (or the Staffing Committee in the case of the Town Clerk) at least 28 days before you want your pay to start.

7.3. For overseas adoptions, you should use form SC5 (available from www.gov.uk) for:

- leave – submit it to the Town Clerk (or the Staffing Committee in the case of the Town Clerk) no later than 28 days of the date of official notification from the UK authority once you have reached 26 weeks continuous service.
- pay – submit it to the Town Clerk (or the Staffing Committee in the case of the Town Clerk) at least 28 days before you want your pay to start.

7.4. For employees who are adopting from the UK or overseas, to claim for paternity leave and pay, employees should also provide evidence of the adoption. This can be a letter from the adoption agency, matching certificate or Official Notification document. Employees should provide this information to the Town Clerk (or the Staffing Committee in the case of the Town Clerk) within 28 days before you plan to start Paternity leave.

7.5. Eligible employees will receive the first week at full pay and the second week at the statutory rate of paternity pay. Please refer to www.gov.uk for further information on Statutory Paternity Pay.



ALTON TOWN COUNCIL

CARERS IN THE WORKPLACE POLICY

Adopted by the Staffing Committee August 2024

1. Purpose

- 1.1 Alton Town Council (ATC) are committed to providing a safe working environment ensuring the health, safety and welfare of all employees. This includes promoting good health and wellbeing for all our employees.
- 1.2 This policy sets out the support ATC will offer to employees who have a caring responsibility, to help them balance their working and caring commitments, and continue to be effective in their job.
- 1.3 This policy aims to help recruit and retain employees with caring responsibilities.
- 1.4 By law you are entitled to one week of unpaid leave under this policy. One week is equivalent to your current weekly hours.

2. Scope

- 2.1 This policy applies to all direct employees of ATC regardless of gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, disability, sexual orientation, age, trade union membership or public interest disclosure status. It also applies to part time and fixed term employees.
- 2.2 Employers cannot treat carers less favourably than other people who do not have caring responsibilities. The Equality Act 2010 protects a person who experiences discrimination because they are associated with someone who has a disability. For example, it would be unlawful if the partner of someone who has cancer was refused promotion because of concerns that they would be unable to give sufficient attention to the job. The Act also allows reasonable adjustments to be requested for caring responsibilities, and other legislation provides the right to a 'reasonable' amount of unpaid time off work for unplanned caring responsibilities.

- 2.3 The Town Clerk is responsible for ensuring that the policy is followed for their staff and the Staffing Committee is responsible for ensuring that the policy is followed for the Town Clerk. They will make sure that the employee is not treated unfairly, including unfair treatment by other colleagues.
- 2.4 Please contact the Town Clerk for assistance with the contents of this document.
- 2.5 This policy will be reviewed from time to time and may be amended to ensure it continues to meet legal and operating requirements.

3. Definitions

3.1 *Direct Employee*

This applies to staff with an ATC employment contract.

3.2 *Worker*

A person under this classification is generally considered as such if they have a contract or other arrangement to do work or services personally for a reward.

For example, through an agency or other limited business / consultancy.

3.3 *Carer*

A carer is someone who helps another person, usually a relative or friend, in their day-to-day life. This is not the same as someone who provides care professionally, or through a voluntary organisation.

4. Eligibility

- 4.1 Any direct employee of ATC.
- 4.2 An employee has the right to request unpaid carer's leave on the first day of their employment.

5. Principles

- 5.1 We recognise that some of our employees will have caring responsibilities for seriously ill or disabled dependent relatives, partners or close friends. We appreciate the demands this may place on them, and that at times it may be difficult for them to combine their work and caring responsibilities.
- 5.2 As a responsible employer, it is our policy that:

- ATC will consider requests for support from those who have caring responsibilities, based on a shared understanding of the situation and its impact.
- It should be viewed by all as acceptable to request support and to be confident that no one will be unfairly treated against because they have caring responsibilities.
- All such requests will be dealt with in a confidential manner.

6. Responsibilities

6.1 Employees

- Employees are actively encouraged to inform the Town Clerk (or Staffing Committee in the case of the Town Clerk) if they are caring for someone and need any support.
- Employees may also consider applying for flexible working. The details for applying can be found in the flexible working policy.

6.2 Town Clerk / Staffing Committee

- The Town Clerk (or Staffing Committee in the case of the Town Clerk) has the responsibility to familiarise themselves with this Policy and to work within its parameters. They also have a responsibility to ensure that staff are aware of the policy and understand their own and the council's responsibilities in respect of it.
- The Town Clerk (or Staffing Committee in the case of the Town Clerk) is not required to obtain evidence from the employee in support of any request for carer's leave.

7. Return to work Process

- 7.1 On returning to work, the Town Clerk (or Staffing Committee in the case of the Town Clerk) should arrange a wellbeing discussion about the employee's absence. The discussion should be conducted in a supportive and confidential manner in line with the return-to-work process found in the managing sickness absence policy.

- 7.2 The Town Clerk (or Staffing Committee in the case of the Town Clerk) must complete the 'Return to Work' form and record the absence.

8. Contractual Benefits

- 8.1 You are entitled to the benefit of your normal terms and conditions of employment, except for terms relating to wages or salary, throughout your carers leave.

9. Appendix

- Employers for carers www.employersforcarers.org
Offers support to employers who manage employees with carer responsibilities
- Macmillan Cancer Support www.macmillan.org.uk/carers
For answers, support or just a chat, call the Macmillan Support Line free (Monday to Friday, 9am-8pm) 0808 808 00 00
- Carers Trust <http://www.carers.org/>
Provider of support for carers and the people they care for.
- Carers UK <http://www.carersuk.org>
Offers information and support to carers. Can put people in contact with support groups for carers in their area. Carers UK have national offices for Scotland, Wales and Northern Ireland.
- Age UK www.ageuk.org.uk
Offers support to anyone providing informal unpaid care to an older person through a range of local services.



ALTON TOWN COUNCIL

RECRUITMENT OF EX-OFFENDERS POLICY

Adopted by ATC Staffing Committee August 2024

Background:

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Alton Town Council complies fully with the code of practice and undertakes to treat all applicants for positions fairly.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) was introduced to ensure ex-offenders who have not re-offended for a period of time following the date of their conviction are not discriminated against when applying for employment. Under the provisions of this Act, job applications do not have to declare a previous conviction after a "rehabilitation" period has passed.

As a public body, the Town Council is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020)

It is a criminal offence for a barred individual to apply for a role which is classed as regulated activity (i.e. involves working with children and/or adults at risk).

Alton Town Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

Alton Town Council has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.

Policy Statement

1. Alton Town Council will not discriminate unfairly against applicants who have a criminal record. Only convictions, cautions, reprimands or final warnings which have not been filtered out in line with current statutory guidance and legislation will be taken into account when assessing an applicant's suitability for a post.
2. Alton Town Council actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
3. Alton Town Council select all candidates for interview based on their skills, qualifications and experience.

4. Alton Town Council ensures that all those individuals involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. Alton Town Council also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
5. Possession of a criminal record or an unspent conviction will not necessarily bar an applicant from employment; the nature and timeframe of the conviction and its relevance to the post will be considered. However, unspent convictions of violence, assault or damage to property, or an offence against a minor, are likely to be incompatible with working at Alton Town Council.
6. The 'Disclosure' system, provided by the DBS, will only be sought after a candidate has been provided with a conditional offer of employment.
7. Those staff dealing with, and handling 'Disclosure' information have been trained and abide by the DBS's Code of Conduct and the requirements of the Data Protection Act. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
8. Applicants for posts will be made aware of the requirement for 'Disclosure' and advised how to access the Group's policy on the recruitment of ex-offenders and the DBS Code of Practice.
9. Where 'Disclosure' indicates that a prospective employee/volunteer has a criminal record the following will be taken into account when reaching a decision on the suitability for the post:-
 - Whether the conviction or other matter revealed is relevant to the position to which they will be appointed.
 - The seriousness of any offence or any other matter revealed.
 - The length of time since the offence or other matter occurred.
 - Whether the applicant has a pattern of offending behaviour or other relevant matters.
 - Whether the applicant's circumstances have changed since the offending behaviour or other matters.
 - The circumstances surrounding the offence and the explanation(s) offered by the convicted person.
 - Whether or not the individual has declared the conviction on their application.
10. At interview, or in a separate discussion, Alton Town Council will ensure that an open and measured discussion takes place about any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. Alton Town Council undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

12. Any information which is provided to ATC as a result of a DBS check or disclosed by an individual regarding their criminal record, will be kept confidential.
13. Should a member of staff receive a conviction, caution, reprimand or final warning following the commencement of their employment, they are contractually obliged to submit details of the offence to the Town Clerk immediately.

Date: 6th August 2024

Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

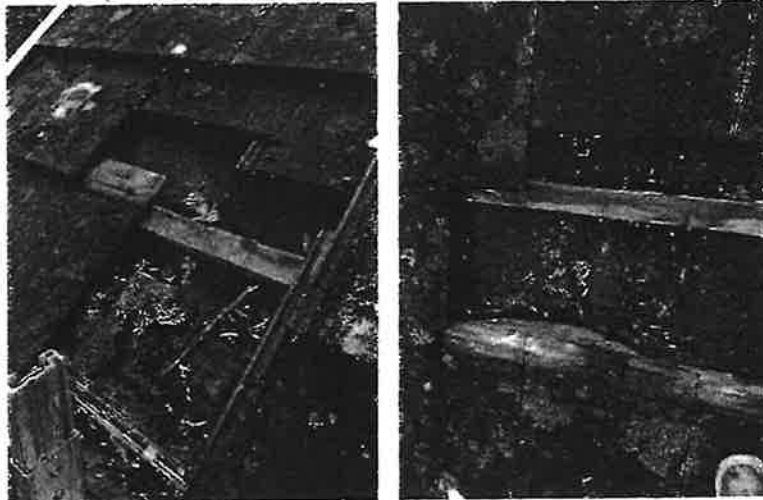
Re: Proposed replacement of the tiled roof at 1 & 2 Jubilee Playing Fields Bungalow

Further to your recent enquiry I write with my company's costing for the refurbishment of the existing tiled roof at the above address. I have also provided an extra over to include the neighboring property as discussed.

The existing tiled roof consists of Redland Stonewold tiles installed on timber battens with a traditional 1F underlay. The ridges have been bedded with a sand/cement mortar and a dry verge system has been used on the gable ends.

The existing felt is showing clear signs of aging with splits and holes in numerous locations. The mortar on the ridge has failed and a number of the existing tiles have cracked.

With the above in mind, we have therefore provided a cost to strip and replace the existing roof using a new interlocking concrete tile.



Our proposed works are as follows:

- Supply, erect and maintain a scaffold to the perimeter of the property.
- Strip the existing tiles and set aside for reuse (170m²)
- Strip the existing timber battens and felt and dispose from site (170m²)



- Supply and install fibre cement undercloak on the gable end (22m)
- Supply and install an over fascia vent and underlay support tray at eave level to both the front and rear elevations (32m)
- Supply and install new breathable underlay (170m2).
- Supply and install new treated 50x25mm battens (170m2).
- Supply and install new interlocking concrete tiles (170m2).
- Supply and install new cement undercloak on the gable ends and bed tiles using a sand/cement roofing mortar.
- Supply and mechanically install new concrete ridge tiles/dry ridge system (16m)
- Clear site on completion

Net Cost £15,868.20
VAT @ 20% £3,173.64
Total Cost £19,041.84

Notes:

The boiler flu will need to be isolated before the works begin. This has not been factored into our costs. This will have to be completed by a certified engineer and again reinstated on completion.

No costing to replace the timber fascia/soffit or guttering.

No costing for any rotten rafters

No cost for any asbestos removal

No cost to upgrade the insulation thickness. Please allow a budget cost of £25m2 if required.

I trust I have covered everything, but should you have any queries please let me know.

Yours faithfully,



③

2 jubilee playing fields
Chawton park road
Alton
GU34 1RF

QUOTE

as you know, we've exposed the leak and there are several holes in-the roof into the membrane, as a professional opinion I strongly recommend that the whole of the two properties have scaffolding erected, then all the tiles removed to expose old felt and Batons.

We will then strip off all of the old felt and batons and supply and fit new breathable felt and treated timber batons .

We will then apply the tiles back on and finish with a maintenance free system to the ridges and gable ends.

The price will include labour , materials, scaffolding and cost of rubbish disposal.
Job will have a Team of ten men on it and will be completed in a 1-2 day period .

Total £ 9500

Samantha Brown

From: [REDACTED]
Sent: 27 August 2024 12:05
To: Samantha Brown
Subject: Fw: Reference

Sent from Yahoo Mail for iPhone

Begin forwarded message:

[REDACTED]

[REDACTED]

Please feel free to use as reference

Recently we engaged the services of this company to carry out investigation and subsequent roof repairs. [REDACTED] and his team kept us informed of required work by use of photos and videos so we could see where roof was damaged. Price of work was provided in writing at commencement of work so we knew what final cost would be, we and our property were treated with respect at all times and roofing repair and replacement of extension roof was carried out to a high standard with all rubbish cleared away and area made good. I have no hesitation in recommending their services.

[REDACTED]

Sent from my iPhone

Samantha Brown

From: [REDACTED]
Sent: 27 August 2024 12:07
To: Samantha Brown
Subject: [REDACTED]
Attachments: image2.jpeg

Sent from Yahoo Mail for iPhone

Begin forwarded message:

[REDACTED]

To whom it may concern:

[REDACTED] carried out extensive roof repairs and replaced guttering on my property in November 2023 after I had had a costly bad experience with another local firm. [REDACTED] and his team were professional throughout, carrying out the work to a high standard, good communication throughout explaining all my options, with costings, and finishing the job on time, within budget, and the work is guaranteed. The site was left clean and tidy on completion with all rubbish removed.

Based on my personal experience, I would use this firm again and have no hesitation in recommending [REDACTED] to others.



Samantha Brown

From: [REDACTED]
Sent: 05 August 2024 19:24
To: Samantha Brown
Subject: Re: Quote

Evening Samantha.

I've received the cost for everything now, And our quote to complete all the works as discussed before, adding the extra roof, scaffolding materials labor, lead pipes and rubbish disposal.

The total will be
£9850

Kind regards

[REDACTED]
Sent from my iPhone

> On Jul 31, 2024, at 2:26 PM, Samantha Brown <info@alton.gov.uk> wrote:

>

> [REDACTED]

>

> You may recall you provided me with the attached quote back in December last year/January this year and we are now revisiting this project. I would therefore be grateful if you could please provide me with an updated quote, option 2, to include both the properties, 1 and 2 Jubilee Playing Fields Bungalows.

>

> I look forward to hearing from you.

>

> Kind regards

>

> Samantha

>

>

> Samantha Brown

> Admin/Councillor Support Officer

>

> Phone: 01420 83986

> Mobile: 07909 251102

> Email: info@alton.gov.uk

>

> Town Hall, Market Square, Alton Hampshire GU34 1HD www.alton.gov.uk

> Working hours - Monday to Friday – 8:30am to 3:00pm

>

> Advance notice of leave: Thursday 1st August and Monday 12th August

> 2024

>

> Information in this message is confidential and may be privileged. It is intended solely for the person to whom it is addressed. If you are not the intended recipient, please notify the sender and please delete the message from your system immediately.

>
> -----Original Message-----
> From: [REDACTED]
> Sent: Tuesday, January 2, 2024 6:50 PM
> To: Samantha Brown <info@alton.gov.uk>
> Subject: Re: Quote
>
> Hi Samantha
> Sorry for the late reply it's been a very busy day today with this weather.
>
> You're very welcome and no problem at all.
> Please get in touch when you have made a decision regarding the roofing works.
>
> Kind regards
> [REDACTED]
> [REDACTED]
> Sent from my iPhone
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>> On Jan 2, 2024, at 9:03 AM, Samantha Brown <info@alton.gov.uk> wrote:
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>> [REDACTED]
>>
>> Thank you for attending the property so promptly for me last week and also for providing me with the quotes for the two alternatives.
>>
>> I will get back to you as soon as I can when I know how we are going to proceed.
>>
>> Kind regards
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>> -----Original Message-----
>> From: [REDACTED]
>> Sent: Saturday, December 30, 2023 7:19 AM

>> To: Samantha Brown <info@alton.gov.uk>
>> Subject: Quote
>>
>> Hi Samantha.
>>
>> Quote 1.
>>
>> To change all broken tiles to front and back of property.
>> And to remove the whole ridge line and replace with a new vented dry ridge system.
>>
>> Price to complete works will be £ 875.
>>
>> Quote 2.
>>
>> Erect scaffold to front and back of property.
>> Remove all ridge tiles and tiles.
>> Strip all old felt and batten.
>> Apply new breathable felt followed by treat 25x50 mm batten.
>> Retile roof using existing tiles.
>> Apply a new ridge system.
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>> Leave site clean and tidy.
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>> Price to complete works for job will be £ 4150.
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Samantha Brown

From:

Sent:

To:

Subject:

[REDACTED]
25 August 2024 12:05

Samantha Brown

Reference [REDACTED]

[REDACTED] carried out the removal of a chimney from my property in March 2024.

This job was done with a lot of care and attention by [REDACTED] and his team.

He came across a few problems with the removal of some roof tiles but was able to source some for me that matched the other tiles. .

I found him to be very polite and courteous and very respectful of my property. He arrived at the time specified and despite a few complications he stuck to his quote.

I would recommend him for any jobs that you would require him to undertake.

Kind regards

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]

Samantha Brown

From: [REDACTED]
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To: Samantha Brown
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Hello,

I have been asked to be a reference for [REDACTED]

He worked for my dad and myself on two separate occasions. One to repair my dad's porch guttering that had fallen on a storm, that then needed subsequent roofing repairs. He was lovely, and clear with my dad who is very happy with his fixed porch. He's also completed work for myself at a rented property to fix a rotten Velux window in a loft.

On both occasions [REDACTED] was nothing but brilliant, him and his team were fast and efficient, giving great availability and talking through the work and quoting. We've had no problems since he did the repairs and I've also passed his number along to others who have also said they're happy with the work he's completed. I highly recommend his work to anyone needing a roofer.

Happy to discuss any further if needed.

Many thanks,

[REDACTED]

Date: 6th August 2024

Alton Town Council
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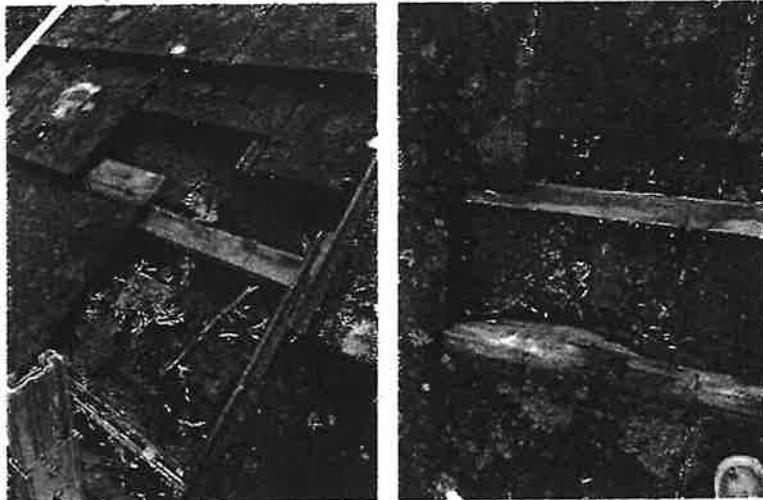
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Sent: 25 August 2024 12:05
To: Samantha Brown
Subject: Reference [REDACTED]

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Kind regards

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Samantha Brown

From:

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To:

Samantha Brown

Subject:

Reference

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