ALTON
Town Council

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Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

2nd October 2024

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 9th October 2024 at 7.00pm** at the **TOWN HALL, MARKET SQUARE**, when the under mentioned business will be transacted.

There will be a pre-meeting Councillor briefing by Croudace Homes at 6:00pm to introduce their proposals for land at Whitedown Lane, Alton (Policy ALT4 in the emerging East Hants Local Plan refers). Attending will be: Alice Jones, Senior Consultant, Strategic Communications, Philip Sellar, Assistant Consultant, Strategic Communications, James Sidmonson & James Michie.

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 9TH OCTOBER 2024
TOWN HALL, MARKET SQUARE, ALTON
AGENDA

1. Apologies for absence

2. Town Mayor's announcements

3. Minutes of the Full Council meeting held on 4th September 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 an update from and ask questions of County and District Councillors

7. Council Structure: Alton Town Council Ways of Working

8. Jubilee Playing Fields circular path upgrade – appointment of a contractor

9. Neighbour CIL – Brewery Heritage Trail – Changes to the project to be approved

10. Statement of Accounts to 30th September 2024, Internal Auditor's report & Financial Risk Assessment

11. External Auditors Report

12. Road Naming: Lord Mayor Treloar site

13. Lease Arrangements
    1. Alton Tennis Club
    2. Alton Rugby Club

14. Alton Neighbourhood Plan update

15. Alton Town Council's response to the Government consultation on proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system

Confidential

16. Code of Conduct complaint

ALTON TOWN COUNCIL
FULL COUNCIL – 9th OCTOBER 2024

ITEM 5: CORRESPONDENCE RECEIVED **FOR INFORMATION**

Telephone call followed up with an E-mail confirmation from Treloars College that they have taken delivery of their brand new electric bus and thanking the Town Council for the £10,000 CIL funding agreed in 2023 towards the cost of the vehicle.

ITEM 7: COUNCIL STRUCTURE: WAYS OF WORKING

Background:

On 1st February 2023, the Council at that time Resolved that the Council would become de-politicised with immediate effect. (Minute reference 193/2023 refers). The then current Standing Orders of the Council were replaced immediately with the apolitical Standing Orders resulting in the Council removing all political affiliations and political references from the Council website and all future Council internal and external publications. However, this would not apply to declarations of Members interests. An external statement was released at that time.

This decision in turn resulted in the Council's Policy and Resources, Community and Open Spaces Committees being dissolved and replaced by a monthly (except August and December) Full Council meeting. The Staffing and Climate Change Committees were retained and in addition from May 2023, Members were appointed as Champions/ Deputy Champions of one or more areas, with the responsibility to lead on items in their respective Champion areas.

Other changes invoked were that from May 2023, all Members would receive planning training and would sit on the Planning Committee which would comprise of at least 10 councillors.

It was also determined that meetings of the Full Council would only include items for decision and County & District Councillors would submit quarterly reports.

Current Position:

At the Council Annual Meeting held on 29th May 2024 (Minute reference 09/2024 refers) it was Resolved to allow committees to be filled for the forthcoming year but that champion roles were to be vacated until the whole structure of the Council could be reviewed at a workshop in September.

A "Ways of Working" workshop was held on Monday, 23rd September with councillors agreeing that the current committees would remain, but that Task & Finish Groups would be set up with Terms of Reference on an as and when required basis and that an Allotment representative would be appointed.

Councillor Doug Richards agreed to become the Allotment representative (following Councillor Matthew Bayliss standing down from the position of Allotment Champion) with effect from the autumn meeting and that a handover from Councillor Matthew Bayliss would be undertaken.

The Committees are: Full Council
Climate Change
Staffing
Planning Committee (Scheme of Delegation)

Councillor Matthew Kellermann confirmed that, as previously advised, he would stand down from the Climate Change Committee allowing another Member to take up his seat and he would put this in writing to the Chair of that Committee.

Councillors agreed that it should re-establish "Meet the Councillor" sessions and that these would take place one a month on a Saturday morning and be held in the middle unit of the ground floor of the Town Hall building. Councillor Kellermann will liaise with councillors and draw up a rota to be published with dates and times for the sessions.

The Clerk confirmed that no further amendments were required to Standing Orders (adopted 10th July 2024), Financial Regs (adopted 5th June 2024), Scheme of Delegation for the Planning Committee (adopted 29th May 2024). The Terms of Reference for the Staffing Committee and the Climate Change Committee were adopted on 1st May 2024 (Minute reference 143 refers) however, a correction to the financial year quoted in the Climate Change Terms of Reference is required (included in Supplementary Papers).

RECOMMENDATION: Members are requested to:

1. **Confirm the Committee structure of the Council comprising of Full Council, Climate Change, Planning Committee & Staffing**
2. **Formally dissolve the position of Champions**
3. **Approve the amended Terms of Reference for the Climate Change Committee**
4. **Confirm the appointment of Councillor Doug Richards as Councillor Representative to the Allotment Committee**
5. **Confirm the re-establishment of "meet the Councillor sessions" to be held on a Saturday morning in the middle unit of the ground floor of the Town Hall building**

ITEM 8: ITT – JUBILEE FIELD CIRCULAR PATH UPGRADE FOR DECISION

Alton Town Council issued an Invitation to Tender (ITT) for improvement works to the perimeter path at Jubilee Playing Fields on 12th August seeking responses by 17th September. Four responses were received and were opened in the presence of Councillor Don Hammond, the Town Clerk and the Deputy Town Clerk on 20th September. Of the responses received, three of the companies are known to the Town Council having successfully undertaken contracted work in the past and one company which, although had indicated that they had done work for other councils, was not known to the Town Council.

The evaluation of the Tenders confirmed that three of the four bids were compliant with the ITT with one being asked to confirm its pricing matrix as it was not clear as to whether they had included in their price, the request to instal a drop kerb. This was subsequently confirmed. The scoring was undertaken in accordance with the published matrix included in the ITT documentation, which can be found in Supplementary Papers.

It is the recommendation of the evaluation team that Contractor A be appointed having scored a mark of 90 and it is confirmed that they are a known and trusted contractor, having completed projects (and come in on budget) previously for Alton Town Council.

RECOMMENDATION: Members are requested to award the Jubilee Field Circular Path Upgrade contract to Contractor A at a contract price of £80,684.33

ITEM 9: NEIGHBOURHOOD CIL – BREWERY HERITAGE TRAIL FOR DECISION

Members will recall that it awarded a Neighbourhood CIL grant to the Amery Hill Residents Association in the sum of £22,000 towards the cost of the provision of 3 brick wall plaques which were to be appended to residential blocks with emblems based on 3 original Alton based brewers, namely Crowley's, Courage and Harp. Estimated breakdown costs which included VAT and artist's design and commission fees formed part of their CIL application. However, it was stressed that these current estimates and designs were subject to detailed discussions with the developer of the Coors site, Cala Homes.

The Chair of the Amery Hill Residents Association provided a project update paper to Alton Town Council; circulated to all Councillors on 5th September 2024 which advised that following a series of on-site meetings with CALA Homes, the owners of the Rivermead estate where the sculptures will be installed, it became clear that the proposed design for the sculptures needed to be amended. The intention had been to install 2D relief 'plaques' on some of the residential apartment blocks but this would not be possible for the following reasons:

1. The amount of fenestration on the elevations of the buildings alongside the River Wey and the Wey Walk route prohibited their installation.
2. The only alternative options for wall-mounted plaques would be on building elevations within the housing estate itself, which would (a) mean that the plaques could not be seen from the Wey Walk route and (b) encourage people to stray from the public path and into the residential roads of the housing estate.
3. There were concerns that passers-by looking at the plaques would cause an infringement on privacy, because the plaques would be in close proximity to the fenestration.

CALA Homes, therefore, requested that the designs be reworked, keeping the essence of the original concept of the brewery emblems, but to be freestanding sculptures that could be installed in the ground near instead of affixed onto the buildings.

The new designs are for the same three emblems to be created in 2D / low 3D relief and each mounted on a metal stand. The installation of these will be carried out by CALA Homes, following instructions from a structural engineer. These sculptures will be placed in open spaces alongside the Wey Walk route, running parallel to the River Wey. The reworked designs, and their revised locations, have been approved by CALA Homes and full details can be found in the Supplementary Papers.

RECOMMENDATION: Members are requested to confirm that the changes that have had to be undertaken to the original design of the project still satisfy the terms and conditions of the CIL grant awarded by the Town Council.

ITEM 10: STATEMENT OF ACCOUNTS TO 30th SEPTEMBER 2024 FOR DECISION

Members are requested to scrutinise the accounts and accompanying documents and reports to 30th September 2024 and submit any questions they may have to the Town Clerk in advance of the meeting.

Balance Sheet as at 30th September 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 August – 30th September 2024

Bank Reconciliation Statement as at 30th September 2024

The Bank Reconciliation Statements are as presented with a closing balance of £473,090.26 (Unity Current Account), £1,639,974.52 (CCLA Deposit Account as at 31st August 2024) £326,156.58 (CCLA Property Fund as at 31st August 2024) and £217.24 (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 August-30th September in respect of invoices and grant cheques.

Internal Auditors Report

The Internal Audit Report dated 2nd October to cover the period to 30th September 2024 is included in Members bundles.

Financial Risk Assessment

The Financial Risk Assessment for 2024/25 as updated April 2024 and reviewed October 2024 is tabled for approval by Council

Receipt of precept from EHDC

Members are asked to note that the remaining precept due from EHDC in the sum of £351,976.11 has been received (Alton Town Council having previously claimed £500,000 in April of this year).

RECOMMENDATION: Members are requested to confirm their approval of:

1. **The balance sheet dated 30th September 2024**
2. **The Income and Expenditure account to 30th September 2024**
3. **The bank reconciliations for the Unity Account and the CCLA Deposit & Property Fund Accounts**
4. **The Payments over £500 covering 1st August-30th September 2024**
5. **The Internal Auditors report to the period 30th September 2024**
6. **The Financial Risk Assessment 2024/25**

ITEM 11: CONCLUSION OF 2023/24 EXTERNAL AUDIT FOR DECISION

Enclosed in Members bundles is the annual return which has now been returned from the External Auditors at BDO.

Attention is drawn to section 2 which states:

The AGAR was not accurately completed before submission for review. Question 11a was answered incorrectly by inserting N/a in the No box, whereas it should have been ticked.

Other matters not affecting our opinion which we draw to the attention of the authority:

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

There are no other matters arising.

RECOMMENDATION: Members are requested to approve the content of the external auditors report for 2023/24 financial year.

ITEM 12: ROAD NAMING AT THE LORD MAYOR TRELOAR SITE FOR DECISION

Alton Town Council is being consulted on the proposed names for the remaining roads in the new build out at the above site. The rest of the road names for this site have been agreed previously with Alton Town Council over the past 3 or 4 years.

As is the usual practice local historian Jane Hurst has been consulted by EHDC as has the Royal Mail; both of whom are content and are accepting of the recommendations.

Road 1: this roadway is a continuation of Andrews Way

Road 2: Argyle Gardens

Her Royal Highness Princess Louise Duchess of Argyle had taken a great interest in the hospital, and she came to open it officially in July after which it was known as the 'Princess Louise Hospital' (We already have Princess Louise Square as a road name in the local area).

Road 3: Smart Close

The smaller water tower was built c1930. The architect was Henry C Smart and the builders Messrs Mills & Sons.

A Location & Layout Plan is attached for reference.

The tower is on site and is quite a feature. It is made up of 2 hexagonal tanks. The plan of it is on the map/plan looking rather like a clover leaf. There is also an Army boundary stone nearby - lying down.

As these roads will be the ones next to the old tower, they seemed appropriate as they will have a link with the tower / history of the military hospital:

RECOMMENDATION: Members are requested to approve the following road names at the former Lord Mayor Treloar Hospital site: Andrews Way; Argyle Gardens and Smart Close which followed consultation with local historian Jane Hurst.

ITEM 13: LEASE ARRANGEMENTS: FOR DECISION

1. **New Lease with Alton Tennis Club**
Alton Tennis Club currently hold a 35-year Lease (dated 9th July 1994) with Alton Town Council for the Lease of Land at Chawton Park Road which expires in July of 2029. Members attention is drawn to Clause 6 of the attached Lease which permits a further 35-year extension to the current Lease should the Club request a new Lease, however, it does state that it would be for a further 35-year period starting on the day **after** the end of the Lease period. Alton Tennis Club advise that they are encountering difficulties in not being able to seek substantial funding to assist in the further

development of the club as they cannot demonstrate a long lease due to the shortness of time left under the current Lease.

Alton Tennis Club are, therefore, requesting that Alton Town Council consider granting a new Lease whereby they are looking to take advantage of Clause 6 albeit, strictly under the terms of the Lease they will not be at the end of their current Lease period. A report from the Tennis Club is enclosed providing Council with further information in terms of the club's current position with membership, grant applications already submitted and funding secured.

2. New Lease for the Alton Rugby Club

Alton Rugby Club currently hold a 35-year Lease (dated 2nd August 1995) with Alton Town Council for the Lease of the Land & Club House premises at Anstey Park which expires on 1st September 2028. Members attention is again drawn to Clause 6 of the attached Lease which again, in much the same way as Alton Tennis Club permits a further 35-year extension to the current Lease. Alton Rugby Club advise that they are encountering difficulties in not being able to secure funding as they are unable to demonstrate a long lease due to the shortness of time left under the current Lease.

Alton Rugby Club are requesting that Alton Town Council consider granting a new Lease whereby they are also looking to take advantage of Clause 6 and requesting an extension to the Lease as permitted for a further period of 35 years. Members will recall that they received a presentation from Alton Rugby Club recently at which time they outlined their ambition for the club.

RECOMMENDATION: Members are requested to consider:

1. **The granting of a new 35-year Lease to Alton Tennis Club**
2. **The granting of a new 35-year Lease to Alton Rugby Club**

ITEM 14: NEIGHBOURHOOD PLAN - COMMUNICATIONS PLAN – APPROVAL REQUIRED FOR DECISION

At the Councillor workshop on 23rd September, Members agreed that following the resignation of 7 members of the Alton Neighbourhood Plan Steering Group the Council would need to publish a Press Release statement from the Council given the content of the Steering Group meeting notes which were going to be published on 24th September as word had already leaked out of their resignations. The Steering Group decision for most of the team to stand down arose because of the Resolution by Full Council on 4th September to defer the Regulation 14 consultation to allow a revised Draft Neighbourhood Plan to be re-drafted to include all sites in the Land Availability Assessment (LAA) that would eventually go out to for public comment under the Regulation 14 process.

The Town Clerk was requested to issue a *bland* Press Release to include:

- acknowledging the resignation of members of the Steering Group; thanking them for all their hard work and contribution in the drafting of the current Draft Neighbourhood Plan
- that further information would be published in due course on the establishment of a new Steering Group and how resident representatives could apply to become involved when it is formed in the future
- confirmation that as it was the Town Council that appointed the planning consultants ONH they would be continuing to provide the Council with advice on the Neighbourhood Plan until such time as Council decided differently

A Press Release stating the above was issued on 24th September prior to the meeting notes of the Alton Neighbourhood Plan Steering Group being published later that day.

Members also agreed that it wished to engage a professional communications company to assist it with improving its public profile and reputation to ensure it engaged more effectively with the public as well as using a variety of communication channels to "get its message out there". Councillors requested the Clerk to scope a briefing paper outlining what the Council is looking to achieve in improving its communication and engagement with the public and submit to professional communication companies for responses. Responses received will be forwarded to councillors for review and invitations extended for presenting to councillors their offering.

RECOMMENDATION: Members are requested to confirm the action placed on the Town Clerk to scope a briefing paper and submit to professional communication companies.

ITEM 15: RESPONSE TO THE GOVERNMENT PROPOSED REFORMS TO THE NATIONAL PLANNING POLICY FRAMEWORK (NPPF) AND OTHER CHANGES TO THE PLANNING SYSTEM FOR DECISION

The Government published its consultation on the proposed reforms to the National Planning Policy Framework (NPPF) to achieve sustainable growth in the planning system and other changes to the planning system and was seeking views on its proposed approach to revising the NPPF. The Consultation had a closing date for submissions of 11.45 p.m. on 24th September 2024.

A draft response was prepared by the Town Clerk and circulated to all councillors on 8th September requesting comment/responses by 17th September to allow sufficient time for any amendments to be made prior to submission by 24th September. Responses received included a request for several minor amendments to be made (which were undertaken) and one councillor who advised that "*there are elements with which I agree and disagree in your response.*

As a result of undertaking the amendments requested the submission was entered on behalf of Alton Town Council as its response to the Government Consultation on the National Planning Policy Framework.

RECOMMENDATION: Members are requested to retrospectively approve the submission as on behalf of Alton Town Council.

ALTON TOWN COUNCIL
MINUTES OF THE MEETING HELD ON
WEDNESDAY 4TH SEPTEMBER 2024 AT 7.00PM AT THE ALTON ASSEMBLY ROOMS

Present: **Councillor** **Annette Eyre (Town Mayor)**
Matthew Bayliss
John Chubb
Don Hammond
Graham Hill
Matthew Kellermann
Nick O'Brien
Barbara Tansey
Janice Treacher
Peter Wadman

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

40 **Suspension of Alcohol Licence**

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

RESOLVED
That the sale of alcohol is not appropriate to the event and authority for its sale is suspended for the duration of the meeting, in accordance with paragraph 10 of Schedule 12 of the Local Government Act 1972.

All in favour.

41 **Apologies for Absence**

Apologies were received from Councillors Jonathan Waugh, Doug Richards and Mark Boyce-Churn

42 **Town Mayor's Announcements**

The Town Mayor welcomed everyone to the meeting and thanked so many for coming along. She made it clear that while she would ensure everyone got to have their say she would have to limit public time to five minutes per person, and she assured the meeting that all councillors would be given every opportunity to respond and debate the matter fully.

43 Minutes of the Full Council Meetings held on 10th July 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 10th July 2024

In favour: Councillors Eyre, Bayliss, Chubb, Hammond, Hill, O'Brien, Tansey, Treacher and Wadman
Abstained: Councillor Kellermann

44 Declarations of Interest and Requests for Dispensations

No Declarations of Interest were noted.

45 Correspondence Received and Questions to the Council

45.1 A letter had been received 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 and was circulated to Councillors prior to the meeting.

45.2 A letter of appreciation to Councillors was received from the Alton Concert Band for the Event Grant awarded by the Town Council and was circulated prior to the meeting.

45.3 Louise Parker spoke about the Brewery Heritage Trail and advised:
- 45.3.1 All councillors should have received an invitation to attend the launch and we hope to see you there, on 11th September at the Allen Gallery from 5.30pm.
- 45.3.2 Councillors should also have received a briefing document with changes that have been made in consultation with CALA and residents of the site. This was confirmed by the Town Clerk that it had been circulated.

45.4 Fourteen members of the public spoke and raised questions about item 7 – Alton Neighbourhood Plan Regulation 14. These can be found in Appendix A with questions to answers raised in Appendix B. The people who spoke were:
- 45.4.1 Jerry Janes, of Holybourne Village Association
- 45.4.2 District Councillor Ginny Boxall
- 45.4.3 Sara Whitwell, of Save Windmill Hill Fields
- 45.4.4 Paul Fitzgibbon, resident
- 45.4.5 James Willis, resident
- 45.4.6 Andy Vogel, resident
- 45.4.7 Jack Rowland Bucknell, resident
- 45.4.8 Tim Burns, resident
- 45.4.9 Dawn Ayres, resident
- 45.4.10 Joanne Ryan, resident
- 45.4.11 Jane Davies, resident
- 45.4.12 Rob Fowell, resident and member of ANP Steering Group

45.4.13 Jonathan Durante, resident
45.4.14 Andrew Joy, resident

45.5 Anthony Furnival, resident, wanted to make three points:
"Firstly I'd like to thank Pat, Hayley, Cllr Hammond and Martin from the grounds team for meeting with me today to discuss the Algae at Kings Pond. I am here tonight to implore you to consider the drafting of an algae management plan. The ecological damage this causes is considerable with a recent water reading showing dissolved oxygen levels at just 29% - just a few percent above the danger zone for wildlife. This isn't about the online or offline option - whatever the future of the site holds we need to consider how nutrient ingress not only affects that space but also the remainder of the river which passes through Alton. I'll spare you the details which I'll summarise for town hall to distribute at a later date however the focus must be on prevention, mitigation and treatment. As you will have seen - in just over a week from the initial clearance the pond was swamped again - to avoid this in future we must have a clear algae management strategy.

Next I'd like to discuss representation - as a passionate supporter of Kings Pond, I along with many others I've spoken to feel that we've lacked representation - both by the last council and in the early stages of this new council. I am sure some of those here talking on the local plan may feel the same. As a council you need to reinvent yourselves, break down the "them and us" and simply become "us" - residents are not the enemy, nor are the council but the rhetoric on all sides sometimes makes it feel that way. However only you can inspire change by adapting a more collaborative way of listening to and engaging with the public. Whether it's Kings Pond or the local plans - residents don't want to only be included at the point of consultation where we are offered a plan A or plan B, we want to be heard, engaged with and represented throughout all processes we want to be part of the entire journey. The best councils are those that listen, engage and represent - Whilst Alton Town Council is not there yet, I'd encourage you to take the necessary steps to be a council we are proud of and not one which makes the same mistakes as your predecessors.

Finally, and maybe controversially I'd like to raise a point which troubles me. Earlier this year the council voted to retain the services of O'Neill Homer - a company which our former town clerk Mrs Leah Coney now works for. Not only does she work for this company, she is also now the appointed advisor to Alton Town Council. In essence she is the so called independent advisor on plans she influenced and potentially contributed to as a town clerk. This is a conflict of interest and should never have been allowed to happen. It leaves the plans vulnerable to being controlled by one individual, not to mention risks criticism for this lack of integrity. I therefore call on the council to dispense with the services of O'Neill Homer in order that a truly independent advisory service can be recruited to deliver for this town."

45.6 Andrew Joy said he was absolutely staggered and hugely impressed by the number of people who have turned up this evening and the passion in the room. He wishes we could see this kind of representation at other council meetings.
He said no one on this council has a vested interest, they are all here to do their best for the town and he hopes that no one goes away from this meeting thinking otherwise.

With the approval of Councillors, Agenda Item 7 was then moved ahead of Agenda Item 6.

46 **Alton Neighbourhood Plan**

Councillor Kellermann proposed a deferral of this item.

Councillor Hill said that he had worked on both previous plans. Formulating a Neighbourhood Plan is an extremely difficult task, and they are finding themselves between a rock and a hard place. The number of houses being allocated to East Hampshire is 88% higher than it was previously, and we don't yet know how that will look for Alton. That is being determined by the planning authority, which is East Hampshire District Council, not Alton Town Council. The current version of the Alton Neighbourhood Plan expires in 2026, but there is a strong possibility that the protection that it offers will be shortened by the new government. Neighbourhood Plans are extremely valuable. Time is short. We really do not want to get into a position where one expires, and we have nothing in place going forward. The plan before us this evening is in draft form, it is not finalised. The Regulation 14 consultation that comes next is the place for you all to voice your concerns.

Councillor O'Brien declared that he personally is opposed to any large-scale building. There are people opposed to Windmill Hill that believe that Neatham Down is the solution, but he does not agree. Neatham Down will not have shops, schools, etc so will be using all the facilities in Alton without providing any benefit to the town.

Councillor Tansey said that she thinks everyone is underestimating how strongly everyone in the Town Council feel about Alton and that we don't want to see building either. She said we are here today to decide whether to pass this to Regulation 14 consultation, and the public is underestimating their own power. They have the opportunity to put a line through this.

A member of the public asked for an explanation of what a Regulation 14 consultation is and Councillor Tansey passed it over to Councillor Hill to explain. Councillor Hill explained that all the documents are on the website for all to see. There must be good communication to make sure everyone knows what it is, when the drop-in days will be, how to comment online or by email or directly in those sessions, and that those comments can be submitted all through the six-week consultation period. He agreed that there are corrections which need to be made. He agreed that there will be a lot of discussion about sites. He pointed out that EHDC have been working really hard to get numbers reduced for the district. Apart from taking it direct to Angela Rayner MP they have also engaged Kings Counsel who have advised that in their opinion numbers would not be changed under challenge.

Councillor Hill went on to inform the meeting that there is a public consultation on gov.uk at the moment about changes to the National Planning Policy Framework (NPPF) and increasing numbers of housing, and YOU, the public, can respond to that consultation. You have the power, and it is important that you use it. The Deputy Clerk agreed to put the link to that consultation on the Town Council Facebook page and asked that people then share it to the various groups in the town.

Councillor Tansey then continued, to say that what we are hoping to do this evening is to pass the Neighbourhood Plan onto the next stage of the democratic process to give everyone in Alton the opportunity to comment.

John Chubb pointed out that if the sites are in the DRAFT plan, which goes to Regulation 14 consultation, then the Town Council and ANPSG can collect a body of evidence, rather than relying on anecdotal evidence, which enables them to take a much stronger position whichever direction the public decides they want to go with the next stage of the plan. The Council is committed to addressing any issues with good communication.

Councillor Bayliss offered a huge thank you to the ANPSG, who are mainly volunteers and have put in hours and hours to make a difference to our community. Thank you to all of you who have come to share your concerns this evening. He went on to say he does not want the housing either. He also does not like the process as he says it can be so divisive and we really should be working together.

Councillor Bayliss went on to say that we have the opportunity to conduct a very thorough consultation and get the best evidence we can across all the sites in Alton. He said he is fully expecting to take some sites out after the consultation.

One theme that has been shown to be important is the height of the land. The current contour line is set at 130m and has been since the first version of the Alton Neighbourhood Plan. The site at north Alton would breach that and so if it were included that policy would have to be changed, which would put the higher land in other areas of the town, including Windmill Hill, at risk.

He said that it is his understanding that the consultation can also get views on sites not included in the draft plan, and so he would like to see questions and opportunities for the public to comment on development in the north of Alton.

This is the opportunity to get quality feedback from the people of Alton on all of the sites, not just the ones that are in the Neighbourhood Plan.

There is of course the option to take out sites altogether and leave it to EHDC, but they don't need to have a referendum and Councillor Bayliss made it clear that he would prefer that the people of Alton get a say.

Councillor Hammond said he has lived in Alton for over forty years. He does not want the housing either. It would be nice just to have a few. However, he went on to tell members of the public that they overestimate the power of the Town Council. He said "We have none". However, you, the public, have some. You can help support us.

He went on to say that the Town Council has a choice of three things:

1. Delay, as per Councillor Kellermann's suggestion. The advantage is that EHDC might have more information on numbers, although probably not very soon. The disadvantage is that we could be left without a plan as the new one will not be completed by 2026, and we would be dangerously exposed to speculative development.
2. We could go ahead with the Regulation 14 consultation with a 'no allocation'. That would be great and would give me an easy life…for a while! Until the first application comes in for a development on Windmill Hill, then we will have no evidence to fight it.
3. Go to Regulation 14 consultation with the draft plan we have here. Then you can all have your say. That is also the first time the statutory consultees will also have their say.

So three options, and none of them are perfect, but everyone here has spent a lot of time thinking about it and no decision will be taken lightly.

Councillor Kellermann then raised a point of order, saying that he had already proposed a deferral and that should have been dealt with. We should not be having discussions about the issue. The Mayor said she had promised all councillors would get the opportunity to speak and it was their right to debate the matter, and for the public to hear the debate, before councillors made a decision on the agenda item.

A member of the public asked if it was correct that sites could not be added in later. Councillor Kellermann said that is not true. He said he had spent an hour and a half on the telephone to Adam Harvey today and the public are being misled. You can suggest anything you want. There is lots of scaremongering going on. The Neighbourhood Plan may have lots of good things in it, but it is all wishful thinking. You are not going to get any of the good stuff, you're only going to get the bad stuff – the housing. The power is yours. Push back, fight these developments and urge your councillors to stand against it. The plan is flawed and should not be pushed through.

Councillor Chubb said yes, pushing back on the plan is good, and making sure the plan is inclusive is important, but refusing all development is not constructive. He said he thinks we should go to Regulation 14, but we should do it with a plan that is correct and that we can all get behind.

Several members of the public commented that they wanted to see north Alton included in the draft plan.

A member of the public said she is a geography teacher and is about to buy a house in Holybourne. She wants to know what risk assessments are done and therefore who is liable if her house floods because of new developments. How do you get compensated. She said she understands there must be developments but there are new ways of doing it, and she mentioned a place called Bedzed in South London as an example.

Councillor Chubb pointed out that the draft plan has policies on all those things, including flooding.

Mr Janes of the Holybourne Village Association pointed out that the District Council has only asked the Neighbourhood Plan to allocate 700 houses, whereas it has included 1700.

Councillor Bayliss pointed out that sites could be taken out depending on the outcome of the consultation and that if the Town Council chooses to include all sites for consultation, including those in north Alton, there will be even more than 1700, but it will give residents the opportunity to comment formally on each site during the consultation and he was sorry Mr Janes was so angry about it.

Councillor Hill pointed out that before including any more sites they would need to be assessed, which takes significant time.

Mr Fitzgibbon, resident and former member of the ANPSG, commented that the public were never given the opportunity to comment on the Town Council's opinion of Neatham Down. Councillor Hill pointed out that it was a response to a public consultation on which any member of the public could also comment.

Mr Rowland Bucknell asked why the council said at the June meeting that people could submit additional sites to go in the plan but had not included any of them.

Councillor Kellermann said he wants it minuted that Standing Orders were not followed as other councillors were allowed to speak after he had proposed a deferral. He said he had two further amendments to propose, however Councillor Bayliss said that as he had now had time to consider, he would like to second Councillor Kellermann's original proposal to defer, in order that they could include all sites.

Councillor Hammond said that 'all sites' is a very broad term and Councillor Hill added that it is rather vague and has no timeline attached to it. He pointed out that Regulation 14 is just the first of many regulations we have to go through and to defer yet again puts us in serious danger of having no Neighbourhood Plan, as every site which goes into the draft must have a Strategic Environmental Assessment (SEA) which takes many months to obtain. Councillor Hammond went on to say that he has a problem with the amendment as it is, as it would cause many problems, but he would like to suggest that the draft plan does go to the Regulation 14 consultation, while making sure that all sites that have been sscreened out are shown in the consultation so people can see why they were screened out and comment on absolutely everything.

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

RESOLVED
To DEFER the Regulation 14 consultation to prepare a revised Draft Neighbourhood Plan, to include all sites in the Land Availability Assessment (LAA), to go out to consultation.

With 5 in favour, 4 against and 1 abstention the motion was carried.

Most of the public left at this point and there was a short recess. 3 members of the public remained in the room.

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

47.1 County Councillor Andrew Joy spoke briefly due to the lateness of the hours. He just wanted to emphasise the importance of using the 'ourhants' app to report issues around the town and reported that the £132 million shortfall in funding anticipated for the 2025-26 financial year has been revised to £175 million, which is clearly going to have an impact on service provision.

47.2 The following report was received in advance from District Councillor Barbara Tansey:

"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.”

Councillor Tansey then spoke at the meeting to make a couple of corrections to her report and highlight the main points in it. The corrections were:

- The draft Local Plan is still at the regulation 18 stage, it has not yet progressed to Regulation 19. However, the government has made it clear that they do not want local plans stalling so it might yet go to Regulation 19. EHDC are taking advice from central government and the planning inspectorate.
- EHDC Councillors received a verbal briefing on 27th August rather than 27th July.

48 **Unit 16, Market Square – Community Use – Citizens Advice**

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

RESOLVED
To confirm approval of an agreement for the Citizens Advice Bureau (CAB) to book Unit 16 on the basis of 2 days a week (Monday and Tuesday) 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 as required.

All in favour.

49 **Statement of Accounts to 31st July 2024**

Detailed financial reports were tabled as per Councillor bundles.

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

RESOLVED
to confirm 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**

In favour: Councillors Eyre, Bayliss, Chubb, Hammond, Hill, O’Brien, Tansey, Treacher and Wadman
Abstained: Councillor Kellermann

50 **Grant Applications**

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

RESOLVED
To APPROVE a grant under Section 137(1) of the Local Government Act 1972 in the sum of £225 (two hundred and twenty five pounds) for Alton Community Exchange (ACE), to cover setting up of the website and the first year maintenance, and offer use of the Community Hub at 16 Market Square free of charge for meetings and assistance with advertising, printing and copying at the discretion of the Clerk.

All in favour.

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

RESOLVED
To REFUSE the requested £300 grant for the A31 Primary Care Network

All in favour

51 **Request for Landlord’s Consent**

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

RESOLVED
To APPROVE Landlord’s Consent for The Kings Arms to make internal alterations and install a new dividing stud wall that runs front to back of the first floor of the building, subject to any necessary Planning Permission / Listed Building Consent

All in favour.

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

RESOLVED
To APPROVE Landlord's Consent for Dementia Friendly Alton to install secondary glazing at the Assembly Rooms

All in favour.

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

RESOLVED
To APPROVE Landlord's Consent allow Alton Rugby Club to install solar panels on the roof of the clubhouse

All in favour.

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

Taking each policy in turn:-

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

RESOLVED
to DEFER the approval of the updated Anti-bribery and Corruption Policy to the October meeting, to allow for further amendments to be proposed by the Staffing Committee.

All in favour.

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

RESOLVED
to APPROVE the updated Flexible Working Policy as tabled.

All in favour.

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

RESOLVED
to APPROVE the updated Paternity Leave Policy as tabled.

All in favour.

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

RESOLVED
to APPROVE the updated Carers in the Workplace Policy as tabled.

All in favour.

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

RESOLVED
to APPROVE the updated Recruitment of Ex-offenders Policy as tabled.

All in favour.

53 **Jubilee Bungalows Roof Repairs**

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

RESOLVED
To appoint contractor B to undertake roof repairs/maintenance at 1 and 2 Jubilee Playing Fields Bungalows.

In favour: Councillors Eyre, Bayliss, Hammond, Hill, Kellermann, O'Brien, Tansey, Treacher and Wadman
Abstained: Councillor Chubb

Councillors also requested that the Town Clerk ensures that loft insulation is installed, subsequent to completion of the roof works, and approved under delegated authority.

54 **Exclusion of the Press and Public**

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

RESOLVED
That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded

All in favour.

CONFIDENTIAL SECTION

55 **Staffing Matters**

The confidential report circulated in advance was noted.

56 **Licence to Occupy - Capra Espresso Ltd**

The confidential report circulated in advance was noted, with the Town Clerk required to get written confirmation from the licensee as requested.

The meeting closed at 10.16pm


Treloar's

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

1. Purpose

In 2019 Alton Town Council declared a Climate Emergency. In preparing and producing a comprehensive and practical Climate Change Strategy and Action Plan (CCSAP). The CCSAP includes actions and strategies for reducing community-wide greenhouse gas (GHG) emissions and improving the adaptive capacity and resiliency of the community to cope with and adapt to, the local impacts of climate change.

A Task and Progress group was convened to assist in this initial piece of work and to subsequently serve in an advisory role to provide Councillors and Officers with assistance and advice on the progression of the Town's Climate Change Action Plan (CCSAP)

In July 2021 this group was given formal status as a Sub-Committee of the Town Council and in 2023 with the dissolution of Policy and Resources Committee, became a standalone committee.

The role of the Committee is to:

- Provide comments and insights on key CCSAP phases, deliverables and outcomes that are representative of member stakeholder groups;
- Ensure the CCSAP update is aligned with other strategies and activities of the Council (e.g. asset management planning, transport, community engagement and communications)
- Ensure the CCSAP makes appropriate use of existing staff and stakeholder knowledge and resources and other assets available to support the creation of the CCAP
- Encourage integrated organisational and stakeholder collaboration and cooperation to assist the CCSAP update in achieving its outcomes.
- Review and advise on final project deliverables.

2. Delegated Authority

The Climate Change Committee has devolved authority to incur expenditure up to a prescribed limit in the furtherance of its works. This is defined as "minor works" up to £1,000 per item and not exceeding the Councils overall budget for Climate Change. Any recommendations arising from the Committee which exceed "minor works" and require implementation must first be considered by Council through a report to Full Council.

In addition for 2024/25 the committee has a dedicated "small grants fund" of £10,000 approved up by the Council to distribute to local projects needing financial assistance. By virtue of Regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476) non-councillor members of the sub-committee have voting rights in respect of the management of land owned or occupied by the council; any function under s. 144 of the 1972 Act relating to the promotion of tourism; and any function under s. 145 of the 1972 Act relating to the management of a festival.

In respect of any other items which require resolution, only Council Members of the Sub-Committee are eligible to vote.

3. Finance

The Council currently has an allocated budget for reducing the impact of Climate Change and the Committee is requested to input to the Council's budget making process each year to ensure the budget allocation for works is duly considered.

4. Membership

Membership of the Climate Change Sub-Committee will be composed of:

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

One (1) member of Energy Alton

One (1) member of Alton Climate Action Network

One (1) youth representative (TBC)

One (1) active travel representative

One (1) EHDC representative

Up to Four (4) Town Councillors

One (1) Local Business Representative (TBC)

The Town Clerk (or appointed officer in her absence)

The Group shall invite other local stakeholders to attend the meetings as required.

5. Roles and Responsibilities

The Chair shall be appointed by Full Council in May each year.

The Town Clerk shall ensure that the agenda for each meeting is prepared at least three working days before the meeting and will ensure that supporting materials are delivered to members in advance of meetings.

Members of the Climate Change -Committee is responsible for:

- Making recommendations of the scope and content of the CCSAP
- Understand the goals, objectives, and desired outcomes of the CCSAP once formulated and make recommendations on how these outcomes can be delivered.
- Understanding and representing the diverse interests of community stakeholders.
- Taking a genuine interest in the CCSAPs outcomes and overall success.
- Actively participating in meetings through attendance, discussion, and review of papers and other documents.
- Supporting open discussion and debate and encouraging fellow Group members to voice their insights.
- Acting on opportunities to communicate positively about the CCSAP
- For officers and council representatives on the Group, ensuring that the CCSAP is aligned with the strategic direction of the Council

6. Meetings

Meetings will occur four times a year, the dates being agreed by Full Council as part of the annual meeting calendar. The agenda for each meeting will be published by the Council, advertised on the Town Hall notice board and uploaded to the website. All meetings will be held in public.

ALTON TOWN COUNCIL CLIMATE CHANGE COMMITTEE
TERMS OF REFERENCE

7. Communications

Meeting minutes will be provided as a matter of record and are subject to approval. The outcomes from the meetings will be reported out by the Town Clerk or other Town staff in reports to Council as necessary from time to time. Meeting minutes will be provided on the Town's website.

Jubilee Fields Path

ITT issued: 12th August 2024 | **Site Visit**: By arrangement

Responses by: 17th September 2024 | **Evaluation Date**: 20th September 2024

Contractor		Quote Received	Price		Score
A		16/08/2024	£80,684.33		Price 60/65, Experience 15/15, Sustainability 15/20. **TOTAL 90**
B		06/09/2024	£100,271.01		Price 50/65, Experience 12/15, Sustainability 17/20. **TOTAL 79**
C		17/09/2024	£113,053.02		Price 40/65, Experience 15/15, Sustainability 0/20. **TOTAL 55**
D		17/09/2024	£124,023.00		Price 30/65, Experience 15/15, Sustainability 15/20. **TOTAL 60**

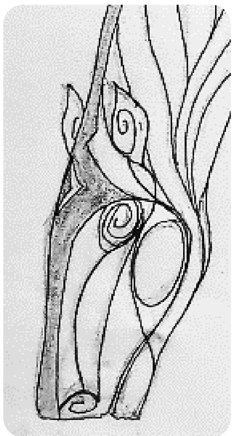
Procurement Stage	Dates
Publication of advertisement	12th August 2024
Clarification questions to be submitted by	30th August 2024
Clarification responses to be issued by	10th September 2024
Bid Deadline	17th September 2024
Evaluation	19th September 2024
Intention to award	9th October 2024
Contract start	To be agreed

Alton Brewing Heritage Trail

Progress Report for Alton Town Council

29th August 2024

Prepared by Louise Parker, Member of the Brewing Heritage Trail Group



Background

Alton Town Council awarded the Alton Brewing Heritage Trail Neighbourhood Community Infrastructure Ley (CIL) funding of £22,000 in January 2024. This application was for the provision of three brick wall plaques appended to residential blocks with emblems based on three original Alton-based brewers – Crowley's, Courage and Harp.

Activities February – July 2024

Following a series of on-site meetings with CALA Homes, the owners of the Rivermead estate where the sculptures will be installed, it became clear that the proposed design for the sculptures needed to be amended. The intention had been to install 2D relief 'plaques' on some of the residential apartment blocks but this would not be possible because:

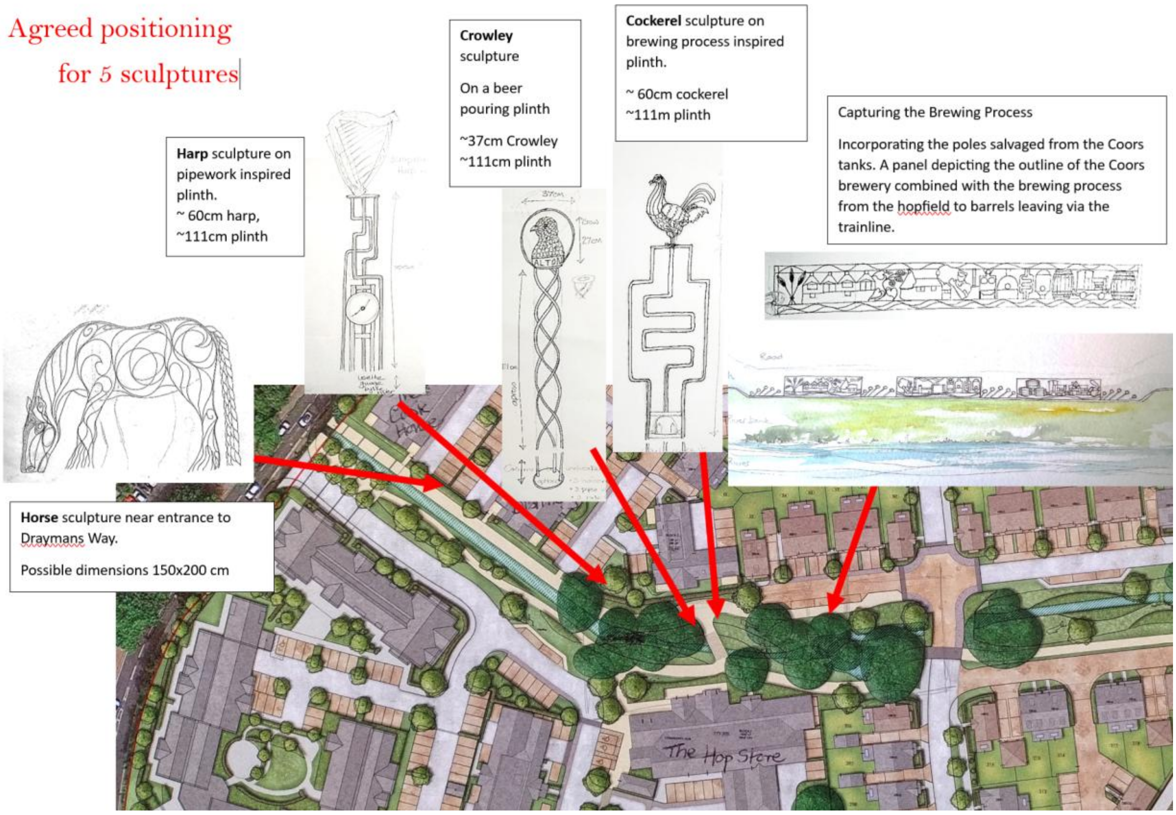
1. The amount of fenestration on the elevations of the buildings alongside the River Wey and the Wey Walk route prohibited their installation.
2. The only alternative options for wall-mounted plaques would be on building elevations within the housing estate itself, which would a. mean that the plaques could not be seen from the Wey Walk route and b. encourage people to stray from the public path and into the residential roads of the housing estate.
3. There were concerns that passers-by looking at the plaques would cause an infringement on residents' privacy, because the plaques would be in close proximity to the fenestration.

CALA Homes, therefore, requested that the designs be reworked, keeping the essence of the original concept of the brewery emblems, but to be freestanding sculptures that could be installed in the ground near instead of affixed onto the buildings.

The new designs are for the same three emblems to be created in 2D / low 3D relief and each mounted on a metal stand. The installation of these will be carried out by CALA Homes, following instructions from a structural engineer. These sculptures will be placed in open spaces alongside the Wey Walk route, running parallel to the River Wey.

The reworked designs, and their revised locations, have been approved by CALA Homes. Below is a copy of the positioning of the sculptures along the Brewing Heritage

Trail. Please note that this plan has since been updated as the fifth sculpture (referred to here as the ‘3 in 1 sculpture’) has been amended. However, the three sculptures funded by the Alton Town Council CIL grant have been confirmed by CALA Homes as per this diagram.



Current Status

Robert Smith, the blacksmith who is producing the Drayhorse sculpture close to Drayman’s Way, has started work on his piece. This sculpture has been funded through EHDC CIL.

There was a competition for the production of the Harp emblem and the artist has just been selected. Work is now commencing to formally appoint all three fabricators for each of the brewery emblems, along with the blacksmiths who will be making the metal mounts/stands so that they can commence the work in the coming weeks.

The public launch of the Alton Brewing Heritage Trail is being held at the Allen Gallery on Wednesday 11th September, starting at 5.30pm. Alton Town Council Members have been invited to attend so that they can meet the project’s resident artist and some of the fabricators of the sculptures.

01/10/2024

09:32

Alton Town Council

Balance Sheet as at 30/09/2024

31/03/2024					31/03/2025
		Current Assets			
17,000		Debtors	7,716		
38,172		Vat Control	13,304		
1,457,727		CCLA Deposit Fund	1,639,975		
223		Petty Cash	217		
130,433		Unity Trust Bank : Current A/c	473,098		
1,643,555				**2,134,310**	
	1,643,555	**Total Assets**			**2,134,310**
		Current Liabilities			
7,228		Creditors control ac	24,319		
40,008		Accruals	0		
6,770		Receipts in Advance	0		
54,006				**24,319**	
	1,589,549	**Total Assets Less Current Liabilities**			**2,109,992**
		Represented By			
	29,204	Working Capital			549,646
	229,681	EMR Open Spaces (inc King Pond			229,681
	94,898	EMR 3G Interest			94,898
	28,179	Economic Development Reserve			28,179
	203,107	EMR Capital Reserve			203,107
	600	EMR Complin Homeless Trust			600
	129,491	General Reserves			129,491
	46,471	EMR Barley Fields			46,471
	35,050	Pump Track Flood Lighting			35,050
	374,039	EMR Neighbourhood CIL			374,039
	9,296	EMR Weywalk			9,296
	36,346	EMR Treloar Heights			36,346
	90,000	EMR Crownby Estate			90,000
	880	EMR David Whitmarsh Award			880
	30,000	EMR Pension			30,000
	90,197	EMR Will Hall Meadow			90,197
	10,073	Climate Change Grant Fund			10,073
	152,039	EMR CALA Community Build (CIL)			152,039
	1,589,549				**2,109,992**

Alton Town Council

Balance Sheet as at 30/09/2024

31/03/2024	**31/03/2025**

The above statement represents fairly the financial position of the authority as at 30/09/2024 and reflects its Income and Expenditure during the year.

Signed : Chairman ______________________ Date : ______________

Signed : Responsible Financial ______________________ Date : ______________

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 7 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	0	1,294	6,133	4,839	1,472	3,367	45.1%	
4101	Bank Charges	0	232	539	307		307	43.1%	
4111	Professional Fees	0	8,812	18,000	9,188		9,188	49.0%	
4112	Audit Fees	0	2,609	4,200	1,591		1,591	62.1%	
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	0	12,946	51,048	38,102	1,472	36,630	28.2%	0
	Net Income over Expenditure	0	(12,946)	(50,988)	(38,042)				
102	Democratic Representation								
1010	Other Income	0	120	0	(120)			0.0%	
	Democratic Representation :- Income	0	120	0	(120)				0
4121	Mayors Allowance	0	68	4,000	3,932		3,932	1.7%	
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	333	1,200	867		867	27.8%	
	Democratic Representation :- Indirect Expenditure	0	401	12,200	11,799	0	11,799	3.3%	0
	Net Income over Expenditure	0	(282)	(12,200)	(11,918)				
105	Central Support-Admin Costs								
1009	Insurance Payout	0	5,621	0	(5,621)			0.0%	
1010	Other Income	0	2,406	0	(2,406)			0.0%	
	Central Support-Admin Costs :- Income	0	8,026	0	(8,026)				0
4001	Salaries	0	120,577	265,932	145,355		145,355	45.3%	
4002	Employers NI	0	12,246	27,125	14,879		14,879	45.1%	
4003	Employers Pension	0	22,205	56,999	34,794		34,794	39.0%	
4005	Pension Enhancements	0	600	1,122	522		522	53.5%	
4008	Staff Training	0	178	2,600	2,422		2,422	6.9%	
4009	Staff Travel & Welfare	0	2,977	2,840	(137)		(137)	104.8%	
4026	Other Expenditure	0	1,242	2,625	1,383		1,383	47.3%	
4071	Telephone and IT	0	5,722	15,383	9,661		9,661	37.2%	
4072	Mobile Phones	0	1,367	2,683	1,316		1,316	51.0%	
4075	Stationery & Printing	0	771	2,106	1,335		1,335	36.6%	
4076	Postage	0	8	1,158	1,150		1,150	0.7%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4080	Subscriptions & Publications	0	2,520	3,308	788		788	76.2%	
4085	Insurance	0	24,071	24,536	465		465	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	0	192,876	412,250	219,374	0	219,374	46.8%	0
	Net Income over Expenditure	0	(184,849)	(412,250)	(227,401)				
106	Central Support-Town Hall								
1000	Fees and Charges	0	202	0	(202)			0.0%	
1002	Shop Rents	0	1,981	3,960	1,979			50.0%	
1010	Other Income	0	15,589	0	(15,589)			0.0%	
	Central Support-Town Hall :- Income	0	17,772	3,960	(13,812)			448.8%	0
4021	Rates	0	3,822	7,430	3,608		3,608	51.4%	
4022	Water Charges	0	314	748	434		434	41.9%	
4024	Gas	0	315	2,436	2,121		2,121	12.9%	
4025	Electricity	0	1,202	3,304	2,102		2,102	36.4%	
4030	Cleaning	0	803	2,112	1,309		1,309	38.0%	
4140	Building Maintenance	0	6,621	75,000	68,379	107	68,272	9.0%	
	Central Support-Town Hall :- Indirect Expenditure	0	13,077	91,030	77,953	107	77,846	14.5%	0
	Net Income over Expenditure	0	4,695	(87,070)	(91,765)				
107	Operating Income & Exp.								
1005	Market Income	0	6,000	14,000	8,000			42.9%	
1081	CIL	0	1,760	0	(1,760)			0.0%	
1176	Precept	0	851,976	851,976	(0)			100.0%	
1190	Interest Received	0	40,948	50,000	9,052			81.9%	
	Operating Income & Exp. :- Income	0	900,684	915,976	15,292			98.3%	0
4501	Grants-Neighbourhood CIL	0	53,542	0	(53,542)		(53,542)	0.0%	
	Operating Income & Exp. :- Indirect Expenditure	0	53,542	0	(53,542)	0	(53,542)		0
	Net Income over Expenditure	0	847,142	915,976	68,834				
108	Other Properties								
1001	Rents	0	6,000	12,000	6,000			50.0%	
	Other Properties :- Income	0	6,000	12,000	6,000			50.0%	0
4025	Electricity	0	304	0	(304)		(304)	0.0%	

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4411	Buildings Maintenance Tannery	0	455	2,100	1,645		1,645	21.7%	
4412	Public Works Loan Board repay	0	4,705	9,411	4,706		4,706	50.0%	
	Other Properties :- Indirect Expenditure	0	5,464	11,511	6,047	0	6,047	47.5%	0
	Net Income over Expenditure	0	536	489	(47)				
201	**Anstey Park**								
1000	Fees and Charges	0	7,604	19,759	12,155			38.5%	
1001	Rents	0	29,238	55,445	26,207			52.7%	
1016	Alton FC Holding Funds	0	0	22,116	22,116			0.0%	
	Anstey Park :- Income	0	36,842	97,320	60,478			37.9%	0
4021	Rates	0	889	1,675	786		786	53.1%	
4022	Water Charges	0	1,669	2,007	338		338	83.2%	
4024	Gas	0	206	2,743	2,537		2,537	7.5%	
4025	Electricity	0	4,377	10,133	5,756	633	5,122	49.5%	
4030	Cleaning	0	5,111	10,760	5,649		5,649	47.5%	
4071	Telephone and IT	0	317	649	332		332	48.8%	
4140	Building Maintenance	0	2,673	8,400	5,727		5,727	31.8%	
4141	Grounds Maintenance	0	3,251	41,531	38,280	6,245	32,035	22.9%	
	Anstey Park :- Indirect Expenditure	0	18,493	77,898	59,405	6,878	52,527	32.6%	0
	Net Income over Expenditure	0	18,349	19,422	1,073				
202	**Jubilee Playing Fields**								
1000	Fees and Charges	0	7,245	17,263	10,018			42.0%	
1001	Rents	0	11,825	21,404	9,579			55.2%	
	Jubilee Playing Fields :- Income	0	19,070	38,667	19,597			49.3%	0
4021	Rates	0	1,039	2,343	1,304		1,304	44.4%	
4022	Water Charges	0	204	2,646	2,442		2,442	7.7%	
4025	Electricity	0	1,939	4,879	2,940		2,940	39.7%	
4030	Cleaning	0	223	0	(223)		(223)	0.0%	
4071	Telephone and IT	0	92	189	97		97	48.6%	
4140	Building Maintenance	0	798	2,100	1,302	9,500	(8,198)	490.4%	
4141	Grounds Maintenance	0	7,521	8,517	996		996	88.3%	
4143	Skatepark Maintenance	0	0	500	500		500	0.0%	
4150	Fuel Costs	0	0	1,560	1,560		1,560	0.0%	
	Jubilee Playing Fields :- Indirect Expenditure	0	11,815	22,734	10,919	9,500	1,419	93.8%	0
	Net Income over Expenditure	0	7,254	15,933	8,679				

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		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	0	1,702	0	(1,702)			0.0%	
	Grounds Maintenance Team :- Income	0	1,702	0	(1,702)				0
4001	Salaries	0	69,419	152,078	82,659		82,659	45.6%	
4002	Employers NI	0	4,599	14,447	9,848		9,848	31.8%	
4003	Employers Pension	0	8,812	32,545	23,733		23,733	27.1%	
4010	Uniforms	0	495	525	30		30	94.2%	
4031	Refuse Collection	0	11,412	19,173	7,761		7,761	59.5%	
4139	Pot holes/Roadway resurfacing	0	(9,030)	7,500	16,530		16,530	(120.4%)	
4141	Grounds Maintenance	0	9,105	6,471	(2,634)		(2,634)	140.7%	
4144	Play Equipment Inspections	0	3,066	14,707	11,641		11,641	20.8%	
4145	Tree Maintenance	0	6,459	25,000	18,541	5,108	13,433	46.3%	
4146	Bedding Plants	0	376	500	124		124	75.2%	
4147	Dog Bins	0	750	1,680	930		930	44.6%	
4148	Play Equipment Maintenance	0	2,017	11,550	9,533		9,533	17.5%	
4149	Vehicle Costs	0	910	6,718	5,808		5,808	13.5%	
4150	Fuel Costs	0	3,652	9,391	5,739		5,739	38.9%	
4153	Locking & Unlocking	0	3,184	11,466	8,282		8,282	27.8%	
4155	Equipment	0	11,145	20,512	9,367	902	8,464	58.7%	
	Grounds Maintenance Team :- Indirect Expenditure	0	126,371	334,263	207,892	6,010	201,882	39.6%	0
	Net Income over Expenditure	0	(124,669)	(334,263)	(209,594)				
310	The Butts								
1000	Fees and Charges	0	2,430	2,200	(230)			110.5%	
	The Butts :- Income	0	2,430	2,200	(230)			110.5%	0
4022	Water Charges	0	156	55	(101)		(101)	284.2%	
	The Butts :- Indirect Expenditure	0	156	55	(101)	0	(101)	284.2%	0
	Net Income over Expenditure	0	2,274	2,145	(129)				
311	Public Gardens								
1001	Rents	0	9,461	16,397	6,937			57.7%	
	Public Gardens :- Income	0	9,461	16,397	6,937			57.7%	0
4022	Water Charges	0	0	546	546		546	0.0%	
4025	Electricity	0	1,519	3,098	1,579	317	1,262	59.3%	
4140	Building Maintenance	0	0	1,323	1,323	1,650	(327)	124.7%	
4141	Grounds Maintenance	0	0	3,032	3,032		3,032	0.0%	
	Public Gardens :- Indirect Expenditure	0	1,519	7,999	6,480	1,967	4,513	43.6%	0
	Net Income over Expenditure	0	7,941	8,398	457				

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
312	**Windmill Hill**								
1001	Rents	0	0	4,400	4,400			0.0%	
	Windmill Hill :- Income	0	0	4,400	4,400			0.0%	0
	Net Income	0	0	4,400	4,400				
313	**Kings Pond**								
1001	Rents	0	3,669	7,200	3,531			51.0%	
	Kings Pond :- Income	0	3,669	7,200	3,531			51.0%	0
4140	Building Maintenance	0	80	0	(80)		(80)	0.0%	
4141	Grounds Maintenance	0	2,746	12,000	9,254	2,210	7,044	41.3%	
	Kings Pond :- Indirect Expenditure	0	2,826	12,000	9,174	2,210	6,964	42.0%	0
	Net Income over Expenditure	0	843	(4,800)	(5,643)				
314	**Holybourne Play Area**								
4200	Ground Rent	0	0	265	265		265	0.0%	
	Holybourne Play Area :- Indirect Expenditure	0	0	265	265	0	265	0.0%	0
	Net Expenditure	0	0	(265)	(265)				
315	**Chawton Park Road**								
1001	Rents	0	14,400	27,150	12,750			53.0%	
	Chawton Park Road :- Income	0	14,400	27,150	12,750			53.0%	0
	Net Income	0	14,400	27,150	12,750				
316	**Greenfields**								
1001	Rents	0	508	500	(8)			101.6%	
	Greenfields :- Income	0	508	500	(8)			101.6%	0
	Net Income	0	508	500	(8)				
317	**Flood Meadows**								
4025	Electricity	0	464	504	41	317	(276)	154.8%	
4141	Grounds Maintenance	0	73	70,000	69,927		69,927	0.1%	
	Flood Meadows :- Indirect Expenditure	0	537	70,504	69,967	317	69,651	1.2%	0
	Net Expenditure	0	(537)	(70,504)	(69,967)				

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		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	0	5,830	7,050	1,220			82.7%	
1003	Allotment affiliation fees	0	30	200	170			15.0%	
1004	Key Deposits	0	15	0	(15)			0.0%	
	Allotments :- Income	0	5,875	7,250	1,375			81.0%	0
4022	Water Charges	0	1,587	1,260	(327)		(327)	126.0%	
4033	Allotment affiliation fees	0	1,110	0	(1,110)		(1,110)	0.0%	
4141	Grounds Maintenance	0	85	2,625	2,540		2,540	3.3%	
	Allotments :- Indirect Expenditure	0	2,783	3,885	1,102	0	1,102	71.6%	0
	Net Income over Expenditure	0	3,092	3,365	273				
321	**Barley Fields**								
1010	Other Income	0	650	0	(650)			0.0%	
	Barley Fields :- Income	0	650	0	(650)				0
	Net Income	0	650	0	(650)				
401	**Community**								
1014	Other Events Income	0	1,300	3,000	1,700			43.3%	
1072	Donations/Sponsorship Received	0	3,684	3,000	(684)			122.8%	
1075	Town Crier Donations	0	40	0	(40)			0.0%	
1080	Grant Income	0	0	1,000	1,000			0.0%	
	Community :- Income	0	5,024	7,000	1,976			71.8%	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	4,283	12,000	7,717	693	7,024	41.5%	
4307	Town Centre Events	0	4,018	18,900	14,882	700	14,182	25.0%	
4308	Youth Expenditure	0	10,000	20,000	10,000		10,000	50.0%	
4312	Events Grants	0	4,645	4,000	(645)		(645)	116.1%	
4314	CCTV	0	3,956	2,990	(966)		(966)	132.3%	
4317	Climate Change Actions/Strateg	0	6,938	15,000	8,062		8,062	46.3%	
	Community :- Indirect Expenditure	0	35,040	76,190	41,150	1,393	39,758	47.8%	0
	Net Income over Expenditure	0	(30,016)	(69,190)	(39,174)				

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		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	0	136	22,000	21,864	7,310	14,554	33.8%	
	Christmas Lights :- Indirect Expenditure	0	136	22,000	21,864	7,310	14,554	33.8%	0
	Net Expenditure	0	(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	0	1,442	1,500	58		58	96.2%	
	Alton in Bloom :- Indirect Expenditure	0	1,442	1,500	58	0	58	96.2%	0
	Net Income over Expenditure	0	(786)	(1,500)	(714)				
420	Grants								
4500	Grants-Empowered	0	22,230	30,000	7,770		7,770	74.1%	
	Grants :- Indirect Expenditure	0	22,230	30,000	7,770	0	7,770	74.1%	0
	Net Expenditure	0	(22,230)	(30,000)	(7,770)				
503	Assembly Rooms								
1000	Fees and Charges	0	4,179	0	(4,179)			0.0%	
1001	Rents	0	6,060	12,889	6,829			47.0%	
	Assembly Rooms :- Income	0	10,239	12,889	2,650			79.4%	0
4006	Management contract	0	(984)	8,000	8,984		8,984	(12.3%)	
4022	Water Charges	0	692	0	(692)		(692)	0.0%	
4024	Gas	0	463	0	(463)		(463)	0.0%	
4025	Electricity	0	1,425	0	(1,425)		(1,425)	0.0%	
4026	Other Expenditure	0	316	750	434		434	42.1%	
4031	Refuse Collection	0	324	0	(324)		(324)	0.0%	
4040	Licences	0	89	0	(89)		(89)	0.0%	
4071	Telephone and IT	0	175	0	(175)		(175)	0.0%	
4140	Building Maintenance	0	1,370	0	(1,370)	1,851	(3,221)	0.0%	
	Assembly Rooms :- Indirect Expenditure	0	3,870	8,750	4,880	1,851	3,028	65.4%	0
	Net Income over Expenditure	0	6,369	4,139	(2,230)				
601	Street Furniture								
1008	Bus shelter adverts income	0	3,690	0	(3,690)			0.0%	
1072	Donations/Sponsorship Received	0	117	3,360	3,243			3.5%	
	Street Furniture :- Income	0	3,807	3,360	(447)			113.3%	0

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		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4021	Rates	0	552	1,321	769		769	41.8%	
4600	Public Seats/Bins	0	2,679	2,000	(679)		(679)	133.9%	
4601	Bus Shelters	0	(1,054)	1,814	2,868	735	2,133	(17.6%)	
4602	Notice Boards/street furniture	0	122	2,000	1,878		1,878	6.1%	
	Street Furniture :- Indirect Expenditure	0	2,299	7,135	4,836	735	4,101	42.5%	0
	Net Income over Expenditure	0	1,508	(3,775)	(5,283)				
602	**Neighbourhood Plan**								
4026	Other Expenditure	0	9,300	30,000	20,700	4,350	16,350	45.5%	
	Neighbourhood Plan :- Indirect Expenditure	0	9,300	30,000	20,700	4,350	16,350	45.5%	0
	Net Expenditure	0	(9,300)	(30,000)	(20,700)				
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	0	0	388,000	388,000		388,000	0.0%	
4402	Anstey Park	0	0	40,000	40,000		40,000	0.0%	
4414	Grow Up Fund	0	4,112	0	(4,112)		(4,112)	0.0%	
4415	Jane Austen Garden	0	65	0	(65)		(65)	0.0%	
4416	DFA Assembly Room Refurbishmen	0	5,162	0	(5,162)		(5,162)	0.0%	
	Projects :- Indirect Expenditure	0	9,339	428,000	418,661	0	418,661	2.2%	0
	Net Income over Expenditure	0	(9,339)	(140,000)	(130,661)				
	Grand Totals:- Income	0	1,046,935	1,444,329	397,394			72.5%	
	Expenditure	0	526,493	1,711,717	1,185,224	44,100	1,141,125	33.3%	
	Net Income over Expenditure	0	520,442	(267,388)	(787,830)				
	Movement to/(from) Gen Reserve	0	520,442						

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	31/08/2024		1,633,301.43
			1,633,301.43

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		1,633,301.43

Unpresented Receipts (Plus)		
	0.00	
		0.00
		1,633,301.43
	Balance per Cash Book is :-	1,633,301.43
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank: Current A/C	31/08/2024		195,913.34
			195,913.34

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		195,913.34

Unpresented Receipts (Plus)		
	0.00	
		0.00
		195,913.34
	Balance per Cash Book is :-	195,913.34
	Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Unity Trust Bank : Current A/c

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Unity Trust Bank: Current A/C	30/09/2024		473,090.26
			473,090.26
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			473,090.26
Unpresented Receipts (Plus)			
23/09/2024 Consent		8.00	
			8.00
			473,098.26
		Balance per Cash Book is :-	473,098.26
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 2 - CCLA Deposit Fund

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Deposit Fund	30/09/2024		1,639,974.52
			1,639,974.52
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			1,639,974.52
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,639,974.52
		Balance per Cash Book is :-	1,639,974.52
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/08/2024
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	31/08/2024		212.99
			212.99
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			212.99
Unpresented Receipts (Plus)			
		0.00	
			0.00
			212.99
		Balance per Cash Book is :-	212.99
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/09/2024
for Cashbook 4 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Petty Cash	30/09/2024		217.24
			217.24
Unpresented Payments (Minus)		Amount	
		0.00	
			0.00
			217.24
Unpresented Receipts (Plus)			
		0.00	
			0.00
			217.24
		Balance per Cash Book is :-	217.24
		Difference is :-	0.00

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/08/2024 to 31/08/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	5	01/08/2024	1100016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	5	01/08/2024	A18D6E38	E.ON	1,703.19
1	Unity Trust Bank : Current	5	09/08/2024	TRANSFER	Lloyds Credit Card	682.34
1	Unity Trust Bank : Current	5	09/08/2024	TRANSFER	Lloyds Credit Card	1,586.13
1	Unity Trust Bank : Current	5	15/08/2024	DD	Livepay	26,098.86
1	Unity Trust Bank : Current	5	15/08/2024	BACS035	WP Group	720.72
1	Unity Trust Bank : Current	5	15/08/2024	BACS031	Sawscapes Play	690.00
1	Unity Trust Bank : Current	5	15/08/2024	BACS029	Royal Mail Group Ltd	1,389.42
1	Unity Trust Bank : Current	5	15/08/2024	BACS023	Hampshire Pension Fund	7,111.34
1	Unity Trust Bank : Current	5	15/08/2024	BACS022	HM Revenue & Customs	8,119.78
1	Unity Trust Bank : Current	5	15/08/2024	BACS019	Glasdon UK Limited	3,214.51
1	Unity Trust Bank : Current	5	15/08/2024	BACS017	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	5	15/08/2024	BACS013	Chalvington Communications Lim	1,201.16
1	Unity Trust Bank : Current	5	15/08/2024	BACS005	Castle Water	1,252.47
1	Unity Trust Bank : Current	5	15/08/2024	BACS004	Biffa Waste Services	1,695.25
1	Unity Trust Bank : Current	5	29/08/2024	BACS014	Surrey Loams Limited	1,627.20
1	Unity Trust Bank : Current	5	29/08/2024	BACS015	Veolia Environmental Services	1,668.24
1	Unity Trust Bank : Current	5	29/08/2024	BACS008	Mid Hants Mowers Limited	735.88
1	Unity Trust Bank : Current	5	29/08/2024	BACS011	Sawscapes Play	690.00
1	Unity Trust Bank : Current	5	29/08/2024	BACS010	PM Plant Hire	3,000.00
1	Unity Trust Bank : Current	5	29/08/2024	BACS001	Bates Office Services	595.20

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	5	01/08/2024	1,000.00
1	Unity Trust Bank : Current	5	01/08/2024	1,240.00
1	Unity Trust Bank : Current	5	02/08/2024	600.00
1	Unity Trust Bank : Current	5	02/08/2024	1,055.00
1	Unity Trust Bank : Current	5	05/08/2024	2,500.00
1	Unity Trust Bank : Current	5	08/08/2024	935.00
1	Unity Trust Bank : Current	5	12/08/2024	1,000.00
1	Unity Trust Bank : Current	5	14/08/2024	1,854.16
1	Unity Trust Bank : Current	5	30/08/2024	975.00
2	CCLA Deposit Fund	6	02/08/2024	6,673.09

Alton Town Council

Cashbook transactions totalling £500.00 or more
for the period 01/09/2024 to 30/09/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Unity Trust Bank : Current	6	02/09/2024	110016689	East Hampshire District Counci	634.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS017	Hampshire Pension Fund	6,796.11
1	Unity Trust Bank : Current	6	12/09/2024	BACS016	HM Revenue & Customs	7,817.08
1	Unity Trust Bank : Current	6	12/09/2024	BACS015	Emergent Crown Furnishings Lim	660.48
1	Unity Trust Bank : Current	6	12/09/2024	BACS013	Ellack Cleaning Contractors Lt	1,024.64
1	Unity Trust Bank : Current	6	12/09/2024	BACS012	Complete Weed Control South	1,669.87
1	Unity Trust Bank : Current	6	12/09/2024	BACS003	BDO LLP	2,520.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS001	Alton Climate Action & Netwrok	1,292.85
1	Unity Trust Bank : Current	6	12/09/2024	BACS020	Robert W Smith Blacksmith	2,112.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS021	Sawscapes Play	14,640.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS004	Capra	600.00
1	Unity Trust Bank : Current	6	12/09/2024	BACS	Alton Lions	500.00
1	Unity Trust Bank : Current	6	13/09/2024	DD	Livepay	24,956.53
1	Unity Trust Bank : Current	6	12/09/2024	BACS002	Lions Club Alton	500.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS014	Glasdon UK Limited	619.70
1	Unity Trust Bank : Current	6	26/09/2024	BACS022	R.C.D. Hoare (Selborne) Limite	3,747.40
1	Unity Trust Bank : Current	6	26/09/2024	BACS006	Chalvington Communications Lim	1,193.36
1	Unity Trust Bank : Current	6	26/09/2024	BACS009	Cottrells Window Services	5,400.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS026	Veolia Environmental Services	1,608.80
1	Unity Trust Bank : Current	6	26/09/2024	BACS031	Sawscapes Play	690.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS023	Oneill Homer	6,480.00
1	Unity Trust Bank : Current	6	26/09/2024	BACS021	Origin Amenity Solutions	1,077.12
1	Unity Trust Bank : Current	6	26/09/2024	BACS016	Logic Contract Services Limite	1,053.00

Receipts

Cb No	Bank Account Name	Month	Date Banked	Amount Banked
1	Unity Trust Bank : Current	6	02/09/2024	1,055.00
1	Unity Trust Bank : Current	6	02/09/2024	1,240.00
1	Unity Trust Bank : Current	6	02/09/2024	1,000.00
1	Unity Trust Bank : Current	6	03/09/2024	2,500.00
1	Unity Trust Bank : Current	6	06/09/2024	1,500.00
1	Unity Trust Bank : Current	6	09/09/2024	935.00
1	Unity Trust Bank : Current	6	10/09/2024	1,000.00
1	Unity Trust Bank : Current	6	13/09/2024	1,221.09
1	Unity Trust Bank : Current	6	20/09/2024	900.00
1	Unity Trust Bank : Current	6	20/09/2024	2,600.00
1	Unity Trust Bank : Current	6	23/09/2024	351,976.11
1	Unity Trust Bank : Current	6	25/09/2024	794.00
1	Unity Trust Bank : Current	6	30/09/2024	975.00

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 September 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/07/2024 to 31/08/2024**

Account summary

Total valuation as at 31 August 2024	**£1,639,974.52**
Total valuation as at last statement at 31 July 2024	**£1,633,301.43**

Holdings as at 31 August 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,639,974.5200	£1.00	£1,639,974.52

Total value
£1,639,974.52

Transactions for the period from 31 July 2024 to 31 August 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/08/2024	Income Reinvestment	6,673.0900	£1.0000	£6,673.09

The average Fund yield for this period was 5.04% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jul 2024	02/08/2024	Reinvestment	£6,673.09	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**.

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 September 2024

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/07/2024 to 31/08/2024**

Account summary

Total valuation as at 31 August 2024	**£1,639,974.52**
Total valuation as at last statement at 31 July 2024	**£1,633,301.43**

Holdings as at 31 August 2024

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,639,974.5200	£1.00	£1,639,974.52

Total value
£1,639,974.52

Transactions for the period from 31 July 2024 to 31 August 2024

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/08/2024	Income Reinvestment	6,673.0900	£1.0000	£6,673.09

The average Fund yield for this period was 5.04% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jul 2024	02/08/2024	Reinvestment	£6,673.09	PS3078535-001

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CCLA
GOOD INVESTMENT

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

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

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.

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MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

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e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Our Ref: MARK/ALT001

The Clerk to the Council
Alton Town Council
Town Hall
Market Square
Alton
Hampshire
GU34 1HD

2nd October 2024

Dear Pat

Re: Alton Town Council
Internal Audit Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 2nd October 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system. The systems in place are a model of good practice.

It is therefore our opinion that the systems and internal procedures at Alton Town Council are well established and followed.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to "undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance."

Internal auditing is an independent, objective assurance activity designed to improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Tested at first interim

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Tested at first interim

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

FR 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

FR 2.5. The accounting control systems determined by the RFO must include measures to: • ensure that risk is appropriately managed; • ensure the prompt, accurate recording of financial transactions; • prevent and detect inaccuracy or fraud; and • allow the reconstitution of any lost records; • identify the duties of officers dealing with transactions and • ensure division of responsibilities.

The council has a detailed risk assessment process in place. I reviewed a sample of the risk assessments. These contain risks broken down by category, the specific risk identified, an assessment of the likelihood, and severity of the risk occurring and the control measures in place.

The external equipment/play areas are reviewed and maintained bi-weekly by an external contractor and reports provided to the council. The council keeps a monthly score record to provide clarity on which items need repair or replacement. This is discussed with the clerk on a regular basis. There were a couple of high score items, which indicate poorer condition; however, there is a project in place to update the MUGA which will resolve this.

The council also has a system of internal financial controls which were reviewed on the 19th of April 2024 this will be taken to the next council meeting on the 9th of October.

This type of approach is suitable for a council of this size and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid three year insurance policy in place with Zurich which expires in March 2025. The policy includes Public Liability £10,000,00 and Employers Liability cover of £10 million each and a published Fidelity Guarantee of £250,00.

The council has systems in place to review the "*effectiveness of its system of internal control, before approving the Annual Governance Statement".* This will be in a tabular format mirroring the statement for ease of reference. The controls the council has are, but not limited to, bank reconciliations, review by councillors, budget reporting, control account reconciliation & hierarchical control.

I am under no doubt the council manages risk and insurance in accordance with regulation. This assertion has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

FR 4.1 Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.

The council set a precept of £851,976.11 for 2024/25 on the 10th of January 2024 minute ref 72. I confirmed receipt to the council records.

The Clerk confirmed that the 2025/26 budget setting process is underway with deadlines set & achievable. The first drafts have been prepared and will be taken to budget workshop on the 11th of December.

The Clerk presents monthly budget performance information to full council, where detailed scrutiny of performance against budget is carried out. This provides councillors with sufficient financial information to make informed decisions.

I reviewed the September Income & Expenditure which shows budgeted income of £1.4 against £1.7m of expenditure. This shows a potential deficit of £267k – this is planned to come from earmarked reserves. To date the council has £520k surplus, however this is because the precept has just come in and there is still six months of expenditure to recognise. I have confirmed that any surplus funds for projects will at the end of the year be transferred to earmarked reserves to ensure correct expenditure in future years.

At the date of the interim internal audit, the council held circa £1,560,345 in earmarked reserves, spread across a range of clearly identifiable projects. I checked the purpose of the earmarked reserves with the Clerk who confirmed that all the projects are still on the council's agenda for delivery.

The council also holds circa £559k in the general reserve at the time of the internal audit.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states *'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure'* (para 5.33).

The general reserve balance is within range.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives other income from hire, allotments, interest & grants. Fees and charges are reviewed annually at the end of the financial year. The last time fees and charges were reviewed was 15th of March 2024 minute ref 126.

The council has budgeted for £1.4m of income of which precept is £850k, S106 288K, rents £169k and Interest £50k, with fees and charges making up the balance.

The precept has been received in full and verified to the precept application in the minutes, to date no S106 monies have been drawn down, and £40,948 of interest has been received. Approximately £88k of rents have been received which is 50% of the budget amount.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and allocated to the most appropriate nominal code.

There is no evidence of netting of income and expenditure.

I have reviewed a sample of sales invoices drawn at random and a sample of invoices to charities. **I remind council that it is important to obtain a certificate of exemption from the charity in order to be able to zero rate the sales invoice to them. In the absence of a valid certificate of exemption VAT must be charged on invoices to charities. The certificates should be retained in the Vat permanent folder. I have provided the Assistant Clerk with the links to the HMRC website for pro form exemption certificates.**

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council maintains a minimal petty cash float and records the entries in a separate cashbook. A review of the entries shows that the petty cash is used appropriately for incidental expenditure, and the amounts are inconsequential to the overall finances of the council.

I tested the petty cash and agreed it back to the cashbook and the cash analysis.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The council processes payroll in house, using payroll software. I reviewed the payslips for September 2024 and the payroll deductions are correct. There are no councillor allowances.

The council has correctly disclaimed the employment allowance.

PAYE & NI and pensions are correctly paid on time.

I selected the new starter to verify the payroll to the contract and council approval. I was able to verify to contract, and the NJC scale.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

To be tested at a later interim visit

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Financial regulation 2.2 states 'At least once in each quarter, and at each financial year end, a member other than the Council Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the full council.

Bank reconciliations are completed monthly and presented to council at every meeting for review. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

I noted that the reconciliation and bank statement have been signed in accordance with the Financial Regulations.

J. YEAR END ACCOUNTS

Tested at first interim

K. LIMITED ASSURANCE REVIEW

Tested at first interim

L: PUBLICATION OF INFORMATION

Tested at first interim

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Tested at first interim

N: PUBLICATION REQUIREMENTS

Tested at first interim

O. TRUSTEESHIP

Internal audit requirement

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	**YES**	**NO**	**NOT COVERED**
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	✓		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.			✓
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*			✓ N/A
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓ N/A

Should you have any queries please do not hesitate to contact me.

Yours sincerely

M Mulberry

Mark Mulberry
Mulberry Local Authority Services Ltd

Interim Audit 2024/25 - Points Carried Forward

Audit Point	Audit Findings	Council comments
Financial Reg 6.5	*To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.* **Audit Results** Only 1 cheque has been issued in the last 6 months for reimbursement of expenses. **I remind council to ensure the cheque stub is initialled twice.**	On-going no cheques issue
Governance	*Confirm by sample testing that councillors sign statutory office forms.* I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of councillors and their individual Register of Members' Interests Forms can be found on the district website. **It is noted that the new councillor will need to sign a declaration to receive information by electronic means.**	Completed
VAT	I have reviewed a sample of sales invoices drawn at random and a sample of invoices to charities. **I remind council that it is important to obtain a certificate of exemption from the charity in order to be able to zero rate the sales invoice to them. In the absence of a valid certificate of exemption VAT must be charged on invoices to charities. The certificates should be retained in the Vat permanent folder. I have provided the Assistant Clerk with the links to the HMRC website for pro form exemption certificates.**	

Final draft risk assessment of financial systems and internal controls for Alton Town Council 2024/25 prepared by the Town Clerk and Assistant to the Town Clerk on 19th April 2024 and updated 2nd October 2024

No.	Internal Control Tests	Findings
1	**Proper Bookkeeping**	
1.1	Is the cashbook maintained and up to date? Format used?	The cashbook is maintained on the RBS Rialtas Omega system and was prepared up to 31st March 2024. It was up to date and accurate.
1.2	Is the cashbook arithmetically correct?	The cashbook is analysed into Budget head codes for both receipts and payments and these were agreed to End of Year Trial Balance totals for 2023/24 and were arithmetically correct.
1.3	Is the cashbook regularly balanced?	The Cashbook is posted daily with monthly bank reconciliations for the Current account. The Assistant to the Clerk, will sign the RBS cashbook bank reconciliation statement to confirm that a Bank Reconciliation has been carried out. The Mayor, in their role as Chair of Full Council signs & dates these Reconciliations on a monthly basis at Full Council meetings to confirm they are accurate as part of the governance and monitoring role.
2a	**Standing Orders and Financial Regulations**	
2.1	Has the Council formally adopted Standing orders and Financial regulations, & dates approved?	Financial Regulations have been reviewed and adopted by the Full Council on the 5th June 2024. Standing Orders were reviewed and approved by the Full Town Council on 10th July 2024 (Minute reference 36)
2.2	Has an RFO been appointed with specific duties noted in both contract & Financial Regulations?	The Town Clerk/RFO has a formal contract reflecting her position, the details of which were checked by South-East Employers for accuracy.
2.3	Have items or services above a de minimis amount been competitively purchased?	All items and services purchased should be in line with the current Financial Regulations.
2.3a	The Council use a preferred Supplier list for Contract under £25,000?	The Council operate a preferred Supplier List for selected contracts that are under £25,000 threshold and also uses the Hampshire County Council Civil Lots Framework for awards of contract where appropriate.

Final draft risk assessment of financial systems and internal controls for Alton Town Council 2024/25 prepared by the Town Clerk and Assistant to the Town Clerk on 19th April 2024 and updated 2nd October 2024

2b	Payments Controls	
2.4	Are payments in the cashbook supported by invoices, authorised and minuted?	The Administration Officer at the Town Council is responsible for raising purchase orders. Purchase orders are completed and held on file. When the invoices/delivery notes are received these are checked by the Administration Officer for accuracy and sent to the Town Clerk or Deputy Town Clerk for approval/authorisation before being sent to the Assistant to the Clerk for payment. All contract information with Suppliers/Contractors Leases are held at the Town Council Offices and will be checked by the Assistant to the Clerk when invoices are received for payment. **Payments for Utilities**: All invoices are passed to the Assistant to the Clerk for checking and confirmation of contract information for water with proper invoices supporting all payments, which are cross-referenced by BACS details and date paid. A fortnightly payment run is processed to pay invoices after they have been approved by two Councillors. A schedule of payments over £500 is prepared by Assistant to the Clerk and presented to the Full Council monthly for information to meet the requirements of the transparency code. Currently 11 of the 13 Councillors are mandated as bank signatories and can authorise payments remotely to confirm the BACS schedules for payment are correct. Remote access is password protected for authorisation of BACS payments from the bank. Gas and electricity is now paid via Direct Debit as approved by Council.
2.5	Has VAT on payments been checked, recorded and reclaimed? Frequency, & refunds into which A/c?	Proper VAT invoices are provided, when relevant, with VAT checked and entered in VAT column in Cashbook. VAT elements for reimbursement are listed in the VAT control account and will be checked monthly by the Assistant to the Clerk. Reimbursement is made on a quarterly basis and paid direct into the Unity Current Account.

Final draft risk assessment of financial systems and internal controls for Alton Town Council 2024/25 prepared by the Town Clerk and Assistant to the Town Clerk on 19th April 2024 and updated 2nd October 2024

2.6	Is S.137 expenditure separately recorded & in limit?	The Town Clerk will obtain Full Council approval for all grant payments. These are coded separately and shown in the cash book. Alton Town Council is subject to S137 limits as the Council does not hold General Power of Competence since 29th May 2024. There are approx. 15,448 (July 2024) electors in the Alton Town Council area.
3	**Risk Management Arrangements**	
3.1	Does a scan of the minutes identify any unusual financial activity, projects, events etc.?	All projects and events are risk assessed and expenditure minuted accordingly by Town Council. It was noted that the External Auditors requirements are that Formal Risk Assessments are carried out at least annually and are minuted.
3.2	Do the minutes record the Council carrying out any annual risk assessments? Play areas/skateparks regularity of checks & documentation?	Sawscapes carry out monthly inspections this includes all skateparks, play areas, the trim trail and the pump track. These inspections include minor repairs and minor maintenance as required. It is noted where repair work is required an inspection report is produced and a quotation is provided for the work to be carried out by the Inspection company which is approved under delegated authority by either the Head Groundsman or Deputy Town Clerk as required. One member of the Grounds team has a play inspection qualification and undertakes daily visual inspections. The annual play inspections are undertaken at various visits during by the Play Inspection Company – the latest being 24th-30th October 2023 All new play spaces undergo a RoSPA post installation inspection.

3.3	Is insurance cover appropriate and adequate? Policy nos. & broker/company? Fidelity Guarantee cover level correct?	Standard local council policy held with Zurich Insurance policy dated 1 April 2024 covering to 31 March 2025. Fidelity Guarantee cover is £1,000,000 and Public Liability is £12m.
3.4	Are internal financial controls documented and reviewed regularly?	This initial risk assessment for financial systems' internal controls was prepared for 2024/25 and is updated annually – last update 19th April 2024 but with a mid term review undertaken 2nd October 2024.
3.5	Compliance is maintained with the Local Government Act 2015 (Transparency Code)	The Town Council has detailed the following on its website to comply with the requirements of the Transparency Code: The is a dedicated area of the website (Council Finance and Transparency Code Compliance) where information is recorded showing: • All payments over £500 paid to creditors and suppliers are recorded in minutes of the Full Council meeting and were up to date as at 5th June 2024 • The Town Council management structure is published on its website • All information relating to the Annual Return Process to the External Auditor is provided for the past 6 years from 2018 to 2024 • Internal Auditor reports are published from 2018 to 2024 • Risk Management reports are detailed to show the action to be taken to mitigate the threat of risks to the Town Council. • A list of all the Town Council Policies as at 1st April 2024. • Budget information is published to provide transparency of the financial management of the Town Council. • Details of procurement for the award of work where quotations or tenders are required has been recorded for goods and services with a net value of over £5000. • The Accountability and Governance Annual Return 2023/2024, and Conclusion of Audit notice from the External Auditor.

		• Agenda of Council and Committee meeting are published three clear days before each meeting • Council and Committee Minutes are published within one month of the meeting.
3.6	Risk Assessments and action plans have been completed to ensure that the Business of Council is continued during the Covid 19 pandemic. A business continuity plan has been produced to ensure that the Council can operate during unexpected or tragic circumstances.	A Covid 19 action plan was presented and approved by the Town Council at their meeting on the 29 April 2020. A covid-19 Risk assessment subsequently prepared and presented to council for approval in July 2020. This Risk Assessment & Action Plan is in abeyance. This has subsequently been reviewed and re-approved at the Town Council meeting on the 28 October 2020 (Minute 122) and 28 April 2021 (Minute 262). A Corporate Strategy was approved on 27 April 2022(Minute ref 337). This is due for review in 2024.
4	**Budgetary Controls**	
4.1	Has the Council prepared an annual budget in support of tis precept? Council minute & date?	The Town Clerk prepares the draft total budget for the Town Council following closedown in October which is prepared and discussed with relevant budget holders to ensure that the budget preparation and bids are accurate through the budget workshop session in December/January. It was last presented to the Full Town Council on 10th January 2024. East Hampshire District Council will be notified of precept requirements within 48 hours of the decision to approve. For 2024/25 the notification was sent on 12th January 2024.
4.2	Is actual expenditure against the budget regularly reported to the Council & minuted?	Budget to actual comparisons are reviewed by officers on a monthly basis and reported to the Full Council monthly. Appropriate action is taken by the Town Council if required.

4.3	Are there any significant and unexplained variances on budget?	A process is in place to carry out budget monitoring and to report significant variations to the Council. Any action required will be assessed by the Town Clerk and approval will be obtained from Full Council for any additional funds required or other action to be taken.
5	**Income Controls**	
5.1	Is income properly recorded and promptly banked?	Income sources from the Sports Pitches, Assembly Rooms, Pavilion, Clubs Rents, Domestic Rents for Dwellings, Allotments, Grant Payments, VAT refunds, Precept payments. Fees and Charges were agreed and approved by Full Council on 3rd April 2024 (Minute 126 refers). A comprehensive list of tenancies held by the Town Council has been reviewed by the Town Clerk to ensure all are appropriate and up to date. It is noted that both Citizens Advice East Hampshire and Foodbank are on statutory periodic leases, following the expiration of contractual tenancies; these remain as are pending their decision as to whether they still intend to move to the new Community Hub, although this has yet to be confirmed by EHDC (signatory to the S106 Agreement). **PWLB Loan May 2019**: The Town Council continue to use the PWLB of £205,000, borrowing term 30 years to pay for the purchase of the freehold property known as the former Bartlett and Butchers shop. Vicarage Hill, Alton for the provision of the community youth facility.

		Town Council Offices: The Assistant to the Clerk will complete a daily taking sheet which summaries the information from cash and cheques received by the Town Council and these are matched to invoices raised by the Town Council and or paid in against income codes in the financial system. Details of cash and cheques will be recorded onto daily takings sheets which will summarise the information. All cash and cheques are retained in the Finance Office safe which is locked and the key held by the Assistant to the Town Clerk. A Sum Up machine is used to process cash payments received in the Town Hall Offices and this is cleared and paid in the bank account through the Post Office on a monthly basis. It is confirmed with the Assistant to the Clerk that all cash received by the Town Council is taken to the Post Office at regular intervals and sent through Girobank to be deposited to the Unity Bank account.
5.2	Does the precept & Government Support Grant recorded in the cashbook agree to the District Councils' notification?	The first half Precept for 2024/25 was paid on 22nd April 2024 for £500,000 to paid direct into Unity Bank Current Account with the second tranche of £351,976.11 paid on 23rd September 2024.
5.3	Are security controls adequate and effective?	Cash received at the Town Council Offices is kept in the safe awaiting banking by the Assistant to the Town Clerk at regular intervals.

6	**Petty Cash Procedures**	
6.1	Is all petty cash spent noted in book /sheets with pro forma &/or voucher to support, esp. those with VAT? Imprest basis used?	The Town Council office holds a £300 cash withdrawal limit for petty cash. A Petty Cash book records the transactions and summarises the individual petty cash vouchers. The petty cash vouchers are numbered and held with receipts to agree the amount of petty cash reimbursed. All Petty cash vouchers are signed and authorised. The Petty Cash is reconciled monthly.
6.2	Is petty cash reported to each Council meeting?	Yes, monthly reports on expenditure prepared for Full Council for approval.

Final draft risk assessment of financial systems and internal controls for Alton Town Council 2024/25 prepared by the Town Clerk and Assistant to the Town Clerk on 19th April 2024 and updated 2nd October 2024

6.3	Is petty cash reimbursement carried out regularly?	See details in paragraph 6.1 and 6.2.
7	**Payroll Controls**	
7.1	Do staff salaries/wages paid agree with those approved by the Council & what is review frequency?	All permanent members of Town Council staff are paid on National Joint Council (NJC) for Local Government pay scales; permanent members of staff will be placed on a scale points within the appropriate Local Council scale banding.
		Any agreed percentage increases are paid in line with NJC Pay Award negotiations. The payroll function is carried out by Livepay who run the payroll on a monthly basis. The Assistant to the Clerk will submit details of the monthly pay information (including timesheet details and adjustments to pay which have been authorised for payment by two councillors by the 10th of each month. This is checked by the Deputy Town Clerk before it is released to the bank for payment.
7.2	Are other expenses to the Clerk/staff reasonable and approved by the Council?	The payment of mileage and reasonable subsistence will be paid where applicable for Town Council business (including training) in line with the NJC Local Government Green Book and these are submitted on claim forms and are not paid through the payroll system. They are authorised by the Town Clerk under delegated authority.
7.3	Have PAYE/NIC/ Pensions been properly operated by Council as an employer? Payment frequencies/method?	The Assistant to the Clerk will make monthly payments to HMRC for PAYE and NI Contributions where appropriate, she will also make payment to the Hampshire Pension Fund for those staff contributing to a Pension. Further deductions will be made for one member of staff paying Union subscriptions. These are then paid separately to those providers on a monthly basis by BACS as part of the monthly payment processing by the Assistant to the Clerk. The Town Council has ensured that the requirements for Pension Auto Enrolment have been considered to allow all eligible staff to “Opt in” to a recognised Pension scheme.

Final draft risk assessment of financial systems and internal controls for Alton Town Council 2024/25 prepared by the Town Clerk and Assistant to the Town Clerk on 19th April 2024 and updated 2nd October 2024

8	**Assets Controls**	
8.1	Does Council keep an asset register of all assets owned incl. serial nos.? Annual physical check noted?	A set of Excel spreadsheets are used showing a variety of asset locations, serial number, cost and date purchased. An overall asset register accompanies these sheets with the insured value of assets noted in separate column on the Asset Register to inform the annual Insurance cover, renewal process.
8.2	Are the Asset/Investments registers up to date, incl. disposals? Note all Investments held with a/c nos.	Yes, the asset register does show all the current asset items and it is clear the last time that the register was last updated. The Asset register was presented and approved by Full Council on 7th February 2024
8.3	Do asset insurance valuations agree with those in the Asset Register?	Yes, Asset Register does currently show any insured values.
9	**Bank Reconciliation**	
9.1	Is there a Bank reconciliation for each account held? Note each A/c with bank/branch & a/c no. If relevant, review Money Market transfers & documentation.	Yes, Unity Bank Current Account Number 20302775. The Town Council also holds accounts with CCLA for deposits and the Property Fund. The funds held in each account are in line with the Town Council investment policy with the current account only holding three months operating budget.

Final draft risk assessment of financial systems and internal controls for Alton Town Council 2024/25 prepared by the Town Clerk and Assistant to the Town Clerk on 19th April 2024 and updated 2nd October 2024

9.2	Are Bank reconciliations conducted on receipt of statements & with what frequency?	The current bank account is reconciled monthly which is sufficient to ensure that the bank account transactions are checked for accuracy.
9.3	Are there any unexplained balancing entries in any reconciliation?	No, there were no unexplained entries recorded in the cash book.
10	**Year-end Procedures**	
10.1	Are Year-end, final accounts prepared on a Receipts and Payments or Income and Expenditure basis?	Final Accounts are prepared on an Income & Expenditure basis.
10.2	Do the accounts agree with the cashbook codings?	Yes, RBS Rialtas Omega Final year-end Trial Balance to confirm that entries made in cashbook are accurate & agree to Bank account. End of year 2023/24 balances confirm that entries made in the cash book are accurate and agree to all bank accounts held by the Town Council.
10.3	Is there an audit trail from underlying financial records to the accounts, for both receipts & payments?	Yes, and audit trail exists for payment vouchers which is stamped with date received/ date paid/ coding/ method of payment with cross-referencing by cheque numbers or BACS number. For receipts a summary analysis spreadsheet is kept monthly which shows the date received/ cash or cheque payment/ the Town Council invoice number. Banking is shown with the Paying In Slip number and banking date.
10.4	Where appropriate, have debtors and creditors been properly recorded? Are the year-end, General and Earmarked reserves held at reasonable levels?	Debtors, creditors & accruals are all accounted for in the Balance Sheet, which denotes general and ear marked reserves held in accordance with the Town Council Reserves Strategy

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Alton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed Yes	Agreed No*	N/A	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes:	No:	N/A: ✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/05/2024

and recorded as minute reference:

139

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [signature]

Clerk Patricia R. Hern

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Section 2 – Accounting Statements 2023/24 for

Alton Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	730,514	1,049,931	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	781,195	826,979	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	891,894	1,099,126	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	494,143	505,927	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	9,411	9,411	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	850,118	872,846	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,049,931	1,587,852	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	1,051,425	1,588,383	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,059,087	3,092,603	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	187,538	182,280	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		N/A		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 01/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

01/05/2024

as recorded in minute reference:

140

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of: Alton Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.
- Question 11a was answered incorrectly by inserting N/a in the No box, whereas it should have been ticked.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature: DocuSigned by: BDO LLP F88E8F3322FA4B1...

Date: 23 August 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Alton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed Yes	Agreed No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A ✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/05/2024

and recorded as minute reference:

139

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [signature]

Clerk Patricia R. Hem

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Section 2 – Accounting Statements 2023/24 for

Alton Town Council

	Year ending 31 March 2023 £	Year ending 31 March 2024 £	Notes and guidance
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1. Balances brought forward	730,514	1,049,931	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	781,195	826,979	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	891,894	1,099,126	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	494,143	505,927	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	9,411	9,411	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	850,118	872,846	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,049,931	1,587,852	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	1,051,425	1,588,383	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	3,059,087	3,092,603	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	187,538	182,280	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		N/A		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 01/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

01/05/2024

as recorded in minute reference:

140

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of **Alton Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review.

- Question 11a was answered incorrectly by inserting N/a in the No box, whereas it should have been ticked.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
F88E8F3322FA4B1...

Date 23 August 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Alton Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

01/05/2024

and recorded as minute reference:

139

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [signature]

Clerk Patricia R. Hem

www.alton.gov.uk

Section 2 – Accounting Statements 2023/24 for

Alton Town Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	730,514	1,049,931	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	781,195	826,979	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	891,894	1,099,126	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	494,143	505,927	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
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10. Total borrowings	187,538	182,280	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		N/A		*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*
11b. Disclosure note re Trust funds (including charitable)			✓	*The figures in the accounting statements above exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date 01/05/2024

I confirm that these Accounting Statements were approved by this authority on this date:

01/05/2024

as recorded in minute reference:

140

Signed by Chair of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2023/24

In respect of | Alton Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit,** it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2023/24

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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(continue on a separate sheet if required)

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To be in line with best practice we recommend that when minuting the appointment of the internal auditor, the council record they have considered the independence of the appointed auditor on an annual basis.

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

BDO LLP - Southampton

External Auditor Signature | DocuSigned by: BDO LLP F88E8F3322FA4B1... | Date | 23 August 2024

IDEAS | PEOPLE | TRUST

INVOICE

Alton Town Council Alton Town Council Town Hall Market Square Alton Alton GU34 1HD United Kingdom	Invoice Number: INV-00574138 Date/Tax Point: 29-Aug-2024 Account Number: 1132436 Project Number: 00428203 Payment Terms: Net 14	**BDO LLP** Basepoint Andersons Road Southampton Hampshire SO14 5FE	tel: +44 020 7486 5888 fax: +44 020 7487 3686 email: finance@bdo.co.uk remittances@bdo.co.uk VAT Reg No. GB 830 8470 32 www.bdo.co.uk

DETAILS

TOTAL AMOUNT DUE	**2,520.00 GBP**

Limited Assurance Review for the year ended 31 March 2024 Fee band £1,000,001-£2,000,000	2,100.00

SUBTOTAL	2,100.00 GBP
VAT 20%	420.00 GBP
TOTAL AMOUNT DUE	**2,520.00 GBP**

If you disagree with, or have queries on, an invoice we request that you notify us in writing within 7 days from the invoice date, after which time we will assume that you have agreed its content. We reserve the right to charge interest on late settled amounts.

WAYS TO PAY YOUR ACCOUNT

Bank Transfer

National Westminster Bank Plc, St James's & Piccadilly
Sort Code: 56-00-03 | Account no: 00065013
IBAN: GB76NWBK56000300065013
SWIFT BIC: NWBKGB2L

Cheque

BDO LLP
Central Finance Team
2 City Place,
Beehive Ring Road,
Gatwick, West Sussex
RH6 0PA

Alton Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for Alton Town Council for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Alton Town Council on application to:	
(a) Mrs Patricia Harris Town Clerk Town Hall Market Street Alton GU34 1HD	(a) Insert the names, position and address of the person to whom local government electors should apply to inspect the AGAR.
(b) Monday to Thursday 9am to 5pm Friday 9am to 4:30pm	(b) Insert the hours during which the inspection rights may be exercised.
3. Copies will be provided to any person on payment of £1 for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs.
(d) Announcement made: Mrs P Harris, Town Clerk	(d) Insert the name and position of person placing the notice.
(e) Date of announcement: 30th August 2024	(e) Insert the date of placing of the notice.

To Alton Town Council

Alton Tennis Club would like to request that Alton Town Council agree an extension of another 35 years as outlined in clause 6 of the current lease.

Our current lease expires in just under 5 years.

The club is a non profit making organisation and is run entirely by volunteers.

The club has steadily grown from 86 members in 2006 to the 234 members today. The membership rates have been purposely set as low as we can and junior membership is heavily subsidised to encourage junior to learn the game. The club also has a pay and play function for those members of the community that do not wish to become members

We have a coach, Will May -Miller who is available for individual or group coaching for all levels and ages.

Court time and coaching can all be booked on line.

The club has 15 teams taking part in 2 leagues over the year and in the last year the Men's A , Men's B and the mixed B team all have been promoted to a higher league.

The club has a wide range of abilities and has open club sessions on 5 days of the week where players can just turn up for a game without booking. The Club prides itself in welcoming people of all abilities

As you will be aware the club is looking to add a Padel court besides the existing tennis courts. The rationale for this is twofold. Firstly the game of Padel is becoming increasingly popular. It is easier to learn than tennis and is popular with young people who may later also take up tennis. Secondly we intend to make the padel court open to non members with a pay and play function as currently exists for the tennis courts, again trying to increase the number of local residents actively playing a sport.

The club has complied with all the conditions in the lease

We hope you will grant us an extension of another 35 years and Club committee members will be available on 9th October to answer any further questions you may have.

Yours truly,

David Eyre-Brook
Welfare Officer
Deputy Chairman Alton Tennis Club

BV315

Dated 9TH JULY. 1994

ALTON TOWN COUNCIL (1)

ALTON TENNIS CLUB (2)

L E A S E

of Land at CHAWTON PARK ROAD
ALTON HAMPSHIRE

SHENTONS
Solicitors
Star Lane House
Staple Gardens
Winchester
Hampshire SO23 9AD

F:\DATA\WP51\SIMON\DOCS\ALTONTC.2\26.5.94\156055

L E A S E dated 9th July 1994

BETWEEN

(1) "The Landlord" **ALTON TOWN COUNCIL** of Town Hall, Market Square, Alton, Hampshire and whoever for the time being owns the interest in the property which gives the right to possession of it when this lease ends.

(2) "The Tenant" **PATRICIA ANN JOHNSON** of 44 Telegraph Lane, Four Marks **GARY CARVER JOHNSON** of 1 Anstey Lane, Alton and **GEOFFREY WESTALL** of 7 Lingfield Close, Alton.

The Tenants are the Trustees of a Members Club known as Alton Tennis Club ("the Club").

1.1 Whenever there is more than one tenant all their obligations can be enforced against all of the tenants jointly and against each individually.

1.2 A reference to an Act of Parliament refers to that Act as it applies at the date of this lease and any later amendment or re-enactment of it.

1.3 "Interest" means a payment at four per cent above the published base rate of Lloyds Bank plc compound on each quarter day and paid both before and after judgment or arbitration award. If another bank succeeds to the business of that bank, the name of the successor is to be substituted for it. If the named bank ceases to trade in other circumstances, the Landlord may nominate any member of the Bankers' Clearing House to take the place of the named bank.

1.4 A right given to the Landlord to enter the property extends to anyone the Landlord authorises to enter, and includes the right to bring workmen and appliances on to the property for the stated purpose.

1.5 Authority given to a person to enter the property after giving notice, extends, if the circumstances justify it, to enter after giving less notice than specified or without giving any notice.

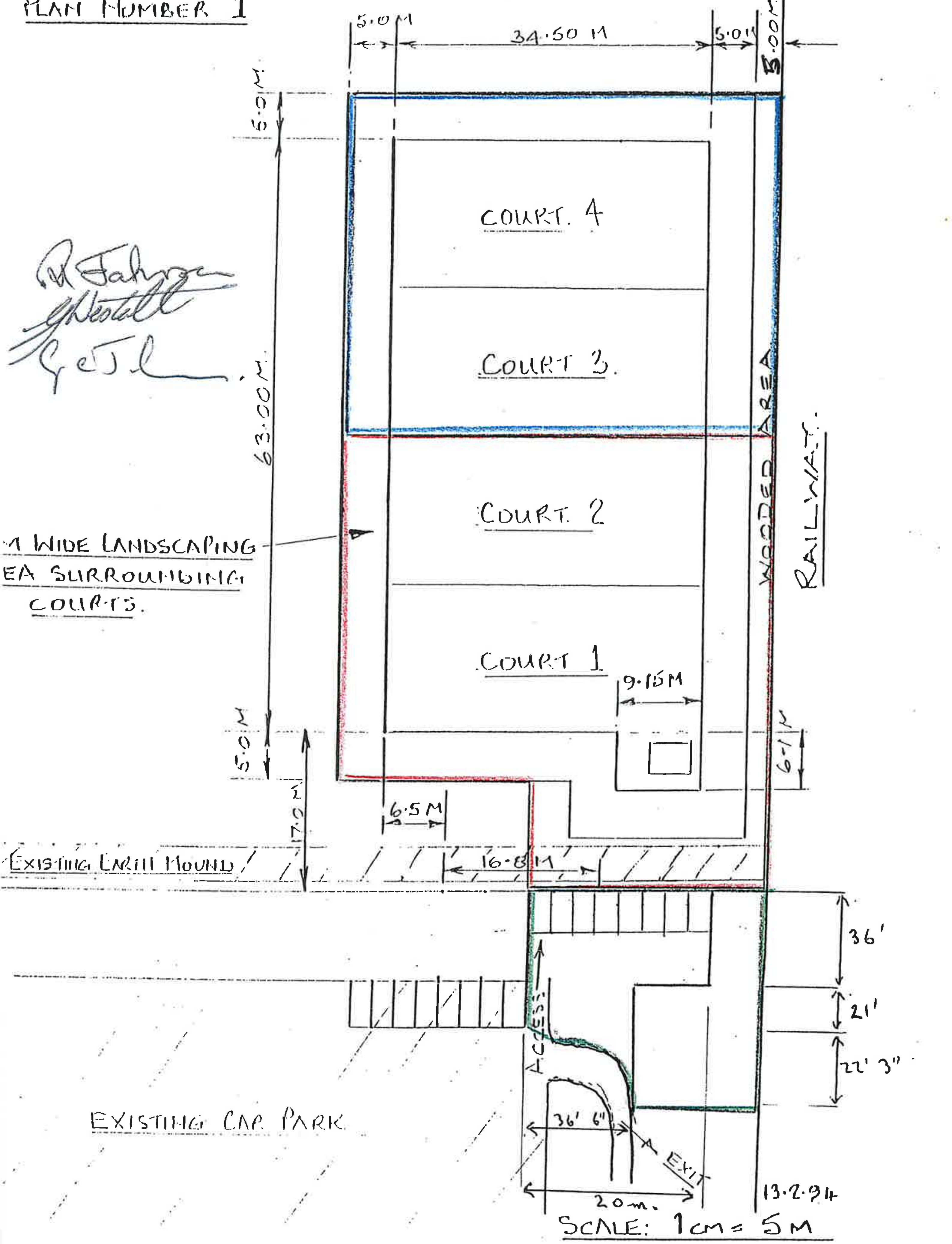
1.6 No obligation to repair extends to rectifying any damage caused by an insured risk (defined below) unless or to the extent that, because of anything done or not done by the person obliged to repair or anyone that person invites or allows to enter the property, the insurers do not pay under the policy.

1.7 Any obligation to pay money refers to a sum exclusive of value added tax ("VAT") and any VAT charged on it is payable in addition.

1.8 Where the Landlord or the Tenant for the time being are two or more individuals the terms "the Landlord" and "the

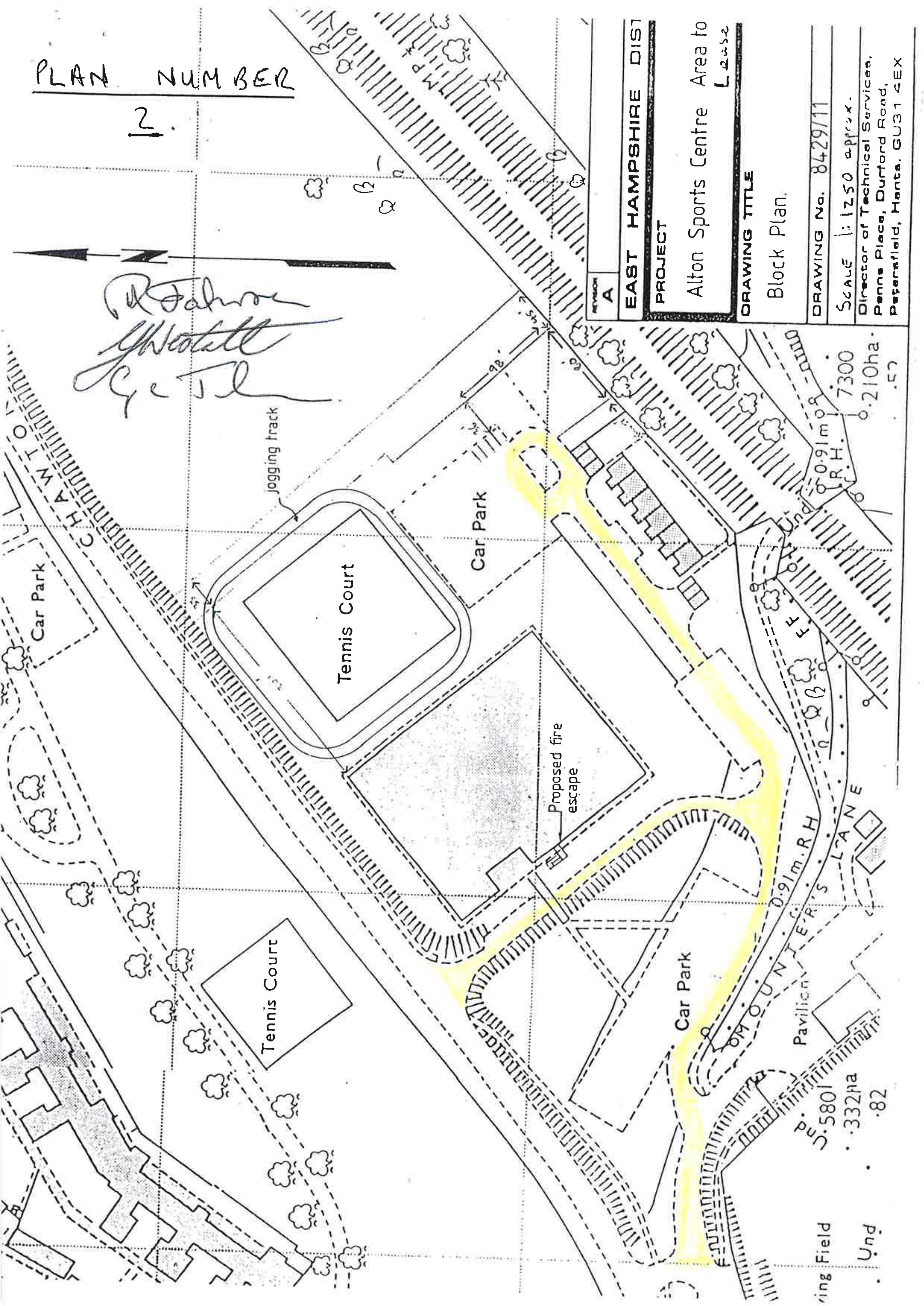
AND PARKING AREA

PLAN NUMBER 1



PLAN NUMBER

2



Tenant" includes the plural number and obligations expressed or implied to be made by or with such party are deemed to be made by or with such individuals jointly and severally.

1.9 Words importing one gender include all other genders and words importing the singular include the plural and vice versa.

2. In exchange for the obligations undertaken by the Tenant:

2.1 The Landlord lets the property described below ("the property") to the Tenant for 35 years starting on 9th JULY 1994. ("lease period") on the Tenant agreeing to pay the rents referred to in clause 2.5 below.

2.2 "The property" is the land at Chawton Park Road, Alton Hampshire for the purposes of identification only edged red blue and green on Plan 1 annexed hereto.

2.3 "Area A" is that part of the property edged red on Plan 1 annexed hereto.

2.4 "Area B" is that part of the property edged blue on Plan 1 annexed hereto.

2.5 The Tenant shall pay £100.00 a year in respect of Area A and a peppercorn in respect of Area B or whatever rent in either case is substituted for it by virtue of clause 5 of this Lease ("rents").

2.6 The property is let with the benefit of the rights mentioned in the Schedule.

2.7 The property is let subject to the right for the Landlord to make available for use by East Hampshire District Council and its successors in title owners and occupiers for the time being of any part of the adjoining land shown coloured pink on Plan B annexed hereto and its and their undertenants and servants and all other persons authorised by it or them up to but not exceeding sixteen car parking spaces on the land shown edged green on Plan 1 annexed hereto.

3. The Tenant agrees with the Landlord:

3.1 To pay the rents in advance on the 9th. JULY ~~day~~ of each year (the first and last payments being proportionate sums if appropriate, the first payment being made on the date of this lease).

3.2 Not to reduce any payment of rent by making any deduction from it or by setting any sum off against it.

3.3 To pay interest on any rent paid more than seven days after it falls due.

3.4 To pay promptly to the authorities to whom they are due all rates taxes and outgoings relating the property, including any which are imposed after the date of this lease (even if of a novel nature).

3.5 To keep any buildings on the property (including any additions after the date of this lease) as well as any fences and surfaces in good repair.

3.6 To allow the Landlord on giving at least seven days notice to enter the property to inspect the state of it.

3.7 To decorate any buildings on the property when specified below, on each occasion using the type of finish used previously, all painting to be with at least two coats of quality paint:

(i) the outside of any such buildings: during every third year of the lease period;

(ii) in addition the whole of such buildings: during the last year of the lease period (however it ends)

On the last occasion the colour of any paint must be approved in advance by the Landlord.

3.8 To allow anyone who reasonably needs access in order to inspect repair or clean neighbouring property or any sewers drains pipes wires or cables serving neighbouring property to enter the property at any reasonable time. The person requiring access must give at least seven days' notice and make good any damage to the property promptly.

3.9 (a) To insure any buildings on the property and all additions to them under a policy which satisfies the conditions set out below.

(b) The conditions with which an insurance policy must comply are:-

(i) the insured persons are the Landlord, the Tenant and any other person whom either reasonably nominates.

(ii) cover is provided against the following risks ("insured risks"), so far as that cover is generally available for the type of buildings on the property fire, lightning, explosion, earthquake, landslip, subsidence, heave, riot, civil commotion, aircraft, serial devices, storm, flood, impact by vehicles and damage by malicious persons and vandals and any other risks which the Landlord from time to time reasonably considers should be covered.

(iii) the sum insured is at least the full rebuilding cost of such buildings, and any additions to them which should be insured, plus an appropriate percentage for professional fees and three years' loss of rent.

(iv) the policy is issued by a reputable insurance office or at Lloyds.

(c) To maintain such public liability and third party insurance in respect of the property for such sum as the Landlord shall from time to time require having regard to the activities carried on by the Tenant on the property with an insurer as specified in sub-clause (b) (iv) of this clause.

3.10 To claim promptly all sums which are or may be payable under any insurance policy arranged by the Tenant as required by this lease, and to use all sums received promptly in repairing or rebuilding any damaged buildings on the property, holding the insurance proceeds in trust for the Landlord and the Tenant until used.

3.11 To show the Landlord on demand the insurance policy covering the property and the receipt for the last premium, or evidence from the insurers of the terms of the policy and that it is in force. This obligation need only be performed once in any year, unless part of the property suffers damage which may result in a claim under the policy. In addition, to give the Landlord a copy of every endorsement varying the terms of the policy.

3.12 Not unless the Landlord gives consent in writing to alter or add to the property nor allow anyone else to do so. This obligation does not restrict any duty to comply with other terms of this lease nor with statutory requirements and does not apply to development which is permitted under a planning permission dated 9.11.93. under reference number F.21068/018.

3.13 (a) To prevent any person from using any part of the property in such a way that he may acquire an indefeasible right to continue that use.

(b) Not to stop up any window on the property.

3.14 Not to insure any part of the property including any addition to it or fixture except as required by this lease.

3.15 To allow the Landlord to enter the property at any reasonable time after giving at least seven days' notice to inspect it and value it for insurance purposes.

3.16 To comply with all the requirements from time to time of the insurers of the property and of the local fire prevention officer in respect of any buildings at any time erected on the property.

3.17 Not to act in a way which will or may result in the insurance of the property being void or voidable, nor to allow anyone else to do so.

3.18 (a) Not to use Area A and Area B or any part of them except for a Sports Club House with tennis courts together with associated social functions and fund raising events, nor to allow anyone else to do so.

(b) Not to use the land edged green on the plan or any part of it except for the parking of private cars.

3.19 Not to allow anyone to reside at the property.

3.20 Not to use the property, or any part of it, for any of the following, nor allow anyone else to do so:

activities which are dangerous, offensive, noxious, noisome, illegal or immoral, or which are or may become a nuisance or annoyance to the Landlord or to the owner or occupier of any neighbouring property.

3.21(a) In this clause:

(i) "the Planning Acts" means the Town and Country Planning Act 1990 and the Planning (Listed

Buildings and Conservation Areas) Act 1990 and the rules regulations and orders made under it or continued which are either made under one of them or are continued by the Planning (Consequential Provisions) Act 1990 by it as they apply from time to time.

(ii) "planning permission" means permission given under the Planning Acts to carry out development.

(b) To comply with the Planning Acts as they affect the property.

(c) Not to carry out any development on the property which requires permission save for that development which is permitted under a planning permission dated 9.11.93. under reference number F.21068/018.

(d) If the Landlord reasonably requires, and at the Landlord's expense to join the Landlord in making representations about any proposed development on the property or neighbouring property.

(e) To allow the Landlord to enter the property to comply with any lawful requirement under the Planning Acts, even if that restricts the enjoyment of the property provided that the Landlord shall comply promptly with any such requirement.

(f) To comply with the landscaping requirements of Planning Consent F21068/018 no later than 31st December 1994.

3.22 (a) To comply with the terms of any Act of Parliament, regulation, licence or registration authorising or regulating how the property is used.

(b) To do everything necessary to obtain, continue and renew any licence or registration required by law for using the property for the use allowed, including paying all fees.

(c) In particular to conduct the business at the property without contravening the Licensing Act 1964.

3.23 If any authority acting under an Act of Parliament requires that the property be altered, added to or modified or that any fixtures or equipment be installed or removed:

(i) to give the Landlord promptly a copy of any notification received to that effect.

(ii) to do the work required.

3.24 To give the Landlord promptly a copy of any notice received concerning the property or any neighbouring property.

3.25 (a) In this clause, "to deal with" means to assign sublet mortgage charge or part with possession of

(b) Unless the Landlord previously approves (and the Landlord is not entitled to withhold approval unreasonably), not to deal with the whole property.

(c) Not to deal with part of the property separately from the rest of it.

3.26 Within one month of every change of ownership of this lease, or of every subletting to give notice of it to the Landlord's solicitors and to pay a reasonable registration fee. At the same time to produce for inspection a copy of any document transferring the ownership or a counterpart of the sublease.

3.27 To allow the Landlord and any person with written authority from the Landlord or the Landlord's agent to enter the property to view it as or for a prospective purchaser, tenant or mortgagee.

3.28 When the lease period ends, to return possession of the property to the Landlord leaving the property in the state in which this lease requires the Tenant to keep it.

3.29 To pay all expenses (including solicitors' and surveyors' fees) which the Landlord incurs in preparing and serving:

(i) a notice under Section 146 of the Law of Property Act, 1925 even if forfeiture is avoided without a court order.

(ii) a schedule of dilapidations recording failure to give up possession of the property in the appropriate state of repair when this lease ends.

3.30 To pay the solicitors' reasonable fees which the Landlord incurs in preparing and granting this lease including expenses and stamp duty charged on the counterpart of this lease.

4. The Landlord agrees with the Tenant that so long as the Tenant does not contravene any term of this lease to allow the Tenant to possess and use the property without interference from the Landlord, anyone who derives title from, or any trustee, for the Landlord.

5. The parties agree:

5.1 The rent in respect of Area B shall be a peppercorn until such time as Area B has been set out and brought into use for tennis courts ("the relevant date") at which time the rent in respect of Area B shall be reviewed to "the market rent" as defined in clause 5.2 (e) below and as if the relevant date were a review date for the purposes of clause 5.2.

5.2 (a) If the Landlord so requires, the rents are reviewed with effect from the 9TH. day of JULY 2003, the 9TH day of JULY 2013 and the 9TH day of JULY. 2023.

(b) To exercise the option to review the basic rent, the Landlord shall give notice ("review notice") to the Tenant no more than six months before the review date.

(c) If the amount of the rents payable from the review date ("new basic rent") is not agreed within three months after the review notice was given it may be referred to arbitration.

(d) The new rents are the higher of: either the rents payable immediately before the review date, or the market rent.

(e) In this clause "the market rent" means the rent likely to be paid for the property in the open market by a willing tenant to a willing landlord, on the assumption that:

(i) the property is let on the review date for a period equal to when then remains of the lease period (but taking into account the likelihood of the Tenant being entitled to a new tenancy of the property when this lease ends).

(ii) it is let on the same terms as are in this lease, except the amount of the basic rent and any obligations which are completely performed before the review date.

(iii) it is vacant and ready for immediate use for the use allowed but disregarding any development carried out by the Tenant which involves the construction of tennis courts and any associated building or buildings including but not limited to a clubhouse/pavilion.

(iv) all the terms and conditions of this lease which should have been performed have been duly performed.

(v) all matters which would have been disregarded under the Landlord and Tenant Act 1954 Section 34(1)(a) and (b) inclusive had the Tenant been applying for a new lease and the buildings now erected on the property are disregarded.

(f) Until the new rents are agreed or decided, the Tenant must continue to pay the rents at the rate applicable immediately before the review date ("former rents").

(g) Any balance of the new rents over the former rents for the period from the review date must be paid with interest on the first day for payment of rent after the new rents are agreed or decided.

5.3 The Landlord is entitled to forfeit this lease by entering any part of the property whenever the Tenant:

(i) is twenty one days late in paying any rent, even if it was not formally demanded.

(ii) has not complied with any obligation in this lease.

(iii) when one or more individuals is, are, or one is, adjudicated bankrupt or an interim receiver is appointed of the property of the Tenant, Tenants or one of them.

(iv) when a company: it or one of them goes into liquidation, unless that is solely for the purpose of amalgamation or reconstruction when solvent, an administrative receiver of it is appointed or an administration order is made in respect of it.

The forfeiture of this lease does not cancel any outstanding obligation which the Tenant owes the Landlord.

5.4 During any period (maximum: three years) when all or part of the property cannot be put to its accustomed use because of damage from an insured risk, the basic rent is cancelled or reduced as appropriate, unless or to the extent that the insurers do not pay under the policy because of something done, or not done, by the Tenant. Any dispute whether and how this clause applies is to be referred to arbitration.

5.5 Any disputed matter, including any failure to agree on a new basic rent, referred to arbitration under this lease is to be decided by arbitration under the Arbitration Act 1950 by a single arbitrator appointed by the parties to the dispute. If they do not agree on that appointment, the then President of the Royal Institution of Chartered Surveyors may appoint the arbitrator at the request of any party.

5.6 The rules as to the service of notices in Section 196 of the Law of Property Act 1925 apply to any notice given under this lease.

6.

6.1 If the Tenant given the Landlord written notice before the last six months of the Lease period and at that time no rent was due but unpaid and the Tenant had substantially complied with all the other obligations in this Lease, the Tenant is entitled to a new Lease.

6.2 The new Lease will:-

(a) be for 35 years starting on the day after the end of the Lease period.

(b) be on the same terms as this Lease except as follows:-

(i) there is no right to claim a further new Lease and this clause 6 is omitted.

(ii) in clause 5.2(a) of the new Lease for the years 2003 and 2013 and 2023 shall be substituted 2038, 2048 and 2058.

(iii) the initial rent under such new Lease shall be the market rent for the property at that date determined as set out in clause 5.2(d) and (e) of this Lease.

6.3 The Tenant must execute a Counterpart of the new Lease.

IN WITNESS whereof the Landlord has set its Common Seal and the Tenants have set their hands the day and year above written.

THE SCHEDULE

Rights Granted with the Property

1. A right of way for members of the Club and all persons expressly or by implication authorised by them (in common with the Landlord and all other persons having a like right) at all times with or without vehicles to pass and repass over the accessway or accessways coloured yellow on Plan 2 annexed hereto in order to obtain access to the property to and from the public highway for all purposes connected with the use and enjoyment of the property (but not otherwise).

2. Rights to the free passage and running of water, gas and electricity, telephone, sewage and other services or supplies to and from the property in and through the sewers, drains, pipes, wires and cables over the Landlord's adjoining property that now or within the period of eighty years from the date hereof (which said period shall be the perpetuity period applicable hereto) serve the property (in common with the Landlord and all other persons having a like right).

3. The right to construct and to maintain in or under or over the Landlord's adjoining property at any time during the lease period any pipes, sewers, drains, mains ducts, conduits, gutters, watercourses, wires, cables, channels, flues and all other conducting media ("pipes") for the provision of services or supplies to the property and to connect into any pipes in, under or over the Landlord's adjoining property.

THE COMMON SEAL of **ALTON TOWN COUNCIL** was hereunto affixed in the presence of:-

SIGNED AS A DEED by the above named **PATRICIA ANN JOHNSON** in the presence of:-

P Johnson

SIGNATURE OF WITNESS

NAME OF WITNESS Mr. L. Moss

ADDRESS 29 Beavers Close Alton. Hampshire GU34 2EF

OCCUPATION Property Inspector

SIGNED AS A DEED by the above named **GARY CARVER JOHNSON** in the presence of:-

SIGNATURE OF WITNESS

NAME OF WITNESS Mr. L. Moss

ADDRESS 29 BEAVERS CLOSE
ALTON
HAMPSHIRE GU34 2EF

OCCUPATION PROPERTY INSPECTOR.

SIGNED AS A DEED by the above named **GEOFFREY WESTALL** in the presence of:-

SIGNATURE OF WITNESS M. F. Moss.

NAME OF WITNESS M. F. Moss

ADDRESS 29 BEAVERS CLOSE.
ALTON
HAMPSHIRE GU34 2E

OCCUPATION SECRETARY

Alton Town Council - Draft Response

to the Government Consultation on the Proposed reforms to the National Planning Policy Framework (NPPF) and other changes to the planning system (July-September 2024)

Alton Town Council, in principle supports the Government's commitment to increase the housing supply to meet the needs of a growing population. As part of its commitment to ensure that housing is built in the right places and is supported by a Housing Needs Analysis it is ready to play its part through its Alton Neighbourhood Plan.

However, Alton Town Council falls under the East Hampshire District Council local planning authority which comes with its own issues in that a significant area some 57% of the District is made up of the South Downs National Park (with its own planning authority) leaving a mere 43% of the district having to take up the strain of what was originally a large proportion of the housing target for the District which is completely unfair and untenable. The way that housing numbers were calculated before the Government increase, was disproportionately distributed for East Hampshire given the aforementioned factor concerning the South Down National Park. The housing number under the new government scheme is predicted to see the EHDC housing number increase to 1074 homes a year, a hefty circa 87% increase in the number of homes that it is required to supply. The proposed changes also include a restoration of the 5% buffer on top of a five-year land supply (this was abolished in by the changes to the NPPF was done in December 2023. In practice this would mean that the District Council would need to demonstrate in excess of a five-year supply of land to avoid the "tilted balance" being engaged for decision making on planning applications. This alone coupled with the requirement for the EHDC to work closely with the National Park Authority (and other neighbouring planning authorities) to determine how best to accommodate any unmet housing needs is, in the opinion of Alton Town Council unsustainable as well as being totally unfair and unjust.

Whilst the District Council is progressing its current Local Plan this has already met with significant opposition from residents given the standard methodology employed to determine where housing goes and in what numbers. The latest increase in the numbers expected to be delivered in East Hampshire has again met with robust opposition from the residents of Alton, although at the time of writing, the exact number has not been confirmed. However, it is understood that with Alton being the only Tier 1 Settlement in the District, the number required of Alton will rise substantially. As such, the residents of Alton are extremely concerned, and it is not nimbyism – it is a straightforward objection to the way that numbers are being calculated using the standard methodology whereby no allowance is being made of the percentage of the district which has restricted development due to its National Park status. Currently as at Reg 18 of the EHDC Local Plan there is no constructive infrastructure program in place and the potential impact that such an increase in numbers will have on the health and wellbeing of not only the current population but also the anticipated growth that would come from indiscriminate raising of the requirement to build in the open countryside.

There is also no sense in the application of the "buffer".

Whilst Alton Town Council understands and appreciates the various challenges and requests to Government on the standard methodology in place for calculating local housing need, it is in direct contrast with a bottom-up approach adopted by Alton Town Council in putting together its Neighbourhood Plan. The approach adopted looks at what the Town can absorb within the space that it has available within its settlement boundary. We believe that the proposed changes to the standard method for calculating local housing ***need*** will greatly undermine the 'plan-led' planning system within England.

It appears that successive governments pay no attention to rural communities that have added complexities if their areas are contained within a National Park and in this case, the South Down National Park, which has its own local planning authority covering, as we have already advised, some 57% of the District. What is proposed in just raising the numbers game does nothing for integration of new and existing communities within the boundary of Alton and provides no level of comfort in terms of sustainability as no account is being taken of the land available, the infrastructure required to support an increase in residents and the pressures that will be placed on schools, hospitals and doctors surgeries.

There is no disguising the not insignificant increase in housing numbers across the district of East Hampshire and will unnecessarily impact on the plan led approach and play into the hand of unsustainable speculative development in the wrong places without any consideration of the infrastructure required to support communities with well thought out development. Such ill thought through demands placed on communities will, without doubt destroy the essential rural character of Alton and the irreversible harm that will be done to the town is immeasurable and Alton Town Council cannot sit idly by and not defend the natural beauty of what is a hamlet nestled in the hills of its surroundings.

As a Town Council and not a planning authority, it will not be answering all of the questions within the Consultation, but where appropriate it will comment further or state that it full supports the opinion of its LPA:

Question 1: Do you agree that we should reverse the December 2023 changes made to paragraph 61?

Alton Town Council supports the comments of the LPA and does not agree with the proposed amendments to paragraph 61 as it does not take into account that the SDNP accounts for 57% of the EHDC total area and paragraph 61 and the associated Planning Practice Guidance (PPG) should set out this situation as an exceptional circumstance.

Question 2: Do you agree that we should remove reference to the use of alternative approaches to assessing housing need in paragraph 61 and the glossary of the NPPF?

No and in fact, there should be further clarification to the wording so that alternative approaches can be used and in what circumstances – clearly outline those circumstances so that planning authorities can have a level of surety as to when and why it can be used. Instead of providing uncertainty it is incumbent upon the government to ensure clarity so that there can be no ambiguity or misunderstanding as to when exceptional circumstances are appropriate.

Alton Town Council is prepared to take a “fair” number, but is should not be adversely impacted due to the unfairness of a government imposed methodology and whilst it acknowledges the requirement to supply the appropriate housing development which meets the requirements of a housing need assessment, that does not mean that it should pick up the remnants of an ill thought through miscalculation that places an unfair burden on its infrastructure.

Further clarity is required not a removal of an approach.

Question 3: Do you agree that we should reverse the December 2023 changes made on the urban uplift by deleting paragraph 62?

Although Alton Town Council is not a LPA, it is impacted by the arbitrary “lift” and this should be removed as it makes not sense at all to keep it in

Question 4: Do you agree that we should reverse the December 2023 changes made on character and density and delete paragraph 130?

Alton Town Council supports the comments of East Hampshire District Council with the following added comment:

Alton prides itself in that its current Neighbourhood Plan has provision for good design and carefully looks at density given the area covered by the town. Whilst the Town Council has to rely on its District Council to uphold the Policies contained within its current Neighbourhood Plan, it believes that careful consideration of the character and residential environs, as well as its environment green infrastructure is an essential consideration with all development which is permitted within the town's boundary. Alton does enjoy good public transport within the town it is still considered essential that in trying to remove residents reliance on the car, safe and useful sustainable transport links are preserved as is the encouraging of safe cycleways/path networks to interconnect the town is a requirement and must be preserved in the way that planning applications are evaluated and safeguarded the integrity of the neighbourhoods essential character.

Health & Wellbeing is also an essential characteristic of the town and must be preserved at all costs so that an healthy active lifestyle underpins the thriving economy which is required.

Question 5: Do you agree that the focus of design codes should move towards supporting spatial visions in local plans and areas that provide the greatest opportunities for change such as greater density, in particular the development of large new communities?

Yes, and this has formed the essence of its Neighbourhood Plan, the third iteration which is currently underway. High standards for urban design must be ensured

Question 6: Do you agree that the presumption in favour of sustainable development should be amended as proposed?

Alton Town Council concurs with the comments of its LPA in that the amendments to footnote 9 are insufficient and will have the effect of undermining the potential for a plan-led form of development in districts such as East Hampshire, where the new standard method for assessing housing needs would dramatically increase a LPA's housing requirements. This is because the requirement to demonstrate a five-year supply of housing land on deliverable sites remains, making it less likely that relevant policies for the supply of land would be considered 'up to date' for very long, if at all. To illustrate this, it is worth considering East Hampshire as a case study.

Assuming the new outcomes to the revised standard method as a housing requirement for East Hampshire, a supply of land for housing equivalent to (5 x 1,074) x 1.05 = c.5,639 dwellings would be required to provide a five-year supply of housing land plus a five percent buffer. Based on historic information held by EHDC, there has never been supply to meet the proposed requirements over a five-year period. On average since 2008, land equivalent to 2,831 new dwellings has been considered available over a five-year period, with a maximum five-year supply of land for 4,269 new dwellings being available following the adoption of the Part 2 Local Plan in April 2016. This five-year land supply decreased to the long-term average after three years because the supply was built out. It should also be noted that the majority of past calculations around land supply predated (introduced in 2018) the definition of what a 'deliverable' site entails, further illustrating that it is extremely unlikely places like East Hampshire will ever have sufficient supply and the presumption in favour of sustainable development will always be engaged.

It is clear that the Government wishes to substantially increase house building to fulfil its manifesto commitments, but EHDC also notes that the text of the consultation reaffirms the Government's vision of a plan-led system of development (see paragraphs 2 and 20 of the consultation text). The imposition of an unprecedented five-year requirement is likely to mean that even when a new plan is adopted in East Hampshire, its provisions for housing supply would become out of date before the end of a five-year local plan review period, quickly leading to a situation of unplanned development through speculative planning applications for new housing. This is because, taking account of the Government's proposals for planning reform, the decision-making and development processes are unlikely to rapidly increase in a manner commensurate to the housing requirements in East Hampshire. To remedy this, it is suggested that either the proposals for a revised standard method are revised to limit the size of any uplift in estimated housing need; or that footnote 9 is revised so that where a local plan has been adopted within the last five years, there would be no requirement to demonstrate a five-year supply of deliverable housing sites in order to demonstrate that its policies are 'up to date'.

Question 7: Do you agree that all local planning authorities should be required to continually demonstrate 5 years of specific, deliverable sites for decision making purposes, regardless of plan status?

Alton Town Council supports the LPA in their response to this question.

Such an approach, combined with the outputs of the proposed standard method for determining local housing need will have a detrimental impact on having a genuine 'plan-led' planning system. See answer to question 6 for an illustration of this.

A similar approach to local plans should be made that is currently the case for neighbourhood plans, with a protected period of five-years from land supply considerations.

Question 8: Do you agree with our proposal to remove wording on national planning guidance in paragraph 77 of the current NPPF?

This is a question for LPAs to respond to.

Question 9: Do you agree that all local planning authorities should be required to add a 5% buffer to their 5-year housing land supply calculations?

Given the direct impact across the District, but in particular how it would be applied to Alton, Alton Town Council would wish the buffer to be removed entirely given the unfair burden it would place on a Tier 1 settlement within the District. Its removal is considered to be an abolsute requirement.

Question 10: If yes, do you agree that 5% is an appropriate buffer, or should it be a different figure?

Not applicable given the response to Question 9

Question 11: Do you agree with the removal of policy on Annual Position Statements?

No comment but would endorse the response made by EHDC.

Question 12: Do you agree that the NPPF should be amended to further support effective co-operation on cross boundary and strategic planning matters?

Alton Town Council supports the view of its planning authority EHDC.

Question 13: Should the tests of soundness be amended to better assess the soundness of strategic scale plans or proposals?

No. The tests of soundness are sufficiently encompassing.

Question 14: Do you have any other suggestions relating to the proposals in this chapter?

None

Question 15: Do you agree that Planning Practice Guidance should be amended to specify that the appropriate baseline for the standard method is housing stock rather than the latest household projections?

Alton Town Council agrees with its LPA in that housing stock is a more suitable baseline for the standard method when compared to volatile and unpredictable housing projections. However, it repeats its comment regarding the imposition of the standard methodoly without consideration of the exceptional circumstances.

Question 16: Do you agree that using the workplace-based median house price to median earnings ratio, averaged over the most recent 3-year period for which data is available to adjust the standard method's baseline, is appropriate?

Alton Town Council agrees with the LPA and supports averaging affordability over a three-year period rather than one year as being a welcome change to the standard method. Such an approach is likely to reduce the volatility of the data, limiting annual fluctuations in housing numbers and giving more certainty to LPAs when producing local plans.

Question 17: Do you agree that affordability is given an appropriate weighting within the proposed standard method?

Alton Town Council concurs with the LPA comments.

Question 18: Do you consider the standard method should factor in evidence on rental affordability? If so, do you have any suggestions for how this could be incorporated into the model?

Alton Town Council does not consider that affordability should be addressed by increasing housing numbers and building more homes.

Based on the 2021 census only 62.3% of households in England own their home outright or with a mortgage. The remainder either are social rent, private rent or live rent free. Whilst home ownership is higher in East Hampshire (74.4%), there are still a large number of people who are renting their home. It is therefore important that rental affordability is given due consideration when calculating local housing need.

Question 19: Do you have any additional comments on the proposed method for assessing housing needs?

Alton Town Council has no further comment.

Question 20: Do you agree that we should make the proposed change set out in paragraph 124c, as a first step towards brownfield passports?

Yes absolutely as this makes clear that brownfield land within settlements is suitable in principle for redevelopment.

Question 21: Do you agree with the proposed change to paragraph 154g of the current NPPF to better support the development of PDL in the Green Belt

Alton Town Council has no comment to make.

Question 22: Do you have any views on expanding the definition of PDL, while ensuring that the development and maintenance of glasshouses for horticultural production is maintained?

Alton Town Council would wish to see development as described maintained but with condition that it could not be converted.

Question 23: Do you agree with our proposed definition of grey belt land? If not, what changes would you recommend?

Alton Town Council concurs with EHDC which would welcome this change to Green Belt policy, particularly the changes which relate to decision making as well as Local Plan preparation. Only with the threat of development gaining permission through the decision-making process due to lack of supply will Green Belt authorities take seriously the need to update local plans and relook at Green Belt land. It isn't acceptable for Surrey Green Belt authorities to ask for Hampshire countryside to be used to meet their housing needs if they have not explored fully the possible options for development of 'Grey Belt' land.

Question 24: Are any additional measures needed to ensure that high performing Green Belt land is not degraded to meet grey belt criteria?

Please note response to Q23.

Question 25: Do you agree that additional guidance to assist in identifying land which makes a limited contribution of Green Belt purposes would be helpful? If so, is this best contained in the NPPF itself or in planning practice guidance?

Please note response to Q23.

Question 26: Do you have any views on whether our proposed guidance sets out appropriate considerations for determining whether land makes a limited contribution to Green Belt purposes?

Please note response to Q23.

Question 27: Do you have any views on the role that Local Nature Recovery Strategies could play in identifying areas of Green Belt which can be enhanced?

One of the purposes of Green Belt is to assist in safeguarding the countryside from encroachment. Local Nature Recovery Strategies are about how and where to recover nature and improving the wider environment. Identifying areas of Green Belt which overlap areas highlighted in the LNRS will add further protection and safeguards from development.

Question 29: Do you agree with our proposal to make clear that the release of land should not fundamentally undermine the function of the Green Belt across the area of the plan as a whole?

Alton Town Council supports the response of East Hampshire District Council on this question.

Question 30: Do you agree with our approach to allowing development on Green Belt land through decision making? If not, what changes would you recommend?

Yes. Only enabling the prospect of development on Green Belt through decision making will push Green Belt authorities to progress a Local Plan quickly and meet their housing needs. Otherwise, there is no real push to do so.

Question 31: Do you have any comments on our proposals to allow the release of grey belt land to meet commercial and other development needs through plan-making and decision-making, including the triggers for release?

Alton Town Council's strategy is to ensure it supports a vibrant community which is more than housing development. It is an important consideration when looking at housing development that focus is also placed on looking at and developing the important areas associated with strategies that help reduce travel, access to jobs, education and healthcare needs that needs to underpin any to new housing development.

Question 32: Do you have views on whether the approach to the release of Green Belt through plan and decision-making should apply to traveller sites, including the sequential test for land release and the definition of PDL?

Alton Town Council supports the wide view of its LPA

Question 33: Do you have views on how the assessment of need for traveller sites should be approached, in order to determine whether a local planning authority should undertake a Green Belt review?

There is a requirement for a complete overhaul in respect of Traveller accommodation.

Question 34: Do you agree with our proposed approach to the affordable housing tenure mix?

Whilst it appears that this question relates to Green Belt land that is being allocated for housing and there are no Green Belt designations in East Hampshire, we agree with the proposed approach that it should be for the LA to determine the tenure split of affordable housing.

Question 35: Should the 50 per cent target apply to all Green Belt areas (including previously developed land in the Green Belt), or should the Government or local planning authorities be able to set lower targets in low land value areas?

There is no Green Belt in East Hampshire.

Question 36: Do you agree with the proposed approach to securing benefits for nature and public access to green space where Green Belt release occurs?

There is no Green Belt in East Hampshire.

Question 37: Do you agree that Government should set indicative benchmark land values for land released from or developed in the Green Belt, to inform local planning authority policy development?

There is no Green Belt in East Hampshire.

Question 39: To support the delivery of the golden rules, the Government is exploring a reduction in the scope of viability negotiation by setting out that such negotiation should not occur when land will transact above the benchmark land value. Do you have any views on this approach?

There is no Green Belt in East Hampshire.

Question 40: It is proposed that where development is policy compliant, additional contributions for affordable housing should not be sought. Do you have any views on this approach?

This is for comment by the LPA who state that it agrees that no additional contributions for affordable housing should be sought where development is policy compliant. However, EHDC questions whether exemptions should be made to this for authorities that have a proven high unmet need of affordable housing.

Question 41: Do you agree that where viability negotiations do occur, and contributions below the level set in policy are agreed, development should be subject to late-stage viability reviews, to assess whether further contributions are required? What support would local planning authorities require to use these effectively?

No comment but concurs with those comments submitted by East Hampshire District Council

Question 42: Do you have a view on how golden rules might apply to non-residential development, including commercial development, travellers sites and types of development already considered 'not inappropriate' in the Green Belt?

A golden rule for Traveller sites should be that the pitches are for those specifically being identified as in need in the GTAA.

Question 43: Do you have a view on whether the golden rules should apply only to 'new' Green Belt release, which occurs following these changes to the NPPF? Are there other transitional arrangements we should consider, including, for example, draft plans at the regulation 19 stage?

No comment

Question 44: Do you have any comments on the proposed wording for the NPPF (Annex 4)?

No comment

Question 45: Do you have any comments on the proposed approach set out in paragraphs 31 and 32?

None

Question 46: Do you have any other suggestions relating to the proposals in this chapter?

No.

Question 47: Do you agree with setting the expectation that local planning authorities should consider the particular needs of those who require Social Rent when undertaking needs assessments and setting policies on affordable housing requirements?

Yes, Alton Town Council completely agrees that EHDC should undertake a needs assessment to determine the exact level of need for different affordable housing tenures, including Social Rent and should set its own policies in order to address the need within the District.

Question 48: Do you agree with removing the requirement to deliver 10% of housing on major sites as affordable home ownership?

Yes, Alton Town Council would expect the LPA to deliver as a minimum 10% of housing on major sites as affordable home ownership.

Question 49: Do you agree with removing the minimum 25% First Homes requirement?

Alton Town Council agrees with its removal.

Question 50: Do you have any other comments on retaining the option to deliver First Homes, including through exception sites?

Alton Town Council has no comment.

Question 51: Do you agree with introducing a policy to promote developments that have a mix of tenures and types?

Alton Town Council concurs with the comments of EHDC which recognises the benefits of mixed communities and supports this in principle.

Question 52: What would be the most appropriate way to promote high percentage Social Rent/affordable housing developments?

Alton Town Council would wish to see the District Council (LPA) including a policy that ensures "a minimum" number of homes delivered are social/ affordable rent through its Local Plan.

Question 53: What safeguards would be required to ensure that there are not unintended consequences? For example, is there a maximum site size where development of this nature is appropriate?

Alton Town Council would expect its LPA to ensure that it has sufficient safeguards in place through its policies to ensure that there are no unintended consequences. sites are appropriate.

Question 55: Do you agree with the changes proposed to paragraph 63 of the existing NPPF?

No specific objection to this as long as the data is available.

Question 56: Do you agree with these changes?

No comment on these changes.

Question 57: Do you have views on whether the definition of 'affordable housing for rent' in the Framework glossary should be amended? If so, what changes would you recommend?

Alton Town Council has no view.

Question 58: Do you have views on why insufficient small sites are being allocated, and on ways in which the small site policy in the NPPF should be strengthened?

Alton Town Council has no view as many of the small sites which come through in its parish are windfall sites.

Question 59: Do you agree with the proposals to retain references to well-designed buildings and places, but remove references to 'beauty' and 'beautiful' and to amend paragraph 138 of the existing Framework?

Yes.

Question 60: Do you agree with proposed changes to policy for upwards extensions?

No, it is for Alton Town Council to influence developers with its local design policies under its Neighbourhood Plan – this also applies to landscape which plays a crucial part in developments to ensure visibility, prominence and perceived significance and expects the LPA to uphold these policies when determining planning applications. Height is a major consideration in placement of development design.

No.

Question 62: Do you agree with the changes proposed to paragraphs 86 b) and 87 of the existing NPPF?

No comment

Question 63: Are there other sectors you think need particular support via these changes? What are they and why?
No comment

Question 64: Would you support the prescription of data centres, gigafactories, and/or laboratories as types of business and commercial development which could be capable (on request) of being directed into the NSIP consenting regime?

Alton Town Council has no comment.

Question 65: If the direction power is extended to these developments, should it be limited by scale, and what would be an appropriate scale if so?

Alton Town Council has no comment,

Question 66: Do you have any other suggestions relating to the proposals in this chapter?

No

Question 67: Do you agree with the changes proposed to paragraph 100 of the existing NPPF?

Yes, Alton Town Council concurs with the comment of East Hampshire District Council who entirely support this change.

Question 68: Do you agree with the changes proposed to paragraph 99 of the existing NPPF?

Alton Town Council concurs with the views of East Hampshire District Council.

Question 69: Do you agree with the changes proposed to paragraphs 114 and 115 of the existing NPPF?

This is a question for the LPA and as such, Alton Town Council concurs with the comment of its LPA.

Question 70: How could national planning policy better support local authorities in (a) promoting healthy communities and (b) tackling childhood obesity?

One of the significant contributions of the planning system to achieving this aim in East Hampshire has been the allocation of CIL funds to health, education and sport infrastructure, following the adoption of our CIL spending protocol in 2021. To do this, evidence needs to be in place to support those decisions. We have updated our Sports Facilities Strategy and Playing Pitch Strategy 2024, to ensure we know which sporting projects are needed. We also prepare our own Community Facilities Study,

Question 71: Do you have any other suggestions relating to the proposals in this chapter?

No.

Question 72: Do you agree that large onshore wind projects should be reintegrated into the NSIP regime?

Yes. Alton Town Council agrees that in order to meet the challenges of the climate emergency and to continue to decarbonise the generation of electricity in the UK, it is reasonable to include large onshore wind projects within a simplified and expedited decision-making process, as described within the consultation material. Nevertheless, it will be important that this process is designed to ensure that the concerns of local communities are recognised and that local environmental considerations are taken into account.

Question 73: Do you agree with the proposed changes to the NPPF to give greater support to renewable and low carbon energy?

Yes, the proposed changes to paragraphs 160-164 of the NPPF are supported as they increase support for renewable energy development and remove unnecessary text. Alton Town Council in its Climate Change strategy recognises the urgency of the climate crisis and the need to rapidly decarbonise energy generation as part of a pathway to net zero greenhouse gas emissions. For plan-making purposes, it is recognised that identifying areas that are suitable for renewable and low carbon energy generation could assist developers to understand where planning applications are more likely to be acceptable in the context of local environmental constraints. However, it will remain important to recognise that the suitability of areas for renewable and low carbon energy generation can change over time due to emerging evidence, or through new landscape or biodiversity designations.

Question 74: Some habitats, such as those containing peat soils, might be considered unsuitable for renewable energy development due to their role in carbon sequestration. Should there be additional protections for such habitats and/or compensatory mechanisms put in place?

High-quality environmental assessments remain crucial and compensatory mechanisms should be in place if required in some cases.

Question 75: Do you agree that the threshold at which onshore wind projects are deemed to be Nationally Significant and therefore consented under the NSIP regime should be changed from 50 megawatts (MW) to 100MW?

This could lead to more medium-sized onshore wind projects through local planning processes, reduced costs and timelines for these projects and potentially faster deployment of onshore wind capacity.

Question 76: Do you agree that the threshold at which solar projects are deemed to be Nationally Significant and therefore consented under the NSIP regime

should be changed from 50MW to 150MW?

This could lead to more medium-sized solar projects through local planning processes, reduced costs and timelines for these projects and potentially faster deployment of solar capacity.

Question 77: If you think that alternative thresholds should apply to onshore wind and/or solar, what would these be?

No, see answers to questions 75 and 76 above.

Question 78: In what specific, deliverable ways could national planning policy do more to address climate change mitigation and adaptation?

Alton Town Council concurs and supports the opinion that National Planning Policy could do more to address climate change mitigation through the removal and reversal of the Written Ministerial Statement of 13th December 2023 on local energy efficiency standards which essentially removed the ability of planning authorities to reduce the operational emissions from new development that are unregulated by building regulations.

Question 79: What is your view of the current state of technological readiness and availability of tools for accurate carbon accounting in plan-making and planning decisions, and what are the challenges to increasing its use?

Alton Town Council supports the LPA (EHDC) which promotes a 'whole lifecycle' approach to assessing the greenhouse gas emissions associated with new development through its emerging local plan (see Policy CLIM3 of EHDC's Draft Local Plan 2024).

Question 80: Are any changes needed to policy for managing flood risk to improve its effectiveness?

This is for the LPA to comment.

Question 81: Do you have any other comments on actions that can be taken through planning to address climate change?

Alton Town Council concurs with the comments of the LPA
Question 82: Do you agree with removal of this text from the footnote?

Removal could simplify decision-making processes for developments on agricultural land. It could potentially increase opportunities for renewable energy projects on such land, where appropriate provided safeguards for high-quality agricultural land remain.

Question 83: Are there other ways in which we can ensure that development supports and does not compromise food production?

Alton Town Council encourages the inclusion of community gardens for food growing.

Question 84: Do you agree that we should improve the current water infrastructure provisions in the Planning Act 2008, and do you have specific suggestions for how best to do this?

This is a question for the LPA to respond to.

Question 85: Are there other areas of the water infrastructure provisions that could be improved? If so, can you explain what those are, including your proposed changes?

Again see question 84 response.

Question 86: Do you have any other suggestions relating to the proposals in this chapter?

Water Infrastructure provisions should apply to wastewater infrastructure as well as water supply infrastructure.

Question 87: Do you agree that we should replace the existing intervention policy criteria with the revised criteria set out in this consultation?

This is for the LPA to comment

Question 88: Alternatively, would you support us withdrawing the criteria and relying on the existing legal tests to underpin future use of intervention powers?

No comment.

Question 89: Do you agree with the proposal to increase householder application fees to meet cost recovery?

No comment.

Question 90: If no, do you support increasing the fee by a smaller amount (at a level less than full cost recovery) and if so, what should the fee increase be? For example, a 50% increase to the householder fee would increase the application fee from £258 to £387.

N/a

If Yes, please explain in the text box what you consider an appropriate fee increase would be.

N/a

Question 91: If we proceed to increase householder fees to meet cost recovery, we have estimated that to meet cost-recovery, the householder application fee should be increased to £528. Do you agree with this estimate?

No comment

If No, please explain in the text box below and provide evidence to demonstrate what you consider the correct fee should be.

N/a

Question 92: Are there any applications for which the current fee is inadequate? Please explain your reasons and provide evidence on what you consider the correct fee should be.

N/a

Question 93: Are there any application types for which fees are not currently charged but which should require a fee? Please explain your reasons and provide evidence on what you consider the correct fee should be.

N/a

Question 94: Do you consider that each local planning authority should be able to set its own (non-profit making) planning application fee?
Please give your reasons in the text box below.

N/a

Question 95: What would be your preferred model for localisation of planning fees?

N/a

Question 96: Do you consider that planning fees should be increased, beyond cost recovery, for planning applications services, to fund wider planning services?

N/a

Question 97: What wider planning services, if any, other than planning applications (development management) services, do you consider could be paid for by planning fees?

No comment.

Question 98: Do you consider that cost recovery for relevant services provided by local authorities in relation to applications for development consent orders under the Planning Act 2008, payable by applicants, should be introduced?

N/a

Question 99: If yes, please explain any particular issues that the Government may want to consider, in particular which local planning authorities should be able to recover costs and the relevant services which they should be able to recover costs for, and whether host authorities should be able to waive fees where planning performance agreements are made.

N/a

Question 100: What limitations, if any, should be set in regulations or through guidance in relation to local authorities' ability to recover costs?

None, local authorities need to be able to fully recover costs to participate effectively.

Question 101: Please provide any further information on the impacts of full or partial cost recovery are likely to be for local planning authorities and applicants. We would particularly welcome evidence of the costs associated with work undertaken by local authorities in relation to applications for development consent.

No comment.

Question 102: Do you have any other suggestions relating to the proposals in this chapter?

No comment.

Question 103: Do you agree with the proposed transitional arrangements? Are there any alternatives you think we should consider?

Alton Town Council comment: It concurs with the response provided by EHDC.

EHDC notes the reliance on a quantity of 200 homes in para 226a and 227. The figure isn't of significant relevance to EHDC as the difference between the current housing number and proposed far exceeds that, however, we would note that 200 is an arbitrary figure with no reason given for its use.

EHDC has diligently carried our four Reg18 consultations, since 2019. Delays have occurred, mainly due to issues outside of our control such as Covid and changes to Government policy. We have taken a pragmatic approach, consulting early this year o
n a Draft Local Plan which met the proposed housing numbers. The changes being proposed in this consultation in relation to housing numbers will further delay our Local Plan as we need to revisit housing numbers, spatial strategy and sites. There is even the possibility of needing to do further Reg18 consultation – to be determined. As such, if the aim of these changes and transitional arrangements is to push Local Plans ahead more quickly, it is unlikely this will be the overall result.
Instead, it will likely result in more speculative planning applications, planning by appeal and development in less sustainable locations than would be the case if planned through Local Plans. The planning system in the UK is supposed to be plan led, and these proposals undermine that principle.

The consultation material suggests that Government funding would be made available to planning authorities at Regulation 19 stage where unforeseen additional work would be required to make swift progress with plan-making, including the re- opening of consultation with communities. EHDC considers that there will be cases where such assistance would be helpful for authorities that are not yet at the Regulation 19 stage due to previous delays beyond a planning authority's control.

The offer of direct funding should be widened so that authorities such as EHDC can also benefit, rather than being further delayed by the proposed, significant changes to housing requirements.

Question 104: Do you agree with the proposed transitional arrangements?

This question repeats Question 103, which has been answered.

Question 105: Do you have any other suggestions relating to the proposals in this chapter?

None

Question 106: Do you have any views on the impacts of the above proposals for you, or the group or business you represent and on anyone with a relevant protected characteristic? If so, please explain who, which groups, including those with protected characteristics, or which businesses may be impacted and how. Is there anything that could be done to mitigate any impact identified?

N/A