ALTON
Town Council

Telephone (01420) 83986
www.alton.gov.uk
info@alton.gov.uk

Town Clerk: Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

27th February 2025

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 5th March 2025 at** **<u>7.00pm</u>** at the **TOWN HALL, MARKET SQUARE**, when the under mentioned business will be transacted.

Yours faithfully

Patricia M Harris

Pat Harris
Interim Town Clerk

To: All Town Councillors

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

ALTON TOWN COUNCIL – WEDNESDAY 5TH MARCH 2025
THE TOWN HALL, MARKET SQUARE ALTON
AGENDA

1. Apologies for absence

2. Town Mayor's announcements

3. Minutes of the Full Council meeting held on 5th February 2025 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. Kings Pond: To appoint a Task & Finish Group

7. Full Planning Application (EHDC-24-0027-FUL): Site: Land North West of Ackender Wood, Basingstoke Road: Proposal: Residential development of 99 dwellings (Use class C3), access, informal and formal open space, together with associated drainage, utilities and all other associated works following the demolition of existing building.

8. Edgar Hall: Renewal of fence along the north side of Anstey Park (to the rear of Edgar Hall and Energique)

9. Town Council Insurance

10. Legal Agreements:
    (i) Citizens Advice Bureau
    (ii) Alton Gateway – S106 Agreement - transfer of open space
    (iii) Aquiva – renewal of Lease at Windmill Hill – Heads of Terms

11. Calendar of Meetings 2025/2026 for approval

12. Statement of Accounts to 28th February 2025 (**to follow**), Asset Register & Review of Council Assets

13. Event Grant: Dementia Friendly Alton

14. Fees and Charges 2025/2026

15. Landlords Consent: Alton Football Club: variation of consent granted to erect a structure

16. Review of Alton Town Council Policies:
    (i) Events Hiring Terms & Conditions
    (ii) Information available under the Model Publication Scheme

17. Consultations:
    (i) South Downs National Park – Have your say on the Local Plan Review – 8-week consultation opened on 20th January 2025

(ii) Hampshire & Solent Devolution This consultation opened on 17th February and will close on 13th April 2025

18. Exclusion of the Press & Public

Confidential

19. Initial assessment for a 3G/4G pitch in Alton

20. Recruitment – verbal update from the Chair of the Staffing Committee

21. Code of Conduct Complaint

ALTON TOWN COUNCIL
FULL COUNCIL – 5TH MARCH 2025

ITEM 5: CORRESPONDENCE RECEIVED **FOR INFORMATION**

1. Farnborough Noise Group February newsletter received 11th February and circulated to all councillors (a copy of which is included in supplementary papers)

2. E-mail correspondence from John Grace to Councillors Annette Eyre & Nick O'Brien

   Hello Annette Eyre and Nick O'Brien
   As Mayor and Deputy Mayor of ATC I would like to ask you both why it appears that the only representation ATC have currently on the EHDC Planning Committee is solely Graham Hill who is a reserve member. In the past I know Graham Hill, and I believe Steve Hunt, have been full members of this extremely important committee.

   Alton is the largest town in the EHDC area outside of the SDNP. It looks like some 3000 + houses are planned by the EHDC planners, for Alton Town in the emerging EHDC Local plan. This will have a massive effect on our town and the role of the EHDC planning committee will be extremely important in the coming years.

   It would seem clear that we should have more of our Alton Town councillors on this committee. It seems equally clear that if we do not then others will determine the fate of Alton when it comes to future house building, infrastructure, GPs , transport etc. Please would you raise this with your fellow Town Councillors so that we have much better representation on this vitally important committee.

   Best regards
   John Grace

3. Statement from Louise Parker, Chair of the Amery Hill Residents Group who has advised she will be asking a follow up question at the meeting.

   There are three connected issues in the relation to the River Wey and the potential flood risk to the centre of Alton and properties adjacent to the River Wey:

   The immediate issue relates to the regular and emergency clearance of the grill at Cut Pound.
   A regular maintenance clearance service has been provided by East Hampshire District Council (EHDC) for over 20 years, but this was withdrawn in the autumn of 2024. Clearance of the grill is now the responsibility of Hampshire County Council (HCC); however, to date, no details about the service provision have been provided. Any clearance activities are now carried out on an ad hoc basis and also include local residents removing the debris themselves. We urgently require HCC to confirm the County's responsibilities and provide details of both routine and emergency arrangements. Cllr. Joy offered to liaise with the HCC officers; however, to date, we have not had a response to our questions.

   Impact: if the Cut Pound Grill is blocked, then upstream properties are at risk of flooding.

   The short-term issue relates to a proposal by South East Water (SEW) to cease abstraction at their Lasham pumping station.
   We understand that the change in abstraction activities would occur within the next 12 months. The proposal is being considered as a contribution to improving the health of the river. This change would significantly increase the flow in the River Wey. A detailed survey has been carried out and the draft findings were recently presented to local residents and Alton Town Council members. The

report confirms that the recent years of heavy rainfall / storm events have considerably increased the river levels and the modelling of the additional flow resulting from ceasing abstraction would produce a very significant risk of flooding beyond just the riparian owners with properties immediately adjacent to the River Wey. The proposal to cease abstraction needs to be withdrawn.

Impact: if abstraction were to cease, the flood risk within Alton would significantly increase.

The long-term issue relates to the need for a Town Flood Action Plan.
In 2022, HCC published the 'Hampshire Catchment Prioritisation'. This identified the town as an at-risk area in terms of flooding. It recommended that the local councils, both Alton Town Council and EHDC, should set up a working party to draw up a plan of prevention and action to deal with the dangers identified. To date, no action has been taken to implement this and yet we continue to see parts of the town centre flooded after heavy rainfall. The chairman of Amery Hill Residents Association recently raised this matter with Damian Hinds MP who confirmed that HCC was the lead authority for this and was referred to Cllr. Joy who would follow up directly. Damian Hinds referenced that Farringdon was a good example of where a Flood Action Plan had been successfully adopted and arranged for Cllr Mark Kemp-Gee to liaise with Cllr Joy. At the time of writing, there has been no further information.

Impact: with the more frequent storm events, combined with the potential changes to the River Wey, there is a real risk that a significant percentage of the town's population would be affected in an emergency, and we don't currently have a plan in place to mitigate and/or manage such an emergency situation.

ITEM 6: KINGS POND: TO APPOINT A TASK & FINISH GROUP 1 FOR DECISION

At the last Full Council meeting held on 8th January (Minutes 98.1 to 98.5 refer) Councillors Resolved:

- To conduct a technical and financial assessment of the Pond and River option in parallel with the technical and financial assessment of the Dredging option
- To form a Task & Finish Group to take the project forward and adopt the draft Terms of Reference as tabled
- To appoint Councillors Peter Wadman, Don Hammond and Doug Richards to the Task & Finish Group
- To reaffirm that the outcome of the technical and financial assessments of the Dredging and Pond & River options will go to public consultation before any decision is taken to proceed further
- To commit to having a full, engaged and transparent process involving the people of Alton and to maintain regular progress reports and information on the Alton Town Council website

At a subsequent meeting between officers and appointed councillors, a review was undertaken of all the relevant paperwork including the Terms of Reference, Expression of Interest & Governance for the group. (These documents can be found under Supplementary Papers although this has previously been circulated to Councillors.)

A press release was issued on 23rd January to promote the setting up of the Steering Group which provided full details of how residents, representatives of groups and technical organisations could apply to be considered for membership to either the Operational Task & Finish Group or the Community & Stakeholder Finish Group, both of which would operate under the Terms of Reference for the Kings Pond Steering Group 1.

All those who wish to be part of the Task & Finish Group for Kings Pond were requested to complete the Expression of Interest form and submit it by 5.00 p.m. on 14th February, either by using the online form or by picking up a hard copy and handing it into the Town Hall.

Widespread publicity was undertaken including:

- Bus Stop Advertising in 3 bus stops in the town
- Alton Herald (30th January 2025 edition) – full page article "Council wants residents views on the two Kings Pond options"
- Town Council noticeboards (7) - colour A4 posters placed in each which are strategically positioned in the town centre including several car parks
- King's Pond noticeboards – A3 colour posters in all of the noticeboards at Kings Pond where also A5 flyers were placed in the plastic receptacles attached to the noticeboards over a period of 3 weeks
- Public Gardens noticeboards (2) colour A3 posters displayed
- Town centre outlets - A4 colour posters displayed in 25 shops, the library, coffee shops, Alton Station and the Community Centre
- Inclusion in the weekly on line Altonian which is distributed to 578 individual residents; 20 Schools, Nurseries and Colleges (some of whom then attach to their newsletters that are sent to parents). We have around a 73% open rate
- The new group set up for Kings Pond (those who stated that they wished to be kept informed following the Kings Pond engagement sessions) stands at 72. The email incorporating all the details was issued to them which included the expression of interest information. We had an 81% open rate
- QR code scans - 19 scans on the King's Pond posters
- Regular Facebook, Instagram postings have also been undertaken
- Regular announcements on Wey Valley Radio over the 3 weeks of the campaign

A total of 16 responses were received all of which were acknowledged as being received.

Councillor Peter Wadman met with officers on 18th February and undertook an initial review of the applications received from either individual people and or representatives of organisations who had responded to the Expression of Interest which are now before Full Council with recommendations to appoint.

Factors taken into consideration and which informed the recommendations being put before Council were the three pillars of governance as published:

Strategic Oversight: This will be provided by Full Council
Operational: where the emphasis is on preparing and implementing action plans, ensuring co-ordination and facilitation of work as and when needed across partner organisations and timely delivery
Community: primarily this group is a disseminator and sharer of information

Based on the three pillars of governance, it is the recommendation to council that:

Angela Owens, Eric Phillips, Timothy Pinchen, Catherine Ayres, Paul Ebbutt, Ryan Doran & John Quincey be appointed to the technical team and

Terri Quincey, Patrick Swaby, Dr. June Chatfield, Olivia Paynter, James Willis, Jenny Griffiths, Cathy Wilson, Vicky Kuhn & Maggie Hage be invited to sit on the Community & Stakeholder team

Councillors are also asked to note that representation from the Environment Agency, River Wey Trust and EHDC Planning Department will also be invited to join the technical team and attend meetings as and when required to provide expert opinion.

All applicants have been notified that this item will be appearing on the agenda of this meeting.

Should councillors endorse the recommendation before them, it is intended that (i)invitations will be extended to those appointed to the Task & Finish Technical Group to attend an inaugural meeting at which the draft Terms of Reference will be discussed and agreed and dates set for future meetings. (ii) all those appointed to the Community & Stakeholder team will be notified and advised that a separate meeting will be held, the date and time of which is yet to be agreed.

RECOMMENDATION: Councillors are requested to:

1. **Note the extensive publicity afforded to the appointment of a Task & Finish Group**
2. **Endorse the recommendations to appoint:**
   - **(i) the Task & Finish Group Technical Team**
   - **(ii) the Community & Stakeholders team**
   - **(iii) representatives from the Environment Agency, River Wey Trust and EHDC Planning Department to be requested to attend meetings of Task & Finish Group Technical team**

ITEM 7: FULL PLANNING APPLICATION (EHDC-24-0027-FUL) LAND NORTH WEST OF ACKENDER WOOD, BASINGSTOKE ROAD: RESIDENTIAL DEVELOPMENT OF 99 DWELLINGS. FOR DECISION

This planning application falls within the boundary of Beech Parish Council and Alton Town Council is being consulted based on development in a neighbouring parish.

Following a councillor planning training session at a workshop on 26th February in which they went through the application in detail the application was considered sound, but with two possible suggestions:

1. The Design and Access Statement (page 22 refers) states that the development will create a "new gateway development to Alton". In the most recent draft (June 2024) of the revised Alton Neighbourhood Plan, the views across the site towards the town are denoted as "key views" in Figure 27 of the Alton Design Guidance and Codes, along with the following text:

   "Development proposals that impact on key views and gateways [including the gateway at the junction of Basingstoke Road and Pertuis Avenue, alongside the site] into and out of the town, as defined in Figure 27…., must demonstrate how they have responded positively to these views and gateways."

   Thus, any development on the site should have sufficient planting to preserve as far as possible those green key views from Beech, Wyards Farm and the A339 east and south towards Ackender Wood.

2. There should be formal pedestrian access into Ackender Wood from the site, with the use of a kissing gate to prevent motor vehicle access.

RECOMMENDATION: Members are requested to consider its response to the Full Planning Application (EHDC-24-0027-FUL) which is before them.

ITEM 8: RENEWAL OF BOUNDARY FENCE ALONG THE NORTH SIDE OF ANSTEY PARK (TO THE REAR OF EDGAR HALL TO ENERGIQUE)

FOR DECISION

It has recently been brought to the notice of officers that the fence which depicts the boundary line between Alton Town Council land and the former Alton School (which runs at the rear of Edgar Hall to Energique) is in a dilapidated state and requires immediate attention.

On initial investigation and referring to the pertinent details from the Conveyance of land between the Urban District Council of Alton and the Lady of Providence dated 21st December 1945, it is clear that the responsibility of the boundary fences lies with the Council as at the time of the conveyance of land, as the Council at that time "*hereby covenant with the Purchasers to erect and forever maintain a good and substantial fence on the South West side of the said premises for which a consideration of £6,000 pounds"* with the said sum being paid by the Purchasers to the Treasurer of the Council at that time. (Please refer to supplementary papers for further detail.)

Upon further investigation, it is evident that the fence has failed completely along the stretch behind the Cadets building to Energique and that it is showing signs of significant failing to the rear of Edgar Hall and the Cadets building. (Photos below.) Officers have been successful in obtaining quotations from 3 contractors, two of whom are known to the council having both undertaken work on its behalf and the third from one of the contractors currently developing the land at Alton School.

This matter has been referred to the Council as a result of the development of the Alton School site starting and the failed fence has exposed the site to potential trespassers onto the site from the town council's land.

All three contractors approached to provide quotes were asked to price for both anti-climb fencing weld mesh colour green and posts, galvanised and powder coated as well as feather board fence panels with slotted concrete posts and concrete gravel boards and their quotes are before Council for consideration to award. All three have included removal of the old fence and a certain amount of vegetation and it must be noted most of the location is very difficult to access.

RECOMMENDATION: Members are requested to determine the award of the contract and which option of fencing is to be erected

ITEM 9: TOWN COUNCIL INSURANCE **FOR DECISION**

The Council's 3 Year Agreement with Zurich Insurance expires on 31st March 2025. Officers issued an Invitation to Quote to 2 companies: to its current insurer as well as Gallaghers. The market for local government insurance is niche and there are very few companies who can provide the cover required and provide quotes. Up until 11th February, two companies were still confirmed to be able to submit quotes, when without notice Gallaghers withdrew advising that they did not believe that they could offer a competitive quote.

Our existing insurer has been able to provide a very competitive quote and has set out its proposal based on 3 options, summarised as follows and all of which includes insurance Premium Tax:

- Extending the existing arrangement for a further 1 or 2 years £24,501.02
- A brand new 1 year agreement £26,046.89
- A brand new 3-year agreement £24,485.90

As is evident, the new 3-year agreement does come in as the cheapest option and also will keep the underlying rates fixed for the next 3 years save index linking which is applied annually.

Councillors' attention is drawn to the fact that officers in the renewal discussions, talked about the storm and flood exclusion for 5a Vicarage Hill. The insurer has confirmed that for all quotations the exclusion has now been replaced with a Storm and Flood excess of £1,000.

The Council's current premium with its insurers for 24/25, which was previously based on a 3-year deal agreed with effect from 1st April 2022 (Minute ref 250 of 2nd February 2022 refers) was £24,222.23

RECOMMENDATION: Members are requested to approve renewal of the council's insurance policy with its current provider Zurich on a 3-year deal at the price of: £24,485.90 commencing 1st April 2025.

ITEM 10: LEGAL AGREEMENTS FOR DECISION

1. **CITIZENS ADVICE BUREAU – USE OF UNIT 17 AND PARTIAL USE OF UNIT 16**
   At the last Full Council meeting Members were given a verbal update on a request which had been received from CAB requesting a new Lease for a further period of 2 years on Unit 17, as the anticipated move to alternative premises had fallen through, on the same existing terms of in exchange of a peppercorn rent of £1. Subsequently CAB have requested the use of the Community facility in Unit 16 on a formal basis and are seeking exclusive use of this unit on three days a week Monday, Tuesday & Wednesday from 9.00 a.m. – 5.00 p.m. which would leave Unit 16 available for community use from 5.00 p.m. on a Monday, Tuesday and Wednesday and 24 hours use from Thursdays through to Sundays.

   RECOMMENDATION: Members are requested to:

   (i) Formalise the current agreement by way of side letter to the current Lease for the use of Unit 16 based on usage of 3 days a week Monday, Tuesday & Wednesday from 9.00 a.m. to 5.00 p.m. with the unit being cleared down to allow for community use from 6.00 p.m. (No confidential material to be left in Unit 16)
   (ii) confirm its agreement to proceed to issue a new 2 Year Licence as detailed above for Unit 17 (exclusive use) and Unit 16 (exclusive use on a Monday, Tuesday & Wednesday from 9.00 a.m. to 5.00 p.m. each day removing all items) with a break clause at the end of Year 1 for a peppercorn rent of £1 with effect from 1st November 2025

2. **ALTON GATEWAY – TRANSFER OF LAND TO ALTON TOWN COUNCIL**
   Councillors are aware of the impending transfer of open space land with a commuted sum from Highwood Ventures to Alton Town Council at the gateway approach to the Town which has been under construction prior to the transfer. Officers have been engaged in discussions with the developers on matters such as hard standing materials, seating, bins and soft planting; the outcome of which is as per the plans in supplementary papers.

   The developer is looking for a transfer of the land under the S106 Agreement (of which Alton Town Council is not a signatory) but it relies on Definitions therein which states:

"Alton Gateway Commuted Sum"	means the sum of £75,000 (seventy-five thousand pounds) indexed-linked
"Transfer"	means the transfer of the freehold interest in the Gateway Land from the owner of the Gateway Land to Alton Town Council, in the form of transfer attached at Appendix 2 (or otherwise agreed between the Owner and Alton Town Council both acting reasonably but

always in accordance with this Agreement and **“Transferred”** is to be construed accordingly

Equally, subject to the requirements placed on the Council under Appendix 3 of the aforementioned Agreement, (in this case East Hampshire District Council) there are timescales contained therein whereby it is incumbent upon the Council (EHDC) to undertake inspections and issue certificates in accordance with the Agreement. Alton Town Council’s viewpoint is that this should be a straightforward transaction albeit the Clerk has appointed Hampshire Legal Services to act on its behalf to satisfy the requirements for a TP1 Transfer of Land. The current estimate for the index-linked sum as of 19th February 2025 is £78,782.00 which will be reviewed again nearer 9th May proposed transfer date. EHDC are awaiting further contact from the developer to confirm status of the development in order that EHDC officers can attend site confirm that conditions of the S106 Agreement can be discharged with the necessary certificates produced which will allow the transfer of the land to Alton Town Council to go through.

RECOMMENDATION: Members are requested to confirm their agreement to the transfer of the open space land at the Alton Gateway entrance to the town, to Alton Town Council together with a commuted sum of £75,000 index-linked subject to all conditions of the S106 Agreement having been satisfied

3. AQUIVA – RENEWAL OF LEASE AT WINDMILL HILL

Alton Town Council have been in negotiations with Acquiva since towards the end of 2024 for the renewal of the Lease Agreement which lapsed in 2021 and was for a term of 21 years, effective from 1st December 2000. The Lease Agreement is for the fenced off area at the top of the Councils Windmill Hill open space which houses the tall antenna mast together with several other ancillary receivers and a control cabin; all of which are securely located within the locked compound area.

The Code under which Aquiva operates is The Electronics Communication Code which confers “code rights” on a person with Code powers. A code right is a right to:

- install electronic communications apparatus on, under or over the land
- keep installed apparatus, which is on, under or over land
- inspect, maintain, and operate apparatus
- carry out any works on the land to enable apparatus to be installed and maintained
- gain access to land to maintain or operate apparatus
- connect to a power supply
- interfere with or obstruct a means of access to or from the land (whether or not any electronic communications apparatus is on, under or over the land) and
- lop or cut back any tree or other vegetation that could interfere with apparatus.

In connection with these rights, the Code allows persons to whom the Code applies to:

- construct and maintain electronic communications networks and infrastructure (such as ducts, cabinets and poles) on public highways without the need to obtain a street works licence to undertake such works
- construct communications infrastructure which is classified as ‘permitted developments’ under Town and Country Planning legislation (such as certain types of masts, poles and cabinets) without the need to apply for planning permission
- if agreement cannot be reached with the owner or occupier of private land, the Code allows an operator to apply to the Court to impose an agreement which confers the Code right being sought or for the Code right to bind the landowner or occupier; and
- claim compensation from a local authority in circumstances where that local authority has obstructed access to electronic communications apparatus in certain stipulated circumstances

In recent years, the council was receiving a rental of £4,141 per annum paid in advance which was based on an evaluation of the operators who made use of the facility. Negotiations have proved very difficult with an initial offering of a very much lower figure of just over half of that previously enjoyed. However, the Clerk has managed to secure agreement with Aquiva for a much-improved offer:

- Rental of £3,500 per annum payable in advance with the first payment due on signing of the Lease.
- Rent reviews set at 3 yearly intervals during the term and on the anniversary date of the signing
- Legal fees to be paid by Aquiva as agreed at £2,000
- The Lease will be for a 15-year term
- The rental payment of £4,141 received on 1st December 2024 (in advance) to be retained by the Council

RECOMMENDATION: Members are requested to confirm their agreement to enter into a new Lease with Aquiva for the rental of agricultural land at Windmill Hill on the following basis:

- **Rental of £3,500 per annum payable in advance with the first payment due on signing of the Lease.**
- **Rent reviews set at 3 yearly intervals during the term and on the anniversary date of the**
- **Legal fees to be paid by Aquiva as agreed at £2,000**
- **The Lease will be for a 15-year term**
- **The rental payment of £4,141 received on 1st December 2024 (in advance) to be retained by the Council**

ITEM 11: CALENDAR OF MEETINGS 2025-2026 FOR DECISION

Enclosed in Members bundles is the proposed calendar of meetings for the forthcoming municipal year which is based on the previous years iteration with no meetings proposed during August and the monthly cycle of Full Council meetings except for December when this meeting is designated for the Budget workshop.

RECOMMENDATION: Members are requested to approve the calendar of meetings 2025/26

ITEM 12: STATEMENT OF ACCOUNTS TO 28th FEBRUARY 2025 AND REVIEW OF COUNCIL ASSETS REGISTER FOR DECISION

Members are requested to note that the financial papers will be issued, following February month end, on Monday, 3rd March and are requested to scrutinise the accounts and accompanying documents and reports and to submit any questions they may have to the Town Clerk in advance of the meeting.

Balance Sheet as at 28th February 2025

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

The Statutory Income and Expenditure Report for the period 1st – 28th February 2025

Bank Reconciliation Statement as at 28th February 2025

The Bank Reconciliation Statements require 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.

CCLA: Deposit & Property Fund Account Statements

The statements for both the Council's accounts held with CCLA are tabled.

Payments over £500

The report includes all payments over £500, issued between 1st -28th February 2025 in respect of invoices and grant cheques.

Direct Debits

The current list of standing payments authorised on the bank account which includes Direct Debits and Standing Orders is presented to Council for approval.

Asset Register

The Asset Register is required to be reviewed and updated every two years and is presented as tabled having had a review undertaken and updated accordingly. However, the last time the Asset Register was approved was in February 2024, but it is being tabled after one year as instead of the Council relying upon officers spreadsheets to provide information to councillors, the information has been inputted to the Council's approved RBS software system which will ensure that reports are produced which are both current and up-to-date and available upon request with the "press of a button".

RECOMMENDATION: Members are requested to confirm their approval of:

1. **The balance sheet dated 28th February 2025**
2. **The Income and Expenditure account to 28th February 2025**
3. **The bank reconciliations for the Unity Account and the CCLA Deposit & Property Fund Accounts**
4. **The Payments over £500 covering 1st- 28th February 2025**
5. **The standing items on the Bank Account which includes Direct Debits & Standing Orders as at 28th February**
6. **The Asset Register and review of the Council's Assets as at 28th February 2025**

ITEM 13: EVENTS GRANT: DEMENTIA FRIENDLY ALTON FOR DECISION

Tabled is an events grant application from Dementia Friendly Alton to assist in the costs of hosting two events at the Assembly Rooms during the coming year; both events have previously been held in Alton.

RECOMMENDATION: Members are requested to consider the application

ITEM 14 FEES & CHARGES FOR HIRING OF SPORTS FACILITIES 2025/26 SEASON FOR DECISION

Members will be aware that prices for materials have continued to rise steeply over the last year and this has become more and more evident in the maintenance costs of the council's facilities at both Anstey Park and Jubilee Playing Fields. Material costs in respect of the twice yearly weed and feed treatments have increased as have contractor's costs for hedge cutting and spraying of hard standing areas at other council owned open spaces which includes the Public Gardens and the Market Square. Alton Town Council has not been immune to such rises seeing continuing double digit increases in the cost of fertiliser, weed control products, grass & top-dressing seed as well as line marking paint.

Last year the Council raised fees by 3% and has only imposed either minimal increases or kept prices on hold for other charges. However, given that raw material prices for fertilizer and grass seed have continued to rise, as well as contractors operating prices, officers are recommending that the Council should be raising fees by 5% for the 2025/26 season which will help to offset the increases the public purse has had to absorb.

Such proposed increases still leave fees in line with pitch hire fees in the area and Alton Town Council remains competitive. The proposed increases are included in Members bundles.

RECOMMENDATION: Members are requested to endorse an increase of 5% in its pitch hire fees as per the charges table appended to this report.

ITEM 15: ALTON FOOTBALL CLUB: LANDLORDS CONSENT – VARIATION TO CONSENT TO ERECT A STRUCTURE FOR DECISION

Councillors will recall that at the Full Council meeting held on 6th November, councillors granted Landlords Consent to Alton FC for the erection of a steel structure at the football ground (known as The Enclosure in Anstey Park), Minute 87/2024 refers.

However, Alton Football Club have now submitted alternative plans to those which have already gained Landlords Consent from the Town Council stating:

"We've *moved on from the retaining wall idea. Unfortunately, the contractor discovered it was a bigger job than anticipated and bailed out after removing a few posts! In hindsight I think it was a blessing in disguise.*

A better solution that we're now exploring, which will not only solve the problem of the rotten wooden posts, will create a space for wheelchair users to get a better/elevated view of the action on pitch. Essentially, the idea is to replace roughly the middle third of the bank behind the goal (the highest part with the rotten posts) and create stepped hard standing, very similar to what we already have behind the dugout side which remains from before the Enclosure was upgraded in 2016! A new terrace would have ramped access for wheelchair users to get to the highest point and enjoy the football. Although we do have limited wheelchair space within the existing seated stand, it doesn't offer much of (if any) view of the pitch being so low down."

Alton FC have advised that they have "very loosely discussed the idea with a couple of people at Treloar's" (who they are in partnership with and welcome their students to matchdays) and they loved the idea. It is the football club's intention to bring Treloar's into the project in some way to enable it to welcome even more students to being able to come along to watch games.

First-draft drawings of the project are enclosed in supplementary papers and the club is actively seeking to apply for planning permission not only for the previous landlord consented decking canopy, but also to include drawings of this new idea to seek planning permission at the same time.

Alton FC is, therefore, asking for Landlord's Consent for this latest version for the project in addition to that previously granted at the Full Council meeting in November in order to leave their options open.

RECOMMENDATION: Members are requested to consider this further request for Landlord's Consent for an alternative option for this project.

ITEM 16: REVIEW OF ALTON TOWN COUNCIL POLICIES: FOR DECISION

1. Event Hiring Terms & Conditions are brought to Council for approval as tabled. Amendments made are based on best practice of other local councils and with the intention of mitigating risk to the Council in hiring out its open spaces to organisations and local clubs.
2. Information available under the Model Publication Scheme. This publication has been updated to ensure that it is aligned with the latest legislation and for ease of understanding, those areas where an update has been made are highlighted in red.

RECOMMENDATION: Members are requested to approve as tabled without amendment:

1. **The Events Hiring Terms & Conditions Policy**
2. **Information Available Under The Model Publication Scheme**

ITEM 17: CONSULTATIONS: FOR DECISION

1. SOUTH DOWNS NATIONAL PARK – HAVE YOUR SAY ON THE LOCAL PLAN REVIEW – 8 WEEK CONSULTATION OPENING ON 20TH JANUARY FOR DECISION

This consultation was brought to the attention of Councillors at the previous meeting when Councillors were requested to confirm that it intended to provide a response to the South Downs National Park Local Plan review and in particular commenting on the housing numbers proposed therein. The 8-week consultation opened on 20th January and will close Monday 17th March

The proposed response to this consultation is presented in draft form to Council for consideration and to ensure that it represents the view of the Council primarily in respect of the housing/site allocation which it proposes.

Members will be fully cognisant of the recent adverse public opinion in response to its own Alton Neighbourhood Draft Plan in September of last year, as well as the controversy associated with the indicative housing numbers recently published by East Hampshire District Council and the figure quoted for Alton. That being the case, Alton Town Council wished to submit comments to this consultation in view of the low number the SDNP are advocating in the review of their local plan.

RECOMMENDATION: Councillors are requested to confirm its agreement to submit the comments as drafted and tabled in response to the South Downs National Park Local Plan review which focus specifically on the proposed housing numbers.

2. HAMPSHIRE AND THE SOLENT DEVOLUTION CONSULTATION FOR INFORMATION

This consultation opened on 17th February and will close on 13th April 2025.

Background
The consultation seeks views on a proposal to form a Mayoral Combined County Authority for the local government areas of Hampshire, Portsmouth, Southampton and Isle of Wight.

In December 2024, the government published the English Devolution White Paper. This sets out plans to move power out of Westminster and back to local communities, ensuring that every part of England is covered by devolution.

The local authority leaders from councils have since written to government expressing their interest in taking forward devolution within their area through the establishment of a Mayoral Combined County Authority, with the first election for a mayor taking place in May 2026. Before taking a decision on whether to proceed with the making of the necessary legislation, the government is seeking views from interested parties, including those who live and work in the area.

Scope of this consultation
The consultation seeks views, particularly from interested parties, including those who live and work across Hampshire and the Solent, on the effect of establishing a Mayoral Combined County Authority in the area. It includes questions on the proposed geography and how the Combined County Authority will make decisions, together with questions on the effects of working across this geography through a Mayoral Combined County Authority.

Geographical scope
These proposals only have direct effect within the geographical area covered by the local councils listed above.

Why your views matter
Your opinions are valuable to us. We encourage everyone to use this opportunity to share your opinions on the proposal for the establishment of a Mayoral Combined County Authority across this area. Thank you for taking the time to read the consultation document and respond.

Further details and how to respond on line can be found at:

Hampshire and the Solent Devolution Consultation - Ministry of Housing, Communities and Local Government - Citizen Space

ITEM 18: EXCLUSION OF THE PRESS & PUBLIC FOR DECISION

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, in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1, subsection 2, and, as per subsection 3A, where the public are excluded from a meeting of a relevant local government body under subsection (2), the body may also prevent any person from reporting on the meeting using methods-
(a)which can be used without that person's presence at the meeting, and
(b)which enable persons not present at the meeting to see or hear the proceedings at the meeting as it takes place or later.

Farnborough Airport (and wider Aviation) Update

FNG is now the leading group in the UK looking at private jets and a member of UK and international campaign groups such as Stay Grounded and No Airport Expansion. Attached is a document sent to MPs, the Lords and chairs of government bodies last week by the aviation campaign groups. FNG has always tried to engage with the airport and with the FACC but has been blocked at every step. The airport often refuses to answer reasonable questions and seeks to mislead in its quest for increasing private jet flights – the most carbon intensive form of transportation. The airport is content for there to be an information vacuum.

Below are examples of emails between FAL and the FACC (from a Subject Access Request). They demonstrate their refusal to recognise the group and to engage in meaningful discussion. As a result, they do not understand the issues that the public are raising.

- FNG has "… *flooded local parish councils, town councils, borough council and county councils with facts which on the face it make an argument but the facts themselves are misleading at best*".
- "*Colin Shearn, the ex-FNG chair….asked if FAL and NATS would meet to discuss the valid points being raised by the public – they refused*".
- "*Dear Mr Shearn, Due to unprecedented levels of questions from the public over the past 18 months, both in the preparation for Farnborough Aerodrome Consultative Committee meetings and between meeting, Farnborough Airport Limited (FAL) has advised the Farnborough Aerodrome Consultative Committee, going forward, it does not intend to respond to questions channelled through the Farnborough Aerodrome Consultative Committee website and/or Farnborough Aerodrome Consultative Committee email address from members of the public"*.
- "*I agree that we need to head off these questions without spending any time on them at the next meeting especially as Mr Shearn well knows that he will not get an answer to most if not all of them*".

The information vacuum expanded last week with Rachel Reeves' announcement regarding Heathrow airport, so another newsletter seems appropriate. This newsletter's audience is varied with many different concerns so pick the bits of the newsletter that are of interest to you.

1. Labour's proposed expansion of airports and what the public weren't told.
2. Why has Farnborough Airport delayed its expansion planning application?
3. More nails in the coffin of "green" flying.
4. Rushmoor Borough Council's moving goalposts.

1) Labour's proposed expansion of airports and what the public weren't told.

Labour is driving for growth. It is an argument that gains the support of businesses and many people in the UK – why wouldn't it if people think they will be better off? The problem is that we need the "right" growth to avoid a catastrophic impact on our environment, economy and security [1]. Many people who voted Labour in the expectation that it would progress the environmental and emissions reduction agenda are "disappointed" with the government and that is being very polite. It is IMPOSSIBLE for the UK to meet its legally binding commitment to Net Zero by 2050 while expanding

[1] https://actuaries.org.uk/media-release/current-climate-policies-risk-catastrophic-societal-and-economic-impacts/

aviation. The reasons for that are well known and repeated by the government's own advisors and we highlight some of them later. It seems that all the positive steps in greening our energy supply, such as onshore wind and solar (PV) will be consumed by data centres, AI and Bitcoin. And the announcements by Shell, BP and Equinor in the past few days show the oil & gas industry has no intention of using its profits to develop the green energy industries we urgently need[2]. One step forward and two steps back when we need all the green energy we can produce to power cars and electrify heating in homes. Even worse, the government is using public money to fund and subsidise the growth of aviation when half the UK population doesn't fly. Why aren't the people flying paying for the factories that are supposed to be making Sustainable Aviation Fuel (SAF) rather than using £22bn of public money? Why is aviation fuel not taxed?

Nor did Rachel Reeves, in the announcement regarding Heathrow (and other airports) provide a full impact assessment. Expansion of airports requires more flightpaths that are being developed in the DfT's Airspace Modernisation Strategy and that will result in millions of people being under new flightpaths and the existing flightpaths being considerably busier. It will wipe £billions off the value of properties, cause misery and poor health to people and destroy our quiet areas (e.g. National Landscapes) because the plan is to put as many flightpaths as possible over rural areas. Nor does it recognise that increasing flights results in a £30Bn tourism deficit in the UK.

The other elephant in the room is the Supreme Court's decision regarding Environmental Impact Assessments[3]. The case requires oil & gas drilling, as well as airport expansions, to consider the downstream emissions associated with a planning application. Unless the government is going to play some trickery to side-step the court's decision, the emissions from any airport's expansion must be considered – including Farnborough.

Few organisations (other than CPRE and Surrey Hills National Landscape in this area) and most politicians are also not aware of the plans that are about to be dropped on their constituents regarding new flightpaths and holding stacks, primarily over rural land. These have been in development for the past three years with no public engagement.

2) Why has Farnborough Airport delayed its expansion planning application?

Farnborough Airport says the delay in the planning application is because "*It is right that we take the time to ensure that the planning application is responsive and considerate to the feedback that we receive*". Most of the feedback it received has been available for eighteen months. It previously said it needed to consider the report provided by Natural England (harm to protected wildlife caused by Farnborough expansion). But that isn't the real reason because the report was released in November 2024, well before the decision to delay in January 2025. We know what the reason for the delay is. It is one of, or several of, the following:

Political – Labour doesn't want to announce the expansion of a private jet airport just as it announces the expansion of commercial airports. It would be political suicide.

Farnborough in decline – Flight volumes have declined in the past year[4]. There are noticeably fewer flights to the Alps this winter. Requesting expansion when flight volumes are declining is unlikely to gain support.

[2] https://www.bbc.co.uk/news/articles/c30d4ernzqjo
[3] https://supremecourt.uk/cases/press-summary/uksc-2022-0064
[4] https://www.facc.org.uk/wp-content/uploads/2024/12/2024-Nov-Farnborough-Airport-Ltd-Report.pdf

Macquarie – is the business that owned Thames Water and now Southern Water. If there was ever a pariah business, it is Macquarie. The cat is out of the bag regarding its business model to load up debt while paying out huge dividends. Farnborough Airport, under Macquarie's ownership, has increased its debt to £550m and has paid out £55m in dividends and interest (to overseas banks which minimises UK taxes) in its last reported year[5]. If it carries on like this, it is going to run out of money. That is why it needs the expansion to increase flight numbers despite currently only utilising less than 70% of permitted flights – to increase the book value of the business so it can continue to pay dividends. It has nothing to do with "supporting the local economy" long term. Is Macquarie looking to bail out of Farnborough Airport once it has maximised it's potential value, the way it sold its other airports last year?

Local MPs – MPs, who were previously all Conservative in the surrounding constituencies, voiced strong opposition to the proposed expansion. It provided no benefit to their areas, just more noise, emissions & pollution. We've had a general election since and there is no doubt there have been discussions between the new MPs. These are multi-party MPs so the issue has become party-political and the stakes have increased. FNG is noticing much more engagement and requests for information from each party at a local and national level.

3) More nails in the coffin of "green" flying.

The aviation sector, with its massive PR budgets, has been pumping out fanciful ideologies about its efficiency improvements and its green flying. The bottom line is that the number of flights is growing far faster than improvements in aircraft efficiency or any viable solutions to replace fossil fuels.

The Advertising Standards Authority upheld complaints made by FNG against Farnborough Airport and several operators last year. For example, suggesting it was "carbon neutral" when that was only the ground operations responsible for 4% of emissions. The aviation sector is now depending entirely on Sustainable Aviation Fuel (SAF) and carbon capture to reduce its emissions. At some point in the near future the public will see that they are being sold a lemon[6]. SAF produces as much pollution and CO2 as Jet A1 fuel and the carbon capture cycle in SAF is vastly exaggerated and its use will not reduce emissions or pollution in the area.

The government has just announced (in line with Europe) that SAF made from crops is not acceptable as it competes with land for food crops[7]. Only three types of SAF are acceptable. SAF made from:

1) Waste vegetable oil: The problem here is that the volumes available are tiny because you'd need to eat 1,800 portions of chips to fly one way economy from Heathrow to New York[8]. Most used vegetable oil is currently supplied from China and already includes virgin palm oil from Malaysia.
2) Black bin waste: Which sounds good and there is a lot of out there it but it is inefficient to make oil from it and most waste is already committed to incinerators that are still being

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[5] https://www.farnboroughnoise.org/_files/ugd/17001e_24fd79ca821e46af8bb54456060331bd.pdf
[6] https://www.youtube.com/watch?v=XNgmKyw4qfo
[7] https://www.gov.uk/government/publications/about-the-saf-mandate/the-saf-mandate-an-essential-guide#how-much-jet-fuel-from-saf-is-being-used-currently
[8] https://www.aerosociety.com/news/frequent-fryer/

built. Local authorities have to pay millions to get out of contracts to supply waste to the incinerators.

3) Green SAF: Made from capturing CO2 and using green/renewable electricity. While this is zero emissions, there isn't sufficient green electricity to make green SAF. Green electricity is needed by other industries.

The pictures of electric aircraft are just that. The weight of batteries means that until we have a new battery technology that holds 100 times the energy, they aren't viable. And how many people have noticed that electric aircraft have propellors (i.e. slow) rather than jets? Tell Taylor Swift her 1,500 mile flight will be flying at 250mph rather than 450mph and will have to stop for a recharge every 300 miles!

Hydrogen? Wait 20 years before new airframes and engines have been approved and every airport they operate from has a hydrogen manufacturing plant next to it. All a bit late to arrest the worst of climate change……

Then there is the cost, even if the laws of gravity and the laws of supply and demand can be overcome. The cost of SAF will at least triple the cost of a flight and if you add in carbon capture, it will increase the cost by eight times. And we are talking full commercial flights here, not private jets. So, your £35 one-way trip to Prague will costs £250 and I suspect a lot or people will stop flying on short trips. So no need for airport expansion…….

4) Rushmoor Borough Council's moving goalposts

This title is perhaps a little unfair as the now Labour-run council inherited decisions made under a different regime. But the issues remain.

The airport should only operate charter flights for business purposes (i.e. not leisure flights and not scheduled flights). It is possible to buy a seat on a scheduled flight and to book a flight for your dog. It is hard to see how these comply with the airport's licence.

There is confusion and inconsistency between the airport, the CAA and RBC regarding what business flights are. The definition has been changed since the airport was licenced but without any discussion, planning permission or change in legislation. The public are clear regarding the meaning of "Business Flights" and the discrepancy must be resolved because it is critical to the evaluation of the business case for the airport's proposed expansion. It currently claims "economic benefit" from all flights when 40% are empty and only 15% – 30% seem to be for business purposes.

FAL submitted a business case with its expansion planning application. It is unclear how this has been scrutinised. It should have been rejected outright because it is not a business case. A business case needs to consider the disadvantages as well as the advantages and the scrutiny process needs to challenge the claims being made. The business case does not include the costs related to the proposed expansion such as the negative impact on house prices, the harm to human health from additional noise and pollution (especially to children under the flightpaths). Nor does it challenge the claims that flights generate inward investment and growth in the UK. The business case includes all the leisure flights that clearly have no business benefit to UK PLC. In fact they export revenue[9].

[9]https://neweconomics.org/2023/07/boom-in-air-travel-fails-to-increase-uk-productivity-or-gdp-growth

The realities are that very few of the businesses that operate at the airport have anything to do with private jet flights and those that do, many operate at a loss, are foreign registered and contribute very little to the national or local economy. Certainly, from FAL's own data submitted with the planning application, most of the airport's 200 employees are relatively low paid (cleaning, catering & security) and few live in the borough. The idea that the airport generates significant inward investment, employs a large number of highly skilled people and contributes significantly to the local economy is at best misleading. The reality is that the airport is nothing more than a filling station for aircraft.

More information is available on the Farnborough Noise Group website[10] and the Facebook page[11].

If you have any questions, please email farnboroughnoise@gmail.com

Farnborough Noise Group
11th February 2025

[10] https://www.farnboroughnoise.org/
[11] https://www.facebook.com/groups/farnboroughnoise?locale=en_GB

Additional information

If you want a quick explanation of SAF, it's here https://www.youtube.com/watch?v=XNgmKyw4qfo

The International Council on Clean Transportation (ICCT) found that at most 5.5% of aviation fuel in the EU could come from sustainable sources by 2030, largely from advanced waste biofuel. But if history is reflected in the future, things don't look promising. In 2019, 13 million gallons (50 million litres) of SAFs were used in flights. That is just 0.01% of global aviation fuel, meaning the industry missed a goal set in 2010 to reach 6% use by 2020. The ICCT paper sees only a small amount of synthetic fuels being used in aeroplanes by 2030 - just 0.2% of the total 5.5% of SAFs it says could be used in the EU by 2030.

The hype vs the reality of electric aircraft (Why electric aircraft may never be the next big thing - POLITICO). And why hydrogen aircraft are only part of the solution needed to make hydrogen aircraft viable (https://www.airbus.com/en/newsroom/stories/2024-09-developing-a-global-ecosystem-to-support-hydrogen-powered-flight).

The number of business flights has dropped dramatically in recent years but not all businesses are making progress. https://travelsmartcampaign.org/top-25-flyers/. But as ever, it seems many business and political leaders would rather tell others to change than change themselves. https://travelsmartcampaign.org/davos-economic-forum-2025/?mc_cid=76565a1e54&mc_eid=8c675ace92

KINGS POND (PHASE 1) TASK & FINISH GROUP

EXPRESSION OF INTEREST FORM

Some details about yourself:

NAME	
TEL NO	
E-MAIL	
ADDRESS	

1. Some details about you and your experience:

Please tell us a bit about yourself and what you can offer to a King's Pond Task & Finish Group or a Focus Group. This may be by way of professional/technical experience, membership of a group or a general interest in the Pond and in what is best for Alton.

2. Tell us what you know or understand about the King's Pond Feasibility Project

What aspects of the project are you particularly interested in and do you have any experience of these?

3. Openness:

Are you open-minded to considering both options (dredging or a pond & river option)

4. Other Interests/Memberships

Are you a member of any community groups? If yes, please provide details of all groups.

5. Availability to attend meetings

Please provide details of your availability to attend meetings (daytime/evening) when you would be available to carry out other research work required in being a member of the Groups.

Signed:

Date:

Please note that this expression of interest will be considered for participation in either the Task & Finish (Operational Group) or the Community & Stakeholder Focus Group.

V3 Drafted: 20th January 2025

ALTON
TOWN COUNCIL

Kings Pond Project Governance – January 2025

Purpose and explanatory note:

- The purpose of this document is to set out and describe the oversight and governance of the King's Pond Project.
- Subgroups can report to and feed into the respective strands on project through appropriate membership and agreed communication and information sharing.
- Terms of reference will be agreed for the Operational and Community Strands.
- Corporate project management protocols (e.g. project budget, delivery programme) for sub-projects within the overall programme remain for the agreed partner organisation project leads to manage within their respective organisations.

There are three strands to the management of the project:

STRATEGIC OVERSIGHT

FULL COUNCIL
ALTON TOWN COUNCIL

OPERATIONAL

TASK & FINISH
GROUP

COMMUNITY

COMMUNITY & STAKEHOLDER
FOCUS GROUP

STRATEGIC OVERSIGHT
FULL COUNCIL

Membership: Town Councillors, Alton Town Clerk
Chair: Town Mayor

- Emphasis on giving strategic direction to Task & Finish Group and on resolving blockages as needed to enable the Task & Finish Group to advance their work.
- Meets monthly.
- Co-ordination with priorities in other policy areas.
- Steering and influencing, recommendations to decision-makers.
- Agrees the action plans arising from the Task & Finish Group and receives reports on progress and project deliveries.
- Agrees the King's Pond communication plan.
- Links to external partners via this strand.

OPERATIONAL
TASK & FINISH GROUP

Membership: Town Councillors, Town Council Officers, District Council Officers (Planning / Ecology Teams), Environment Agency Officers as well as individual residents and representatives of technical organisations, subject to ratification by Full Council. Membership may flex depending on the stage of the project.
Chair: A Town Councillor appointed by Full Council

- Emphasis on preparing and implementing action plans. Also ensuring co-ordination and facilitation of work as and where needed across partner organisations and timely delivery.
- Meets monthly or more frequently as required.
- Work plan priorities shaped by the King's Pond action plan, report back on progress to Full Council.
- Carry out work by developing projects, seeking funding, tenders and contract monitoring.
- Form a communications plan and communication protocol for information dissemination and public engagement.
- Informed by Stakeholder Group. There may be sub-groups that report into the Task & Finish Group.
- Review the group on a quarterly basis.

COMMUNITY
COMMUNITY & STAKEHOLDER FINISH GROUP

Membership: Town Council Officers, Town Councillors, individual residents, pond users and representatives of local organisations such as ACAN, Alton Society, Residents Associations, Community Groups, Watercress Line, Schools, Voluntary Groups. Surrey Wildlife Trust, etc. Potential for core group plus other members drawn in as required at specific stages of the project.
Chair: Elected by the membership

- Primarily the group is a disseminator and sharer of information on the King's Pond Management Project and a conduit for community feedback to the Task & Finish Group.
- Meets every two months.
- Potential for members to assist with preparing funding bids and could also have a consultee and consulting role in specific areas.
- Potential for the group to undertake some research and to be involved in wider public engagement.
- Membership of the group may change according to the stage of the project.
- Review the group on six-monthly basis.

KING'S POND TASK & FINISH GROUP
TERMS OF REFERENCE

This Terms of Reference (ToR) document is for the **King's Pond Task & Finish Group: Stage 1** and defines the group's purpose, structure, the scope of its activities and the limitations on its authority.

1. Purpose

The role of the Group is to prepare and Implement an Action Plan to progress the King's Pond Project through Stage 1, up to and including public consultation.

2. Roles and responsibilities

- The key function of the group is to investigate appropriate resources, make enquiries, analyse quotations and proposals and to make recommendations to Full Council as regards actions, appointment of consultants and expenditure.
- The group will ensure that regular progress reports and information updates are maintained on the ATC website.
- The group will establish a Community & Stakeholder Focus Group and call regular meetings.
- Scope of Stage 1:
  - Identify, Investigate and make enquiries of suitable consultants for the management, design and costing of the project. Select and appoint consultants.
  - Complete Pre-application consultations with the planning authority and the Environment Agency.
  - Carry out Ecological surveys and environmental impact assessments as required by the planning authority and the Environment Agency.
  - Complete the Engineering and Landscape Design and Specification of the scheme options nominated by Full Council to sufficient detail for costing and for clear presentation to residents.
  - Public consultation.
  - Council decision to proceed to Stage 2.

3. Delegated Authority

The group has no delegated authority to commit to expenditure or to issue instructions. The procedures for management and control of expenditure are per the Council's Standing Orders and Financial Regulations.

4. Membership

Membership of the Task & Finish Group (Operational) will be composed of:

- Up to Four (4) Town Councillors – to be appointed by Full Council – one of whom will be instructed by Full Council to act as Chair to the group.
- Individual residents or representatives of local organisations that the Task & Finish Group consider can make a useful contribution – appointments subject to ratification by Full Council
- The Town Clerk (or appointed officer in her absence)
- The Group may invite consultees, contractors or other local stakeholders to attend the meetings as required.

Membership of the Community & Stakeholder Focus Group will be composed of:

- Town Council Officers, Town Councillors, Pond Users, representatives of local organisations such as ACAN, Alton Society, Ashdell Residents Association, Community Groups, Watercress Line, Schools, Voluntary Groups, Surrey Wildlife Trust.

- Potential for core group plus other members drawn in as required on specific elements.

5. Target Timetable

- Establish Task & Finish Group and Community & Stakeholder Focus Group – **March 2025**
- Appointment of key consultants – **May 2025**
- Completion of Stage 1 Design, Consultations and Costings – **August / September 2025**
- Public Consultation – **Late 2025 / Early 2026**

6. Meetings

The Task & Finish Group will be responsible for organising its own meetings. For guidance, these are likely to be every two weeks.

7. Reporting:

The Task & Finish group must submit a written progress report in advance of each Full Council Meeting and at least one of the councillor members of the Group must attend each meeting to answer questions.

8. Administrative support:

- Notification of meetings
- Notes of meetings
- Maintaining a database of consultants and contacts
- Document control - information and records.
- Sending out enquiries, receiving the tender responses and fee proposals and collating for consideration by the group.
- Communications support – press/media releases, maintaining information on the ATC website.
- Responding to questions or comments from residents either directly or indirectly by referring to other group members and co-ordinating communications.

9. Dispute resolution:

If there is a dispute within the group any councillor member of the group can require that it be brought to Full Council for resolution.

10. Decision recording:

- The group will record minutes of its meetings.
- All decisions on allocation of funds and appointments of consultants will be recorded in the minutes of the relevant Full Council Meetings.

V4 22nd Jan 2025

QUOTES FOR REPLACING FENCE AT ANSTEY PARK ALONG BOUNDARY WITH ANSTEY MANOR - FROM ANSTEY LANE TO JUST EAST OF ENERGIQUE

Contractor		Date of quote	Price 1	Price 2	Price 3	Notes
A		07/02/2025	£11,865.40	£13,340.16		Includes removal of two small ash trees, grinding out of stumps and cutting back vegetation / ivy to allow installation of new fence
B		14/02/2025	£9,841.20	£11,414.40	£13,876.80	Does not include removal of the two ash trees (as he felt they could be worked around) and no mention of vegetation
C		16/02/2025	£8,994.90	£10,666.55		Contractor not previously known to the Council.

Price 1 - to remove existing fencing and install VMEX anticlimb fencing along the whole length
Price 2 - to remove existing fencing and install closed board fencing behind Edgar Hall and Cadets building (46m) and VMEX anticlimb fencing along the remaining length (behind Energique)
Price 3 - to remove existing fencing and install closed board along whole length (not necessary and it would be very difficult to access to complete the work)

CONTRACTOR A

Anstey Park
Boundary Fence Replacement

7th February 2025

Ref:	Description	Quantity	Unit	Rate	Total
	OPTION 1- All Fencing as Vmex Anti climb Fencing				
	Preliminaries				
1.0	**Health, Safety & Welfare**				
1.1	The contractor is to allow for welfare facilities and site safety in accordance with the CDM regulations and workplace regulations.				
1.2	Delivery/removal of welfare	1	nr		
1.3	Site welfare facilities	3	weeks	**Use of on site facilities**	
1.4	8 yard skip for waste	1	nr	£384.00	£384.00
1.5	Health and Safety management	1	item	£256.00	£256.00
2.0	**Security**				
2.1	Allow to secure the work area from unauthorised access with heras fencing	1	item	£160.00	£160.00
2.2	Allow to secure the compound from unauthorised access with heras fencing	1	item	£390.40	£390.40
3.0	**Removal of existing fence and clearance**				
3.1	Take down exisitng metal corrugated and timber fence and remove for recycling	110	Lm	£29.44	£3,238.40
3.2	Remove two small ash trees and grub out stump with excavator	1	item	£352.00	£352.00
3.3	Remove concrete upstand behind building and recycle waste	1	item	£326.40	£326.40
3.4	Remove and cut back vegetation and ivy to allow installation of new fence	1	item	£992.00	£992.00
4.0	**Replacement Vmex Fence**				
4.1	Supply and install Vmex anticlimb fencing weld mesh colour green with 60 x 60mm posts all galvanised and powder coated	110	Lm	£52.42	£5,766.20
	TOTAL EX VAT			£	**£11,865.40**

CONTRACTOR A

Anstey Park
Boundary Fence Replacement

7th February 2025

Ref:	Description	Quantity	Unit	Rate	Total
	OPTION 2- Vmex Anti climb and Featherboard fence				
	Preliminaries				
1.0	**Health, Safety & Welfare**				
1.1	The contractor is to allow for welfare facilities and site safety in accordance with the CDM regulations and workplace regulations.				
1.2	Delivery/removal of welfare	1	nr		
1.3	Site welfare facilities	3	weeks	**Use of on site facilities**	
1.4	8 yard skip for waste	1	nr	£384.00	£384.00
1.5	Health and Safety management	1	item	£256.00	£256.00
2.0	**Security**				
2.1	Allow to secure the work area from unauthorised access with heras fencing	1	item	£160.00	£160.00
2.2	Allow to secure the compound from unauthorised access with heras fencing	1	item	£390.40	£390.40
3.0	**Removal of existing fence and clearance**				
3.1	Take down exisitng metal corrugated and timber fence and remove for recycling	110	Lm	£29.44	£3,238.40
3.2	Remove two small ash trees and grub out stump with excavator	1	item	£352.00	£352.00
3.3	Remove concrete upstand behind building and recycle waste	1	item	£326.40	£326.40
3.4	Remove and cut back vegetation and ivy to allow installation of new fence	1	item	£992.00	£992.00
4.0	**Replacement Fence**				
4.1	**VMEX FENCING** Supply and install Vmex anticlimb fencing weld mesh colour green with 60 x 60mm posts all galvanised and powder coated	64	Lm	£52.42	£3,354.88
4.2	**FEATHERBOARD FENCE** Supply and install tanilsed feather board fence panels with slotted concrete posts and concrete gravel boards to rear of building	46	Lm	£84.48	£3,886.08
	TOTAL EX VAT			£	**£13,340.16**

CONTRACTOR B

14th February 2025

Hayley Carter,
Alton Town Council,

REF; Edgar Hall, Alton.

Thank you for your enquiry regarding fencing our prices are as follows.

To take down the existing fencing and remove from site.
To supply and erect;
Approximately 118m of 2000mm High Protec 1000 Varimesh fencing on 60x60mm SHS steel posts.
Bays to be 3005mm wide.
All posts to be dug approximately 750mm into the ground and set in concrete.
All mesh sections to be clipped to posts.
Finish to the above to be Galv/PPC Ral 6005 green.

£83.40 plus 20% VAT per linear metre

To take down the existing fencing and remove from site.
To supply and erect;
Approximately 118m of 2000mm high closeboarded fencing to include a single 150mm deep reinforced concrete gravelboard and a capping strip along the top in the overall height.
3no arris rails to be fitted per bay
The frame to be clad with 1800x100mm featheredge boards.
The posts used will be reinforced concrete posts.The posts to be dug approximately 750mm into the ground and set in concrete.
All timber used will be natural coloured pressure treated softwood.

£117.60 plus 20% VAT per linear metre

QUOTE

Hayley Alton
alton sports

CONTRACTOR C

Date
16 Feb 2025

Expiry
16 Mar 2025

Quote Number
QU-1161

VAT Number
341059622

Description	Quantity	Unit Price	VAT	Amount GBP
Dear Hayley	1.00	4,846.36	20%	4,846.36

Fencing At Alton Sports Fields.

To take down the old fencing and remove from site.

There will be a skip on site for all the rubbish to be taken away.

To erect 64 metres off 2 metre high v mesh anti climb fencing in green.

The v mesh will be 2.0m high protek 1000 fencing system 3.03m centres.

Mesh panels 1,930mm x 3005mm green ral

The post's 60x60. These will be sett in at a depth off 2ft then sett in with concrete.

I will need a 50% deposit upfront to cover for part off the materials please.

Then the final invoice will be sent on completion which needs to be paid straight away on the same day so I can pay for the materials please.

If in the meantime you have any further questions then please get in contact.

Thank you

Kind regards

Subtotal	4,846.36
VAT	969.27
TOTAL	5,815.63

QUOTE

Hayley Alton
alton sports

CONTRACTOR C

Date
16 Feb 2025

Expiry
16 Mar 2025

Quote Number
QU-1160

VAT Number
341059622

Description	Quantity	Unit Price	VAT	Amount GBP
Dear Hayley	1.00	4,148.54	20%	4,148.54

Fencing At The Sports Field.

Close board fencing.

To take down the old fencing and remove from site.

There will be a skip on site for all the rubbish.

To erect 46 metres off 2 metre high close board fencing in brown.

The post's and gravel boards will be concrete.

All the fencing will be build on site from scratch.

All the post's will be sett in at a depth off 2ft then sett in with concrete.

I have allowed for a counter rail and capping to sit on top for a better finish.

The price for this section will be £ 5,820.19+20%

If you woukd like this done using 2 metre high v mesh then the price will be at the bottom off the quote.

I will need 50% deposit upfront to cover for part off the materials please.

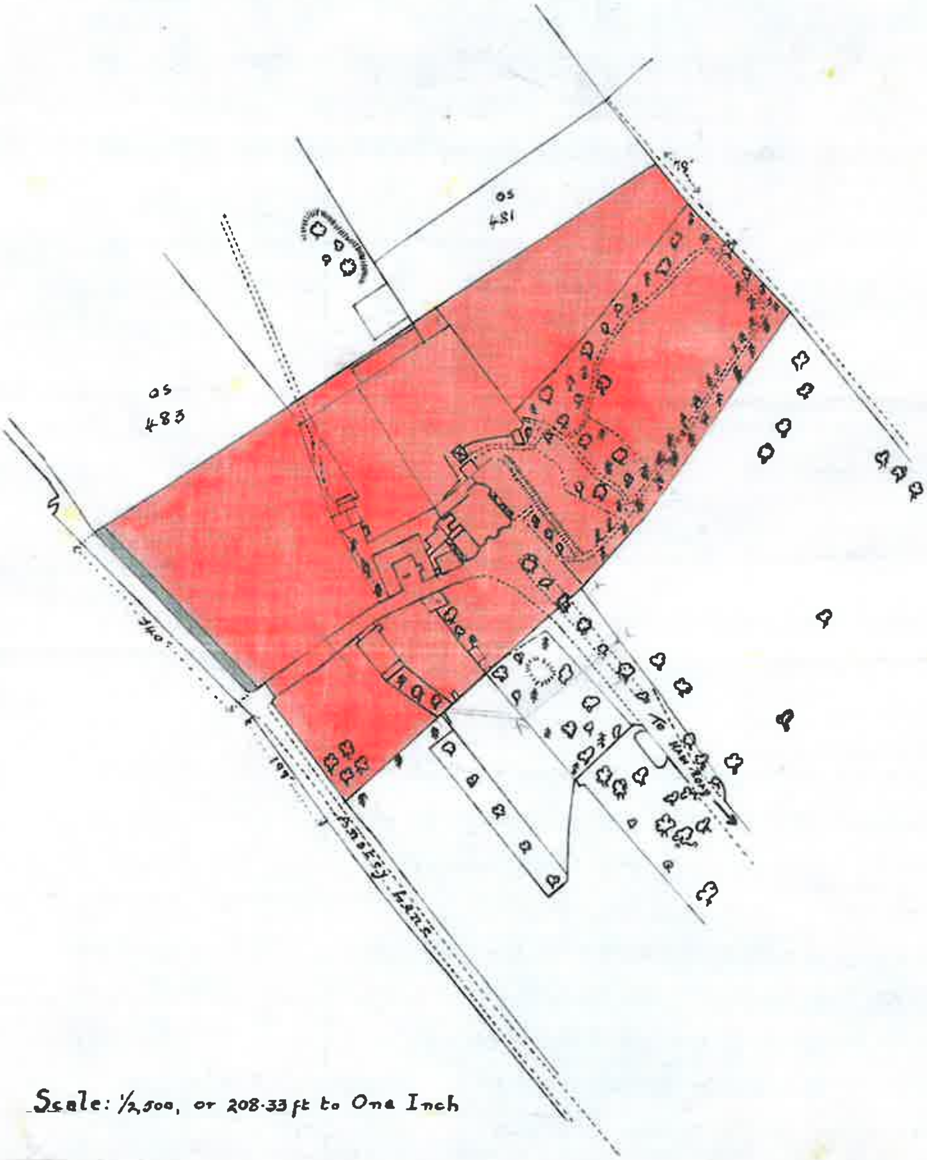
Then the final invoice will be sent on completion which needs to be paid straight away on the same day so I can pay for the materials please.

If in the meantime you have any further questions then please get in contact.

4,148.54
VAT 829.71
TOTAL 4,978.25

ANSTEY MANOR

74



Scale: 1/2,500, or 208·33 ft to One Inch

This Conveyance is made the twenty first

day of December One thousand nine hundred and forty five BETWEEN the URBAN DISTRICT COUNCIL OF ALTON in the County of Southampton (hereinafter called "the Council") of the one part and MADELEINE DEVEAUD BERÖE WINIFRED PLANK and ANDREE PICHENOT all of the Convent of Our Lady of Providence Normandy Street Alton aforesaid Religious (hereinafter called "the Purchasers") of the other part

W H E R E A S the Council is seised in un-incumbered fee simple in possession of the property hereinafter described

A N D W H E R E A S the Council subject to the consent of the Minister of Health have agreed with the Purchasers for the sale to them of the said property at the price of Six thousand pounds

A N D W H E R E A S the Minister of Health by an instrument in writing under his seal dated the Twentieth day of December One thousand nine hundred and forty five notified his consent to the said sale

N O W THIS DEED WITNESSETH as follows:

1. In consideration of Six thousand pounds paid by the Purchasers to the Treasurer of the Council (whose receipt is endorsed hereon and the payment of which sum the Council hereby acknowledges) the Council as Beneficial Owners and in exercise of every statutory and other power enabling them hereby convey unto the Purchasers ALL THAT piece or parcel of land situate at Anstey in the Parish of Alton in the said County of Southampton more particularly delineated and described in the plan annexed hereto and thereon coloured Pink and Blue AND ALSO ALL THAT messuage or tenement called Anstey Manor and the cottages coach-house stables vinery conservatory barn and outbuildings erected thereon or on some part or parts thereof TO HOLD the same unto the Purchasers as joint tenants in fee simple

2. The Purchasers shall hold the said property upon trust to sell the same with power to postpone the sale thereof

3. It is hereby declared that the Purchasers or the Trustees for the time being of this Deed shall have full power until the expiration of twenty one years from the death of the last survivor of the Purchasers to mortgage lease or otherwise dispose of all or any part of the said property with all the powers in that behalf of an absolute owner

4. The Council hereby covenant with the Purchasers to erect and for

ever after maintain a good and substantial fence on the South West side of the said premises

5. For the benefit and protection of the property retained by the Council the Purchasers to the intent that this covenant shall be binding so far as may be on the owner for the time being of the said hereditaments but upon the Purchasers only so long as they are the owners hereby covenant with the Council to erect and for ever after maintain a good and substantial fence on the North East side of the said premises

6. The Purchasers further covenant with the Council that in the event of the Council requiring any part of the land coloured blue on the plan for the purpose of widening Anstey Lane they will give the same to the Council without compensation to a depth not exceeding twenty five feet

7. The Council hereby acknowledges the right of the Purchasers to the production of the documents specified in the Schedule hereto and to delivery of copies thereof and undertakes with the Purchasers for the safe custody of the same

IN WITNESS whereof the Council has caused its Common Seal to be hereunto affixed and the Purchasers have hereunto set their respective hands and seals the day and year first before written

THE SCHEDULE above referred to

22nd February 1879	CONVEYANCE made between William Smith Nicholson of the one part and Henry Hall of the other part.
9th April 1879	MORTGAGE made between the said Henry Hall of the one part and George Miller the said William Smith Nicholson and Richard Combe Miller of the other part
1st May 1903	RECONVEYANCE made between the said George Miller and the said Richard Combe Miller of the one part and Gerald Hall of the other part
17th January 1918	RECEIPT for extinguishment of Annual Fee Farm Rent
1st January 1898	CONVEYANCE made between John Gathorne Wood of the one part and the said Gerald Hall of the other part
20th December 1945	The before recited Order of this date.
13th December 1945	CONVEYANCE between (1) Hilda Beatrice Palmer Brenda Helen Smijth Windham Dorothy Margaret Hall and Ronald Leslie (2) The Council.

THE COMMON SEAL of the above named URBAN DISTRICT COUNCIL OF ALTON was duly affixed to this Deed and the same was delivered in the presence of :-

A G Framingham Chairman

H G Baker Clerk

SIGNED SEALED and DELIVERED by the said MADELEINE DEVEAUD in the presence of :-

M. Deveaud

Me Julien Laferrière
notaire honoraire
à Saulieu, 8 Rue général Sarrail
J. Laferrière

B. W. Plank

SIGNED SEALED and DELIVERED by the said BEROE WINIFRED PLANK in the presence of :-

W.B. Strugnell
Rose Cot
Kingsdown Park
Tankerton - Kent.

Teacher

A. Pichenot

SIGNED SEALED and DELIVERED by the said ANDREE PICHENOT in the presence of :-

Me Julien Laferrière
notaire honoraire
à Saulieu, Rue général Sarrail, n° 8
J. Laferrière

I acknowledge that I have this 21st day of December 1945 received on behalf of the Council the above mentioned sum of

Six thousand Pounds

£6000-0-0.

NATIONAL PROVINCIAL BANK LIMITED.
ALTON (HANTS)

John Richmond
Treasurer of the Council.

Dated 21st December 1945.

Urban District Council of Alton

4M 015-C

[illegible]

to

Sister Madeline Devaud & others.

Conveyance

of

Anstey Manor, Alton, in the County of Southampton.

MEMO: BY a Conveyance dated the 12th day of August 1960 made between Madeleine Deveaud Beroe Winifred Plank and Andree Pichenot of the first part Abbey National Building Society of the second part and The Southern Electricity Board of the third part a piece of land situate at Anstey in the Parish of Alton in the County of Hants forming part of the property known as Anstey Manor was conveyed to the Southern Electricity Board in fee simple and its right to the production of the within written Deed was acknowledged.

MEMO: By a Dedication Agreement dated the 9th day of March 1963 the with named Madeleine Deveaud Deroe Winifred Plank and Andree Pichenot with the consent of the Abbey National Building Society dedicated to the Public a strip of the land comprised in the within written Conveyance fronting Anstey Lane and to the north of the entrance to the drive.

INSURANCE RENEWAL PROPOSAL

FOR

Alton Town Council

Prepared by

Mr Jonathan Meiseles

18th February 2025

1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**
  Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

  Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**
  We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

  Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed for this year (including all applicable taxes)
1 or 2 Year extension of existing rates	£24,501.02
New 1 year agreement	£26,046.89
New 3 year agreement	£24,485.90

* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.

3. The cost of this policy

The cost of this policy is £24,501.02 (including taxes, based on a 1 year extension).

This is made up of £21,875.91 for your policy, £2,625.11 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

a) Your sums insured increase
   We will index-link your sums insured.

b) Your levels of indemnity increase
   Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.

c) Your claims history is poor
   If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.

Please email or call me if you have any questions about these changes.

7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.

8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at jonathan.meiseles@uk.zurich.com

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

ALTON TOWN COUNCIL

ALTON TOWN COUNCIL CALENDAR OF MEETINGS - 2025/2026

DATE	MEETING	DATE	MEETING
JUNE 2025		**DECEMBER 2025**	
4 June	Full Council	10 December	Budget Workshop
JULY 2025		**JANUARY 2026**	
9 July	Full Council	7 January	Full Council
9 July (5.30pm)	Staffing Committee	21 January	Climate Change Committee
23 July (9.30am)	Climate Change Committee		
AUGUST 2025		**FEBRUARY 2026**	
	NO MEETINGS	4 February	Full Council
SEPTEMBER 2025		**MARCH 2026**	
3 September	Full Council	4 March	Full Council
		18 March	Annual Electors Meeting
OCTOBER 2025			
8 October	Full Council	**APRIL 2025**	
22 October (9.30am)	Climate Change Committee	8 April	Full Council
		15 April	Climate Change Committee
NOVEMBER 2025		**MAY 2025**	
5 November	Full Council	6 May	Full Council
26 November (5.30pm)	Staffing Committee	20 May	Annual Meeting (AGM)

All meetings are held at 7pm in the Council Chamber unless specified.

Planning and Transport Committee is now agile, with no fixed dates for meetings.
Meetings will be called by the Committee Chair on an as needed basis where applications have been called in by members or officers

CCLA
GOOD INVESTMENT

Statement of Account

Mrs Harris
Alton Town Council
Markets Street
Alton
GU34 1HD

5 February 2025

Account name: **ALTON TOWN COUNCIL**
Account number: **PS3078535-001**
Statement period: **31/12/2024 to 31/01/2025**

Account summary

Total valuation as at 31 January 2025	**£1,825,230.93**
Total valuation as at last statement at 31 December 2024	**£1,817,896.65**

Holdings as at 31 January 2025

Fund name	Unit/share holdings	Price per unit/share	Value
The Public Sector Deposit Fund SC4 GB00B3LDFH01	1,825,230.9300	£1.00	£1,825,230.93

Total value
£1,825,230.93

Transactions for the period from 31 December 2024 to 31 January 2025

The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/01/2025	Income Reinvestment	7,334.2800	£1.0000	£7,334.28

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

clientservices@ccla.co.uk **Freephone 0800 022 3505** **www.ccla.co.uk**

The average Fund yield for this period was 4.72% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Jan 2025	04/02/2025	Reinvestment	£7,309.51	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 February 2025

Account name: **ALTON TOWN COUNCIL-ALTON TOWN COUNCIL**
Account number: **LA3077669-001**
Statement period: **31/12/2024 to 31/01/2025**

Account summary

Total valuation as at 31 January 2025	**£331,364.54**
Total valuation as at last statement at 31 December 2024	**£331,108.02**

Holdings as at 31 January 2025

Fund name	Unit/share holdings	Net Asset Value price per unit/ share (£)	Net Asset Value valuation (£)	Bid price per unit/share (£)	Bid Value valuation (£)
The Local Authorities Property Fund Inc GB0005216642	118,266.0000	2.801858	331,364.54	2.758429	326,228.36

Mid Value	Bid Value
£331,364.54	**£326,228.36**

Transactions for the period from 31 December 2024 to 31 January 2025

The Local Authorities Property Fund Inc

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
31/01/2025	Paid to Nominated Bank Details			£4,075.34

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

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

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

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

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

Asset Code	Description	Original Cost	Current Value	Insurance Value
Electric bikes				
EB001	Carrera Crosscity folding e-bike	1.00	1.00	1,259.00
EB002	Ordea Comfort E32	1.00	1.00	2,000.00
TOTAL FOR Electric bikes		2.00	2.00	3,259.00
Furniture & IT equipment				
FI001	Town Hall contents	60,000.00	60,000.00	77,868.00
FI002	Assembly Rooms Contents	70,565.00	69,486.00	90,178.00
PI003	Finnimore Contents	11,702.00	11,702.00	15,187.00
TOTAL FOR Furniture & IT equipment		142,267.00	141,188.00	183,233.00
Investments				
INVESTMENT	Property fund	325,976.00	325,976.00	325,976.00
TOTAL FOR Investments		325,976.00	325,976.00	325,976.00
Machinery				
M001	Major TDR16000Roller Mower	19,950.00	19,950.00	12,000.00
M002	Ransome Commander (WX1 1HD)	9,340.00	9,340.00	6,800.00
M003	Roller	3,399.00	3,399.00	3,399.00
M004	Vertidrainer	33,000.00	33,000.00	33,000.00
M005	Wessex Trailer	3,300.00	3,300.00	3,300.00
M006	Wicket Mower	6,591.00	6,591.00	6,591.00
M007	Westwood Mower	5,109.00	5,109.00	5,109.00
M008	Cobra 53cm Hydrostatic Rear Roller Mower	1,471.00	1,471.00	1,471.00
M009	Cobra 53cm Hydrostatic Rear Roller Mower	1,471.00	1,471.00	1,471.00
M010	Amazone Profihopper Smartcut	17,850.00	17,850.00	15,172.00
M011	Kubota Mower (HX68 BVZ)	17,950.00	17,950.00	17,950.00
M012	Ransome Mower (WX18 CFV)	55,712.00	55,712.00	55,712.00
M013	Billy Goat	1,850.00	1,850.00	1,850.00
M014	Leaf blower (handheld)	258.00	258.00	258.00
M015	Leaf Blower (Handheld)	258.00	258.00	258.00
M016	Leaf Blower (Backpack)	490.00	490.00	490.00
TOTAL FOR Machinery		177,999.00	177,999.00	164,831.00
Mayoral Regalia				
MG001	Mayorial Regalia	1.00	1.00	6,300.00
TOTAL FOR Mayoral Regalia		1.00	1.00	6,300.00
Non-Tentanted Properties				
NTP001	Town Hall	1.00	1.00	1,450,207.08
NTP002	16 Market Square	1.00	1.00	0.00
NTP003	Charles Read Pavilion	1.00	1.00	446,819.94
TOTAL FOR Non-Tentanted Properties		3.00	3.00	1,897,027.02
Open Spaces				
OS001	Anstey Park	1.00	1.00	0.00
OS002	Jubilee Playing Fields	1.00	1.00	0.00
OS003	The Butts	1.00	1.00	0.00
OS004	Public Gardens	1.00	1.00	0.00
OS005	Windmill Hill	1.00	1.00	0.00
OS006	Greenfields	1.00	1.00	0.00
OS007	Flood Meadows	1.00	1.00	0.00
OS008	King's Pond	1.00	1.00	0.00
OS009	Barley Fields	1.00	1.00	0.00
OS010	Will Hall Meadow	1.00	1.00	0.00
OS011	Whitedown Allotments	1.00	1.00	0.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
OS012	Wootey/Spitalfields Allotments	1.00	1.00	0.00
OS013	Borovere Allotments	1.00	1.00	0.00
OS014	Hawthorn Allotments	1.00	1.00	0.00
TOTAL FOR Open Spaces		14.00	14.00	0.00
Outdoor Equipment				
OQ001	CCTV system	81,600.00	81,600.00	81,600.00
OQ002	Allotment Communial Sheds	12,360.00	12,360.00	12,360.00
OQ003	Bandstand	62,134.00	62,134.00	62,134.00
OQ004	Shelter in Public Gardens	1.00	1.00	12,850.00
OQ005	Event tables and chairs	2,500.00	2,500.00	2,500.00
OQ006	Footbal Goals	5,792.00	5,792.00	0.00
OQ007	Cricket Screen	10,391.00	10,391.00	10,391.00
OQ008	Football Goals	5,793.00	5,793.00	0.00
OQ009	Rugby Posts	8,650.00	8,650.00	0.00
TOTAL FOR Outdoor Equipment		189,221.00	189,221.00	181,835.00
Play Equipment				
PE001	Anstey Play Area	61,952.00	61,952.00	14,681.91
PE002	Anstey Skate Park	1.00	1.00	14,681.91
PE003	Pump Track	80,000.00	80,000.00	14,681.91
PE004	Trim Trail	12,000.00	12,000.00	14,681.91
PE005	Public Gardens Play area	110,000.00	110,000.00	14,681.91
PE006	Teenage swing	10,020.00	10,020.00	14,681.91
PE007	Greenfield Play area	35,000.00	35,000.00	14,681.91
PE008	Holybourne Play area	60,000.00	60,000.00	14,681.91
PE009	Barley Fields Play area	29,500.00	29,500.00	14,681.91
PE010	Treloar Play Area	26,345.00	26,345.00	14,681.91
PE011	Skate Park	275,000.00	275,000.00	14,681.91
TOTAL FOR Play Equipment		699,818.00	699,818.00	161,501.01
SLRs				
SLR001	SLRs	12,262.00	12,262.00	12,262.00
TOTAL FOR SLRs		12,262.00	12,262.00	12,262.00
Storage Facilities				
SF001	Enclosure	1.00	1.00	156,778.02
SF002	Equipment Store	14,307.00	14,307.00	86,228.10
SF003	Compound	150,194.00	150,194.00	316,693.44
TOTAL FOR Storage Facilities		164,502.00	164,502.00	559,699.56
Street Furniture				
STF001	Public Benches	1.00	1.00	100,000.00
STF002	Bus shelters	28,000.00	28,000.00	28,000.00
STF003	Cyclepods	1,598.00	1,598.00	1,598.00
STF004	Miss Bell's Fountain	1.00	1.00	20,000.00
STF005	Circular Benches	1.00	1.00	5,000.00
STF006	Benches	2,300.00	2,300.00	2,300.00
STF007	Lectern	2,000.00	2,000.00	2,000.00
STF008	Christmas Tree	12,214.00	12,214.00	12,214.00
STF009	Christmas Tree	5,000.00	5,000.00	5,000.00
STF010	Sledge and Reindeer	3,724.00	3,724.00	3,724.00
STF011	Christmas Column Lights	8,919.00	8,919.00	20,000.00
STF012	Marmot column lights	2,346.00	2,346.00	2,346.00
TOTAL FOR Street Furniture		66,104.00	66,104.00	202,182.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
Tenanted Properties (Commercial)				
CP001	Energique	1.00	1.00	2,908,255.14
CP002	Alton Rugby Club House	1.00	1.00	0.00
CP003	Edgar Hall	5,840.00	5,840.00	793,800.00
CP004	The Kings Arms	350,000.00	350,000.00	319,745.16
CP005	Assembly Rooms	1.00	1.00	4,186,006.02
CP006	15 Market Square	1.00	1.00	183.05
CP007	17 Market Square	1.00	1.00	183.05
CP008	Esteem Ironing	1.00	1.00	55.00
CP009	Alton Air Cadets	1.00	1.00	0.00
CP010	Alton Royal British Legion	1.00	1.00	0.00
CP011	Land for Scouts	1.00	1.00	0.00
CP012	Finnimore Pavilion	821,891.00	821,891.00	1,348,299.54
CP013	Harry Baker Pavilion	1.00	1.00	446,819.94
TOTAL FOR Tenanted Properties (Commercial)		1,177,741.00	1,177,741.00	10,003,346.90
Tenanted Properties (Residential)				
PR001	1 Jubilee Playing Fields	1.00	1.00	235,167.66
PR002	2 Jubilee Playing Fields	1.00	1.00	235,167.66
PR003	Jubilee Playing Fields Garages	1.00	1.00	13,324.50
PR004	1 & 2 King's Pond Bungalows	1.00	1.00	540,887.76
TOTAL FOR Tenanted Properties (Residential)		4.00	4.00	1,024,547.58
Vehicles				
V001	Tractor (HX71 DFV)	64,340.00	64,340.00	64,340.00
V002	Tractor (HN72 2FB)	30,750.00	30,750.00	37,750.00
V003	Toyota Hilux (MJ14 CPE)	14,000.00	14,000.00	9,350.00
V004	Renault Kangoo (HY65 RZM)	6,850.00	6,850.00	5,822.00
V005	Citroen Berlingo (BT66 HYB)	7,999.00	7,999.00	7,999.00
V006	I-GO ATV Farm Utility Quad Vehicle	3,098.00	3,098.00	3,097.50
TOTAL FOR Vehicles		127,037.00	127,037.00	128,358.50
War Memorial				
WM001	Cairn	1.00	1.00	29,494.00
WM002	War Memorial	1.00	1.00	29,494.00
TOTAL FOR War Memorial		2.00	2.00	58,988.00
	TOTAL	3,082,953.00	3,081,874.00	14,913,346.57

ALTON TOWN COUNCIL GRANT APPLICATION

PART 1 – YOUR ORGANISATION

NAME OF ORGANISATION

Dementia-friendly Alton

NAME OF CONTACT

Karen Murrell

ADDRESS OF CONTACT

Alton Assembly Rooms, High Street, Alton, Hants., GU34 1BA

TELEPHONE NO:	DAYTIME	07922 022321
	EVENING	07922 022321

EMAIL ADDRESS: dementia_friends@btinternet.com

PLEASE OUTLINE BRIEFLY THE ACTIVITIES OF THE ORGANISATION

Dementia-friendly Alton coordinate and deliver a wide range of support sessions and activities for people living with dementia and their carers in Alton and the surrounding area. The activities of the group have continued for over 10 years now and are very extensive / comprehensive. Having successfully initiated greater community use in their new venue, the Assembly Rooms and established in collaboration with the A31 PCN the Health on the High Street Hub, one of the next objectives is to ensure that some of the community use has a focus on the heritage of the venue itself and the surrounding area.

PLEASE GIVE NUMBERS IN THE

ORGANISATION WHO ARE

A) PAID	5
B) VOLUNTEERS	30

HOW MANY MEMBERS/BENEFICIARIES LIVE WITHIN ALTON

18,000.00 plus

PART 2 – GRANT REQUEST

AMOUNT OF GRANT APPLIED FOR

£500

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

£1200

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

No

WHAT IS THE GRANT TO BE USED FOR?

To host two heritage / culture events on behalf of the Town.

The events are:

The Dolls House Day – 19th July 2025

Alton Historical Society Day – with focus on the Brewing History of Alton - 13th September 2025

The grant will be used to support two events - £250.00 for each event

Costs will include:

Banner printing for each event - £35.00 x 2
Poster and leaflet production for each event £50.00 x 2
Development of resources to support the event and encourage community engagement - £55.00 per event
Costs for refreshment / hospitality to support the visitors attending - £20.00 per event x 2
Caretaker costs per event - £90.00 x 2

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

NO

IF YES, PLEASE GIVE DETAILS

N/A

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

N/A

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

The successful running of these exciting and significant events for elements of heritage within Alton represent a great opportunity for Alton Assembly Rooms to start to reinstate itself as an important meeting place for the Town.

Local residents and visitors to the town will get to enjoy these historical events within the iconic backdrop of the venue.

Whilst there are some staff costs within this (for the Caretaker), a collaboration between volunteers from both Dementia-friendly Alton, and from other interested groups, as well as making the venue and facilities available free of charge – significantly support the running of this event.

Bringing historical / heritage events back to the Assembly Rooms is also a great bonus for members of Dementia-friendly Alton who will enjoy such events and find them more accessible as a result – providing them with more opportunities to engage within their local community and heritage.

PART 3 – TO BE COMPLETED BY ALL APPLICANTS

PLEASE STATE BALANCES IN HAND AT THE END OF LAST FINANCIAL YEAR	£92,334.00
LEVEL OF UNALLOCATED RESERVES	£64,621.00
HOW MUCH DID THE GROUP RAISE LAST YEAR (EG FUNDRAISING BY THE GROUP OTHER THAN BY GRANT APPLICATION)?	£23,000.00

PLEASE ENSURE ALL RELEVANT DOCUMENTATION IS ENCLOSED WITH THIS APPLICATION

CHECKLIST

- [x] **All relevant parts of the form completed**
- [x] **Form signed**
- [x] **Most recent accounts (Audited or draft)**
- [x] **Constitution/Rules**
- [ ] **Child Protection Policy (if applicable)**

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

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

NAME ...KAREN MURRELL ....

SIGNATURE .. ..

POSITION Coordinator / Chair .... DATE...15/...02/...2025.

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

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

Dementia-friendly Alton

CIO Association

CONSTITUTION

Date of Constitution: 10th February 2023

1. Name

The name of the Charitable Incorporated Organisation (“the CIO”) is “Dementia-friendly Alton”.

2. National Location of Principal Office

The principal office of the CIO is in England.

3. Objects

The objects of the CIO are as follows:

To promote social inclusion for the public benefit of people diagnosed with Dementia and their carers within Alton and it’s environs who are excluded from society, or part of society, as a result of their illness by:-

- raising public awareness of the issues affecting people living with dementia and their families, both generally and in relation to their social exclusion, by providing and promoting :- support, information, awareness, education, forums and other events which will encourage communities to be generally more accepting of and confident in engagement;
- supporting the increase and coordination of opportunities for people affected by dementia to engage with the community and to enable to community to adapt services to meet their needs;
- Supporting development and improvement of facilities and services to maximise social and recreational opportunities for people affected by dementia; and
- running support groups, Meeting Centres and other dementia-friendly activities within the area. .

Nothing in this Constitution shall authorise an application of the property of the CIO for the purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.

4. Powers

The CIO has power to do anything which is calculated to further its objects or is conducive or incidental to doing so. In particular, the CIO’s powers include power to:

(1) Borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;

(2) Buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;

(3) Sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;

(4) Employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by Clause 6 (Benefits and Payments to Charity Trustees and Connected Persons) and provided it complies with the conditions of those clauses;

(5) Deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

5. Application of Income and Property

(1) The income and property of the CIO must be applied solely towards the promotion of the objects.

(a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

(b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO’s expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.

(2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO. This does not prevent a member who is not also a charity trustee receiving:

(a) A benefit from the CIO as a beneficiary of the CIO;

(b) Reasonable and proper remuneration for any goods or services supplied to the CIO.

(3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

6. Benefits and Payments to Charity Trustees and Connected Persons

(1) **General provisions**

No charity trustee or connected person may:

(a) Buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;

(b) Sell goods, services, or any interest in land to the CIO;

(c) Be employed by, or receive any remuneration from, the CIO;

(d) Receive any other financial benefit from the CIO;

unless the payment or benefit is permitted by sub clause (b) (Scope and Powers Permitting Trustees’ or Connected Persons’ Benefits) of this clause or authorised by the court or the prior written consent of the Charity Commission (“the Commission”) has been obtained. In this clause, a “financial benefit” means a benefit, direct or indirect, which is either money or has a monetary value.

(2) **Scope and powers permitting trustees’ or connected persons’ benefits**

(a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary provided that it is available generally to the beneficiaries of the CIO.

(b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.

(c) Subject to sub clause 6(c) (Payment for Supply of Goods Only - Controls) a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.

(d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).

(e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.

(f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

(3) **Payment for supply of goods only - controls**

The CIO and its charity trustees may only rely upon the authority provided by sub clause 6(b)(iii) if each of the following conditions is satisfied:

(a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods ("the supplier").

(b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.

(c) The other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.

(d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.

(e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.

(f) The reason for their decision is recorded by the charity trustees in the minutes.

(g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by Clause 6.

(4) **In sub clauses (2) and (3):**

(a) "The CIO" includes any company in which the CIO:

(i) Holds more than 50% of the shares; or

(ii) Controls more than 50% of the voting rights attached to the shares; or

(iii) Has the right to appoint one or more directors to the board of the company;

(b) "Connected person" includes any person within the definition set out in Clause 30 (Interpretation).

7. Conflicts of Interest and Conflicts of Loyalty

A charity trustee must:

(1) Declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and

(2) Absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

8. Liability of Members to Contribute to the Assets of the CIO If It Is Wound Up

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

9. Membership of the CIO

(1) **Admission of new members**

(a) Eligibility

Membership of the CIO is open to anyone who is interested in furthering it purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub clause 9(c).

A member may be an individual, a corporate body, or an individual or corporate body representing an organisation which is not incorporated.

(b) Admission procedure

The charity trustees:

(i) May require applications for membership to be made in any reasonable way that they decide;

(ii) Shall, if they approve an application for membership, notify the applicant of their decision within 21 days;

(iii) May refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;

(iv) Shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and

(v) Shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final.

(2) **Transfer of membership**

Membership of the CIO cannot be transferred to anyone else except in the case of an individual or corporate body representing an organisation which is not incorporated, whose membership may be transferred by the unincorporated organisation to a new representative. Such transfer of membership does not take effect until the CIO has received written notification of the transfer.

(3) **Duty of members**

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

(4) **Termination of membership**

(a) Membership of the CIO comes to an end if:

(i) The member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or

(ii) The member sends a notice of resignation to the charity trustees; or

(iii) Any sum of money owed by the member to the CIO is not paid in full within six months of its falling due; or

(iv) The charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

(b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:

(i) Inform the member of the reasons why it is proposed to remove him, her or it from membership;

(ii) Give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;

(iii) At a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;

(iv) Consider at that meeting any representations which the member makes as to why the member should not be removed; and

(v) Allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(5) **Membership fees**

The CIO may require members to pay reasonable membership fees to the CIO.

(6) **Informal or Associate (non-voting) Membership**

(i) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of, membership of any such class of members.

(ii) Other references in this Constitution to “members” and “membership” do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

10. Members’ Decisions

(1) **General provisions**

Except for those decisions that must be taken in a particular way as indicated in sub clause (4) (Decisions That Must Be Taken in a Particular Way), decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub clause (2) (Taking Ordinary Decisions by Vote) or by written resolution as provided in sub clause (3) (Taking Ordinary Decisions by Written Resolution Without a General Meeting).

(2) **Taking ordinary decisions by vote**

Subject to sub clause (4) (Decisions That Must Be Taken in a Particular Way), any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting.

(3) **Taking ordinary decisions by written resolution without a general meeting**

(a) Subject to sub clause (4) (Decisions That Must Be Taken in a Particular Way), a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:

(i) A copy of the proposed resolution has been sent to all the members eligible to vote; and

(ii) A simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member’s agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.

(b) The resolution in writing may comprise several copies to which one or more members have signified their agreement.

(c) Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.

(d) Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members.

(e) The charity trustees must within 21 days of receiving such a request comply with it if:

(i) The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;

(ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and

(iii) Effect can lawfully be given to the proposal if it is so agreed.

(f) Sub clauses (a) to (c) apply to a proposal made at the request of members.

(4) **Decisions that must be taken in a particular way**

(a) Any decision to remove a trustee must be taken in accordance with Clause 15(2).

(b) Any decision to amend this Constitution must be taken in accordance with Clause 28 of this Constitution (Amendment of Constitution).

(c) Any decision to wind up or dissolve the CIO must be taken in accordance with Clause 29 of this Constitution (Voluntary Winding Up or Dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011.

11. General Meetings of Members

(1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under Clause 13 (Appointment of Charity Trustees).

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

(2) Calling general meetings

(a) The charity trustees:

(i) Must call the annual general meeting of the members of the CIO in accordance with sub clause (1), and identify it as such in the notice of the meeting; and

(ii) May call any other general meeting of the members at any time.

(b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

(i) They receive a request to do so from at least 10% of the members of the CIO; and

(ii) The request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.

(c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub clause (b)(i) shall have effect as if 5% were substituted for 10%.

(d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.

(e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.

(f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.

(g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.

(h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.

(i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.

(3) Notice of general meetings

(a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.

(b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub clause (3)(a) have not been met. This sub clause does not apply where a specified period of notice is strictly required by another clause in this Constitution, by the Charities Act 2011 or by the General Regulations.

(c) The notice of any general meeting must:

(i) State the time and date of the meeting:

(ii) Give the address at which the meeting is to take place;

(iii) Give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and

(iv) If a proposal to alter the Constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;

(v) Include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or re-election as trustee, or where allowed under Clause 22 (Use of Electronic Communication), details of where the information may be found on the CIO's website.

(d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 19(2) (Chairing of Meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) Quorum at general meetings

(a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

(b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub clause (7) is counted as being present in person.

(c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

(d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must either be announced by the chair or be notified to the CIO's members at least seven clear days before the date on which it will resume.

(e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

(f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) Voting at general meetings

(a) Any decision other than one falling within clause 10(4) (Decisions that Must Be Taken in a Particular Way) shall be taken by a simple majority of votes cast at the meeting. Every member has one vote.

(b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present.

(c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d) A poll may be taken:

(i) At the meeting at which it was demanded; or

(ii) At some other time and place specified by the chair; or

(iii) Through the use of postal or electronic communications.

(e) In the event of an equality of votes, whether on a show of hands or on a poll, the chair of the meeting shall have a second, or casting vote.

(f) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.

(7) Representation of organisations or corporate members

An organisation or corporate body that is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the CIO.

The representative is entitled to exercise the same powers on behalf of the organisation or corporate body as the corporate body could exercise as an individual member of the CIO.

(8) Adjournment of meetings

The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.

12. Charity Trustees

(1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

(a) To exercise his or her powers and to perform his or her functions as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and

(b) To exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:

(i) Any special knowledge or experience that he or she has or holds himself or herself out as having; and

(ii) If he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

(2) Eligibility for trusteeship

(a) Every charity trustee must be a natural person.

(b) No one may be appointed as a charity trustee:

- If he or she is under the age of 16 years; or
- If he or she would automatically cease to hold office under the provisions of clause 15(1)(f).

(c) No one is entitled to act as a charity trustee whether on appointment or on any reappointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.

(3) Number of charity trustees

(a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is five. The charity trustees may not appoint any charity trustee is as a result the number of charity trustees would exceed the maximum

(4) First charity trustees

The first charity trustees of the CIO are:

i. Name: Karen Murrell
ii. Name: Dione Watson
iii. Name: Deborah Grant
iv. Name: Keith Snelling
v. Name: Jane Ward

13. Appointment of Charity Trustees

Elected charity trustees

(1) At the first annual general meeting of the members of the CIO all the elected charity trustees shall retire from office.

(2) If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;

(3) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day, those to retire will (unless they otherwise agree among themselves) be determined by lot;

(4) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub clause (5);

(5) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with Clause 15 (Retirement and Removal of Charity Trustees), or as an additional charity trustee, provided that the limit specified in clause 12(3) on the number of charity trustees would not as a result be exceeded;

(6) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub clauses 13(b) and 13(c). A person so appointed by the charity trustees shall retire at the conclusion of the annual general meeting next following the date of his appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

14. Information for New Charity Trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

(a) A copy of this Constitution and any amendments made to it; and

(b) A copy of the CIO's latest trustees' annual report and statement of accounts.

15. Retirement and Removal of Charity Trustees

(1) A charity trustee ceases to hold office if he or she:

(a) Retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);

(b) Is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;

(c) Dies;

(d) In the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;

(e) Is removed by the members of the CIO in accordance with sub clause (2); or

(f) Is disqualified from acting as a charity trustee by virtue of section 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).

(2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with Clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.

(3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

16. Reappointment of Charity Trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

17. Taking of Decisions by Charity Trustees

Any decision may be taken either:

a. At a meeting of the charity trustees; or
b. By resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement.

18. Delegation by Charity Trustees:

(1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.

(2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:

(a) A committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;

(b) The acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and

(c) The charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

19. Meetings and Proceedings of Charity Trustees

(1) Calling meetings

(a) Any charity trustee may call a meeting of the charity trustees.

(b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

(2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

(3) Procedure at meetings

(a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.

(b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

(c) In the case of an equality of votes, the chair shall have a second or casting vote.

(4) Participation in meetings by electronic means

(a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all other participants

(b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting

(c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

20. Saving Provisions

(1) Subject to sub clause (2), all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:

i. Who was disqualified from holding office;

ii. Who had previously retired or who had been obliged by the Constitution to vacate office;

iii. Who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;

if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.

(2) Sub clause (1) does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub clause (1), the resolution would have been void, or if the charity trustee has not complied with Clause 7 (Conflicts of Interest).

21. Execution of Documents

(1) The CIO shall execute documents either by signature or by affixing its seal (if it has one).

(2) A document is validly executed by signature if it is signed by at least two of the charity trustees.

(3) If the CIO has a seal:

(a) It must comply with the provisions of the General Regulations; and

(b) It must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise determined it shall be signed by two charity trustees.

22. Use of Electronic Communications

The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:

(a) The requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;

(b) Any requirements to provide information to the Commission in a particular form or manner.

(c) Use of electronic communications

i. To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

ii. By the CIO

(a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.

(b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:

i) Provide the members with the notice referred to in Clause 11(3) (Notice of General Meetings);

ii) Give charity trustees notice of their meetings in accordance with Clause 19(1) (Calling Meetings); and

iii) Submit any proposal to the members or charity trustees for decision by written resolution in accordance with the CIO's powers under Clause 10 (Members' Decisions), and 10(3) (Taking Ordinary Decisions by Written Resolution Without a General Meeting).

(c) The charity trustees must:

i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of and such notice or proposal

ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communication in electronic form

23. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, registers of its members and charity trustees.

24. Minutes

The charity trustees must keep minutes of all:

(1) Appointments of officers made by the charity trustees;

(2) Proceedings at general meetings of the CIO;

(3) Meetings of the charity trustees and committees of charity trustees including:

i. The names of the trustees present at the meeting;

ii. The decisions made at the meetings; and

iii. Where appropriate the reasons for the decisions;

(4) Decisions made by the charity trustees otherwise than in meetings.

25. Accounting Records, Accounts, Annual Reports and Returns, Register Maintenance

(1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

(2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

26. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or byelaws must not be inconsistent with any provision of this Constitution. Copies of any such rules or byelaws currently in force must be made available to any member of the CIO on request.

27. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this Constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

28. Amendment of Constitution

As provided by sections 224-227 of the Charities Act 2011:

(1) This Constitution can only be amended:

(a) By resolution agreed in writing by all members of the CIO; or

(b) By a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO called in accordance with Clause 11 (General Meetings of Members).

(2) Any alteration of Clause 3 (Object), Clause 29 (Voluntary Winding Up or Dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.

(3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.

(4) A copy of every resolution altering the Constitution, together with a copy of the CIO's Constitution as amended, must be sent to the Commission within 15 days from the date on which the resolution is passed. The amendment does not take effect until it has been recorded in the Register of Charities.

29. Voluntary Winding Up or Dissolution

(1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:

(a) At a general meeting of the members of the CIO called in accordance with Clause 11 (General Meetings of Members), of which not less than 14 days' notice has been given to those eligible to attend and vote

(i) By a resolution passed by a 75% majority of those voting, or

(ii) By a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or

(b) By a resolution agreed in writing by all members of the CIO.

(2) Subject to the payment of all the CIO's debts:

(a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.

(b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.

(c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.

(3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:

(a) The charity trustees must send with their application to the Commission:

(i) A copy of the resolution passed by the members of the CIO;

(ii) A declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and

(iii) A statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this Constitution;

(b) The charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.

(4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

30. Interpretation

In this Constitution:

"**Connected person**" means:

a. A child, parent, grandchild, grandparent, brother or sister of the charity trustee;

b. The spouse or civil partner of the charity trustee or of any person falling within sub clause (a) above;

c. A person carrying on business in partnership with the charity trustee or with any person falling within sub clause (a) or (b) above;

d. An institution which is controlled -
   i. By the charity trustee or any connected person falling within sub clause (a), (b), or (c) above; or
   ii. By two or more persons falling within sub clause (d)(i), when taken together

e. A body corporate in which -
   i. The charity trustee or any connected person falling within sub clauses (a) to (c) has a substantial interest; or
   ii. Two or more persons falling within sub clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

'**General Regulations'** means Charitable Incorporated Organisation (General) Regulations 2012

'**Dissolution Regulations'** means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012

The '**Communications Provisions'** means the Communications Provisions in (Part 9, Chapter 4) of the General Regulations.

'**Charity trustee'** means a charity trustee of the CIO

A **'poll'** means a counted vote or ballot, usually (but not necessarily) in writing

The undersigned hereby certify that the foregoing Constitution was duly adopted by Dementia-friendly Alton, a Charitable Incorporated Organisation on 6th Feb 2023

______________________________________ Karen Murrell, Trustee

______________________________________ Deborah Grant, Trustee

______________________________________ Dione Watson, Trustee

______________________________________ Jane Ward, Trustee

______________________________________ Keith Snelling, Trustee

REGISTERED CHARITY NUMBER: 1292095

Report of the Trustees and

Unaudited Financial Statements for the Year Ended 31 March 2024

for

DEMENTIA FRIENDLY ALTON CIO

Mrs Caroline Scull BA FCCA
B20 Ltd
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Contents of the Financial Statements
for the Year Ended 31 March 2024

Report of the Trustees
for the Year Ended 31 March 2024

The trustees present their report with the financial statements of the charity for the year ended 31 March 2024. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES
Objectives and aims
The aim of Demential Friendly Alton CIO is to promote social inclusion for the public benefit of those diagnosed with dementia and their carers in Alton and the surronding area.

The Charity aims to raise public awareness of the issues affecting people living with dementia and their families by providing and promoting support and information, education and forums and other events to encourage the community to be more accepting of and confident in engagement, and to adapt services and facilities to meet their needs

The Charity aims to support the increase of and co-ordinate opportunities for people affected by dementia to engage with the community socially and for recreation with support groups, meeting centres and other dementia friendly activities in the area

STRUCTURE, GOVERNANCE AND MANAGEMENT
Governing document
The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS
Registered Charity number
1292095

Principal address
Alton Assembly Rooms
High Street
Alton
GU34 1BA

Trustees

Independent Examiner
Mrs Caroline Scull BA FCCA
Mrs Caroline Scull BA FCCA
B20 Ltd
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Approved by order of the board of trustees on .... and signed on its behalf by:

....
Trustee

Independent Examiner's Report to the Trustees of
DEMENTIA FRIENDLY ALTON CIO

Independent examiner's report to the trustees of DEMENTIA FRIENDLY ALTON CIO
I report to the charity trustees on my examination of the accounts of DEMENTIA FRIENDLY ALTON CIO (the Trust) for the year ended 31 March 2024.

Responsibilities and basis of report
As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

Independent examiner's statement
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Mrs Caroline Scull BA FCCA

Mrs Caroline Scull BA FCCA
B20 Ltd
Charwell House
Wilsom Road
Alton
Hampshire
GU34 2PP

Date: ....

Statement of Financial Activities
for the Year Ended 31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM				
Donations and legacies		80,188	29,798	109,986
Other trading activities	2	8,223	9,458	17,681
Total		88,411	39,256	127,667
EXPENDITURE ON				
Charitable activities				
Group Activities				
		58,777	11,543	70,320
NET INCOME		29,634	27,713	57,347
RECONCILIATION OF FUNDS				
Total funds brought forward		34,987	-	34,987
TOTAL FUNDS CARRIED FORWARD		64,621	27,713	92,334

The notes form part of these financial statements

DEMENTIA FRIENDLY ALTON CIO

Balance Sheet
31 March 2024

	Notes	Unrestricted funds £	Restricted fund £	Total funds £
FIXED ASSETS				
Tangible assets	4	9,648	8,124	17,772
CURRENT ASSETS				
Cash at bank		54,972	19,590	74,562
NET CURRENT ASSETS		54,972	19,590	74,562
TOTAL ASSETS LESS CURRENT LIABILITIES		64,620	27,714	92,334
NET ASSETS		64,620	27,714	92,334
FUNDS	5			
Unrestricted funds				64,621
Restricted funds				27,713
TOTAL FUNDS				92,334

The financial statements were approved by the Board of Trustees and authorised for issue on .... and were signed on its behalf by:

....
Trustee

The notes form part of these financial statements

Notes to the Financial Statements
for the Year Ended 31 March 2024

1. ACCOUNTING POLICIES

Basis of preparing the financial statements
The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income
All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure
Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets
Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings	-	25% on reducing balance

Taxation
The charity is exempt from tax on its charitable activities.

Fund accounting
Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments
Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

 continued...

2. OTHER TRADING ACTIVITIES

	£
Activities and events	8,223
Room Hire	9,458
	17,681

3. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2024.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2024.

4. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
COST				
At 1 April 2023	-	4,074	-	4,074
Additions	5,890	7,883	6,186	19,959
At 31 March 2024	5,890	11,957	6,186	24,033
DEPRECIATION				
At 1 April 2023	-	1,018	-	1,018
Charge for year	1,473	2,223	1,547	5,243
At 31 March 2024	1,473	3,241	1,547	6,261
NET BOOK VALUE				
At 31 March 2024	4,417	8,716	4,639	17,772

5. MOVEMENT IN FUNDS

	At 1.4.23 £	Net movement in funds £	At 31.3.24 £
Unrestricted funds			
General fund	34,987	(17,224)	17,763
Designated - Meeting Centre	-	33,858	33,858
Designated - Driving Miss Daisy	-	13,000	13,000
	34,987	29,634	64,621
Restricted funds			
Restricted - Meeting Centre	-	27,713	27,713
TOTAL FUNDS	34,987	57,347	92,334

continued...

5. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	18,484	(35,708)	(17,224)
Designated - Meeting Centre	56,927	(23,069)	33,858
Designated - Driving Miss Daisy	13,000	-	13,000
	88,411	(58,777)	29,634
Restricted funds			
Restricted - Meeting Centre	39,256	(11,543)	27,713
TOTAL FUNDS	127,667	(70,320)	57,347

6. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2024.

Detailed Statement of Financial Activities for the Year Ended 31 March 2024

	£
INCOME AND ENDOWMENTS	
Donations and legacies	
Donations	23,262
Grants	86,724
	109,986
Other trading activities	
Activities and events	8,223
Room Hire	9,458
	17,681
Total incoming resources	127,667
EXPENDITURE	
Charitable activities	
Meeting Centre running costs	27,994
Insurance	1,198
Administration expenses	2,147
Advertising	1,272
Group activities	23,922
Outside spaces and activities	8,544
Plant and machinery	1,473
Fixtures and fittings	2,223
Computer equipment	1,547
	70,320
Total resources expended	70,320
Net income	57,347

This page does not form part of the statutory financial statements

	2022 Charge	2023/24 Charges from 01/04/23	2024/25 Charges from 01/04/24	Proposed 2025/26 Charges from 01/04/25
ANSTEY PARK				
RUGBY				
Adult Match				
Pitch charge	£ 40.23	£ 42.24	**£ 43.51**	£ 45.68
Changing Room charge (exc VAT)	£ 19.67	£ 21.05	**£ 21.68**	£ 22.76
Changing Room charge (inc VAT)	£ 23.60			
Junior Match				
Pitch charge	£ 20.12	£ 21.13	**£ 21.76**	£ 22.85
Changing Room charge (exc VAT)	£ 9.83	£ 10.32	**£ 10.63**	£ 11.16
Changing Room charge (inc VAT)	£ 11.80			
Adult Training session	£ 39.34	£ 41.31	**£ 42.55**	£ 44.67
Changing Room charge (exc VAT)	£ 19.67	£ 20.65	**£ 21.27**	£ 22.34
Changing Room charge (inc VAT)	£ 23.60			
Junior Training session	£ 19.67	£ 20.65	**£ 21.27**	£ 22.34
Changing Room charge (exc VAT)	£ 9.83	£ 10.32	**£ 10.63**	£ 11.16
Changing Room charge (inc VAT)	£ 11.80			
FOOTBALL				
Junior match	£ 34.43	£ 36.15	**£ 37.24**	£ 39.10
MUGA				
Adult court - per hour (exc VAT)	£ 20.50	£ 21.53	**£ 22.17**	£ 23.28
Adult court - per hour (inc VAT)	£ 28.80			
Junior court - per hour (exc VAT)	£ 15.50	£ 16.28	**£ 16.76**	£ 17.60
Junior court - per hour (inc VAT)	£ 21.60			
BALLOON LAUNCHES				
Fee per launch	£ 38.25	£ 40.16	**£ 41.37**	£ 43.44
Minimum annual fee	£ 377.10	£ 395.96	**£ 407.83**	£ 428.23
Maximum annual fee	£ 1,257.00	£ 1,319.85	**£ 1,359.45**	£ 1,427.42
JUBILEE PLAYING FIELDS				
FOOTBALL				
Adult Match (exc VAT) (regular hirers)	£ 72.10	£ 75.71	**£ 77.98**	£ 81.87
Adult Match (inc VAT)	£ 86.52			
Adult Match (exc VAT) (ad hoc)			**£ 85.78**	£ 90.07
Junior Match	£ 34.43	£ 36.15	**£ 37.24**	£ 39.10
CRICKET				
Adult				
1st Team (including changing facilities)	£ 109.30	£ 114.77	**£ 118.21**	£ 124.12
2nd Team (including changing facilities)	£ 109.30	£ 114.77	**£ 118.21**	£ 124.12
3rd Team (including changing facilities)	£ 85.73	£ 90.02	**£ 92.72**	£ 97.35
4th Team (including changing facilities)	£ 85.73	£ 90.02	**£ 92.72**	£ 97.35
1st Team (without changing facilities)	£ 48.09	£ 50.49	**£ 52.01**	£ 54.61
2nd Team (without changing facilities)	£ 48.09	£ 50.49	**£ 52.01**	£ 54.61
3rd Team (without changing facilities)	£ 48.09	£ 50.49	**£ 52.01**	£ 54.61
4th Team (without changing facilities)	£ 48.09	£ 50.49	**£ 52.01**	£ 54.61
Junior				
Junior Team (including changing facilities)	£ 44.60	£ 46.83	**£ 48.23**	£ 50.65
Junior Team (without changing facilities)	£ 24.52	£ 25.75	**£ 26.52**	£ 27.84
Practice Nets				
Adult	£ 22.77	£ 23.91	**£ 24.63**	£ 25.86
Junior	£ 11.38	£ 11.95	**£ 12.31**	£ 12.92
Tea Room/Kitchen				
Per session	£ 18.60	£ 19.90	**£ 20.50**	£ 21.52

*** HMRC advised no VAT is chargable with effect from 1st April 2023 on sports facilities**

Standing & Wheelchair Users' Terrace at Alton Football Club, Anstey Park Enclosure

Purpose and Need:

- Figure 1 below - Wooden retaining posts to the raised grass banking behind the goal on the north-west side of The Enclosure are rotten/rotting and earth is collapsing from the bank into the perimeter path.
- Alton FC has seen an increase in attendances by wheelchair users.
- Existing provisions for wheelchair users offer very limited and poor views of the pitch.
- This proposed solution solves the above issues and demonstrates Alton FC's commitment to inclusivity.

Proposed Solution:

- Standing and wheelchair users' viewing terrace - Drawings attached.
- Sloped landscaping of grass bank either side to eliminate the need for existing wooden posts (which will rot over time).

Design and Engineering:

- Hard-standing terrace with ramped access for wheelchair users.
- The top level of the terrace area is to be designated for wheelchair users to gain an unobstructed and elevated view of the pitch.
- Safety rail at each level.
- Relocation of small bushes from proposed terrace area.

Community and Club Benefits:

- The terrace would enhance Alton FC's community and supporter engagement.
- Improvement of the matchday experience, providing an accessible area for wheelchair users to enjoy a good view of the pitch.

Compliance and Permissions:

- We have applied for planning permission for the clubhouse's decking canopy, for which Alton Town Council previously provided Landlord's Consent. Our architect advised it prudent to include drawings for this terrace and seek planning permission from EHDC at the same time.
- With Landlord's Consent from Alton Town Council (and if the planning permission is approved by EHDC), we would like to undertake the works – all at the cost of Alton Football Club.

Long-term Vision:

- With a commitment to inclusivity and disability provisions, this as an investment in community engagement and club facilities, supporting Alton FC's role in local sports and community life.

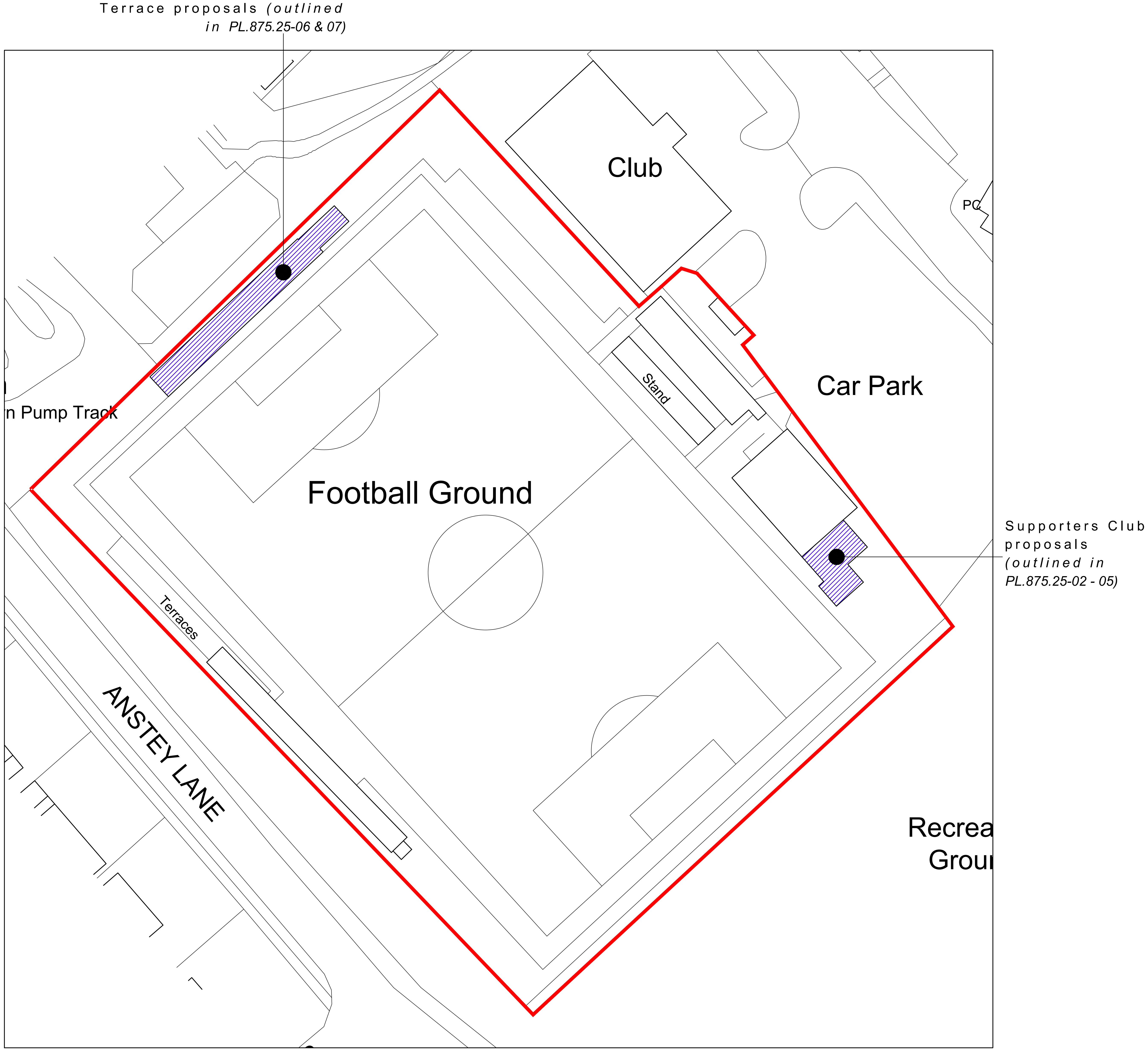
Figure 1 – Rotten/rotting wooden retaining posts

NOTES:

Dimensions to be checked on site before commencing work. Any discrepancies shall be reported to the architect immediately.

Do not scale from these drawings except for planning purposes. Use figured dimensions only.

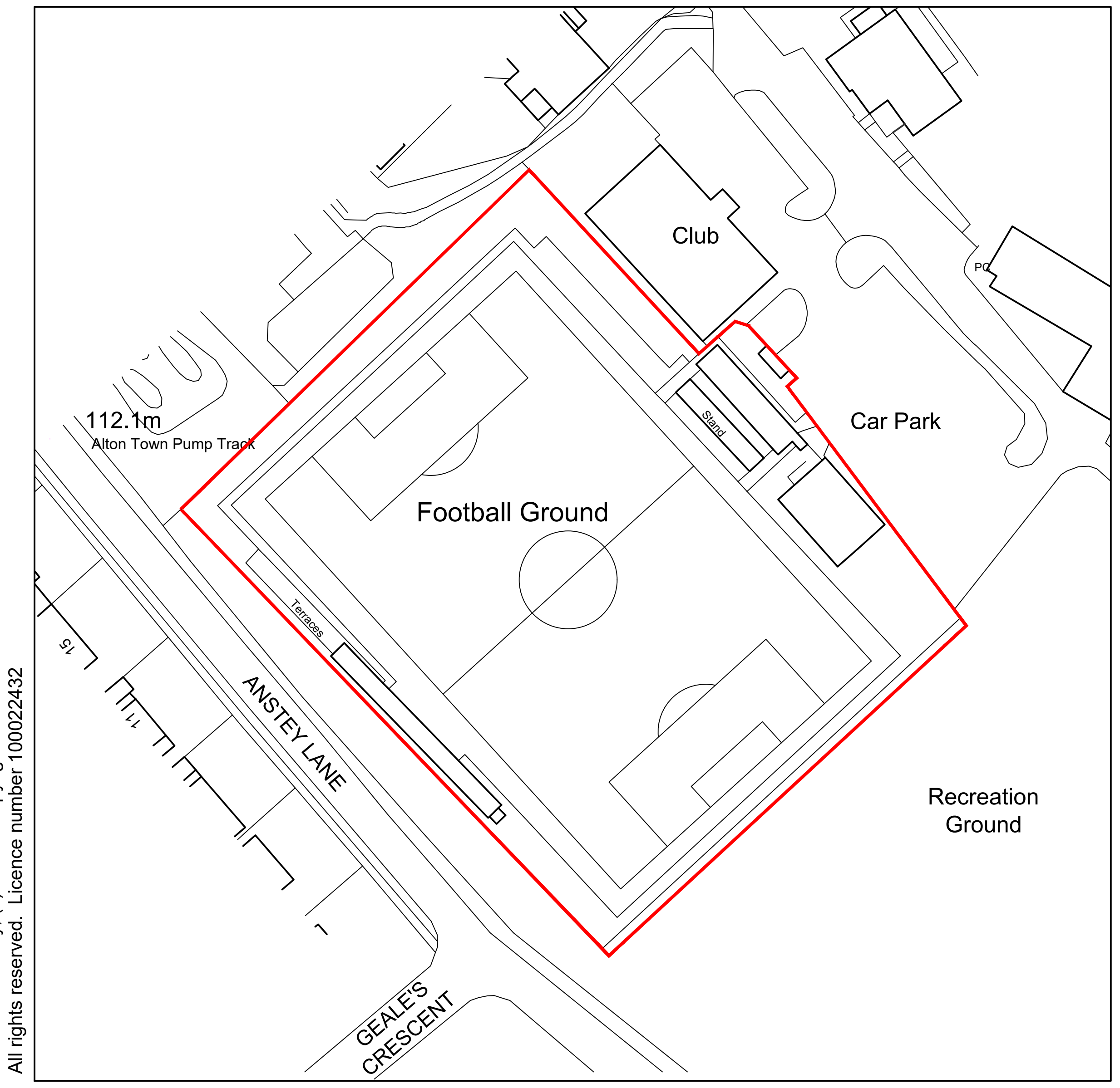
Where applicable this drawing is to be read in conjunction with other consultants' drawings.



Site plan scale 1:500

10 0 10 20 30 40 50m

1:500



Location plan scale 1:1250

10 0 10 20 30 40 50 100m

1:1250

For	Title	
ALTON FOOTBALL CLUB	SITE & LOCATION PLANS	

Project

ALTON FOOTBALL CLUB, ANSTEY PARK ENCLOSURE, ALTON, GU34 2NB, STANDING TERRACE AREA & CANOPY INSTALLATION TO CLUB HOUSE.

Date	Drawn	Scale	Checked
JANUARY 25	SR	as noted @ A3	-

Job Number	Drawing Number	Revision
PL.875.25	01	-

Office Tel:
01243 933732

Email:
admin@jb-architecturedesign.com

Web:
www.jb-architecturedesign.com

JB ARCHITECTURE

NOTES:

Dimensions to be checked on site before commencing work. Any discrepancies shall be reported to the architect immediately.

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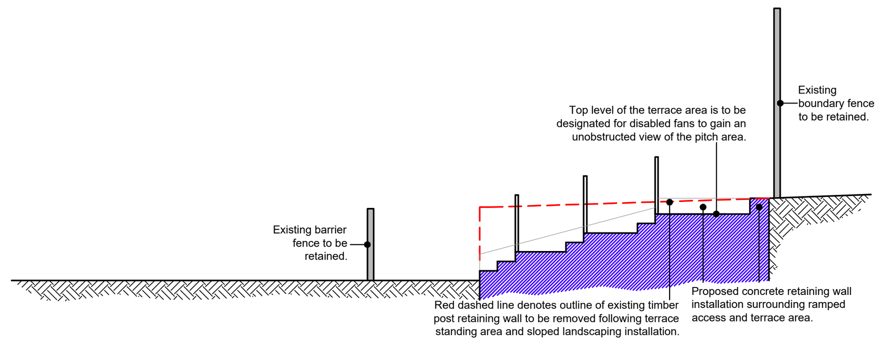
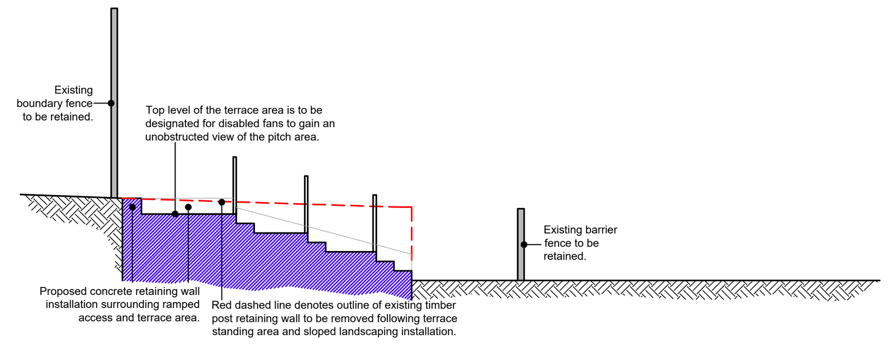
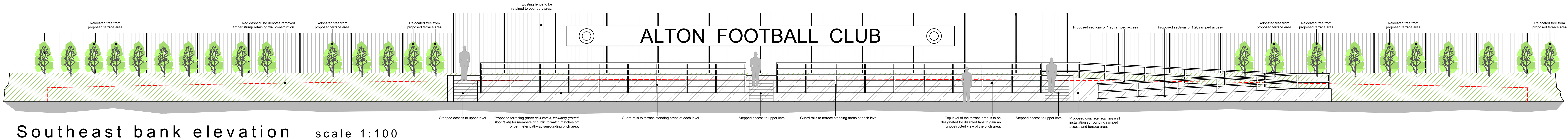


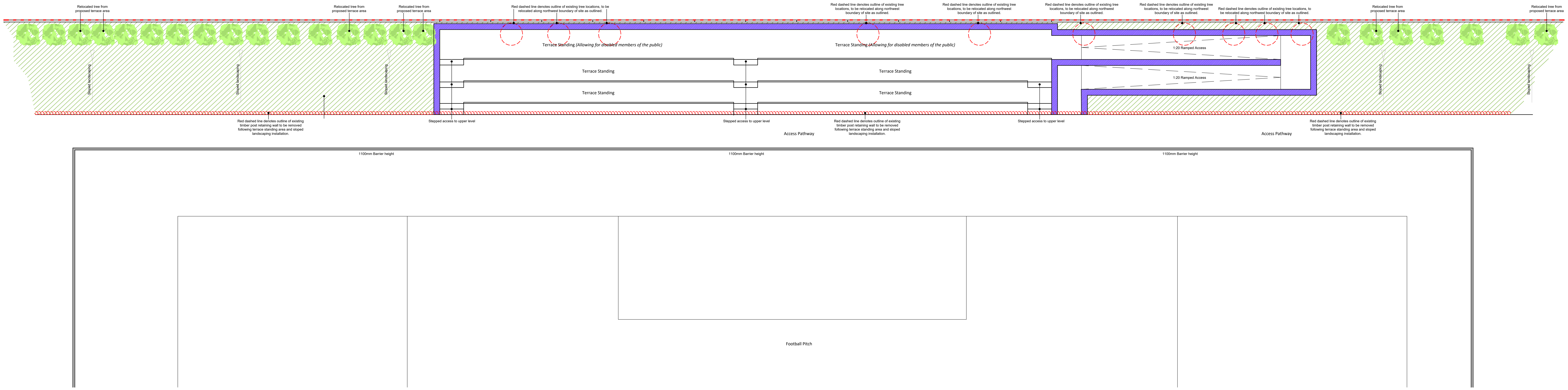
Northeast bank elevation
scale 1:100



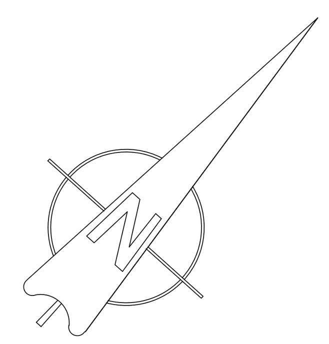
Southwest bank elevation
scale 1:100



Southeast bank elevation
scale 1:100



Plan of northwest edge of site
scale 1:100



1:100 — 1 0 1 2 3 4 5 6 7 8 9m

Boundary line — Removed structure — Existing walls — Proposed walls — Proposed structure

For ALTON FOOTBALL CLUB	Title PROPOSED NORTHEAST BANK PLAN & ELEVATIONS	Office Tel: 01243 933732
Project ALTON FOOTBALL CLUB, ANSTEY PARK ENCLOSURE, ALTON, GU34 2NB, STANDING TERRACE AREA & CANOPY INSTALLATION TO CLUB HOUSE.	Date: JANUARY 25 · Drawn: SR · Scale: as noted @ A1 · Checked: - Job Number: PL.875.25 · Drawing Number: 07 · Revision: A	Email: admin@jb-architecturedesign.com Web: www.jb-architecturedesign.com

JB ARCHITECTURE

ALTON TOWN COUNCIL EVENTS HIRING TERMS AND CONDITIONS 2025

1. DEFINITIONS

‘Agreement’ means a hiring agreement entered into by the Council (1) and an Organisation / the Hirer (2) to hire the facilities subject to these conditions.

‘Act of God’ shall mean an event or series of events that are beyond the control of either party and includes weather patterns, or conditions that make the staging of the Event unsafe or untenable.

‘Event’ shall mean the Event and its description in paragraph 4 of the Events Booking Application Form.

‘Hire’ means the use of facilities by an agreement with the Council

‘Hirer’ means the person entering into the Agreement with the Council.

‘Organisation’ means any applicable club / association related to these conditions.

‘Attendants’ shall mean people invited, allowed or required by the Hirer or anyone else to attend, watch or take part in any Event at the Venue

‘Venue’ shall mean the venue disclosed by the Hirer in paragraph 3 of the Events Booking Form.

‘Council’ means Alton Town Council (ATC)

‘EHDC’ shall mean East Hampshire District Council

‘Works’ include all building and construction and earth moving and other preparations that involve alterations of a Venue for the Event to be conducted safely.

2. GENERAL CONDITIONS

2.1 The Council reserves the right to approve or not approve any application or to impose further obligations on a Hirer than these Conditions. Any further obligation will be advised by ATC in writing. Failure by the Hirer to meet such obligations will be grounds for cancellation.

2.2 The Hirer covenants that they will obtain and forward to ATC the signed agreement by all its contractors and agents to the conditions contained within this document.

2.3 Where the Hirer intends to use equipment hired from a third party, the Hirer must not agree to terms with the third party that conflict with these Conditions.

2.4 The Hirer shall be directly responsible for the management of its employees, contractors and agents and for the actions of its employees, contractors and agents at all times while they perform services or work at the Event.

2.5 The Hirer acknowledges that they will disclose all relevant information requested by ATC in a full, frank and honest manner.

2.6 The Hirer must use their best endeavours to answer questions asked of them by ATC or ATC's Officers, whether in the Events Booking Application Form or otherwise.

2.7 The Hirer is responsible for the day to day running of the Event and will be responsible to the fullest extent possible for any breaches of the law or these Conditions by them, their employees and contractors, and for failures to manage crowds at an Event.

2.8 The Hirer shall (at the request of an ATC Officer) remove any persons from an Event if deemed necessary by the Officer to ensure public order at an Event. Such removal may include employees and sub-contractors of the Hirer.

2.9 The Hirer acknowledges the condition of facilities and land at the Venue and covenants that the Venue is fit and proper for conducting the Event. The Hirer by agreeing to these Conditions is deemed to have inspected the Venue for this purpose. The Hirer may prior to the Event request that Works be conducted to prepare the Venue for the Event, but ATC may in its absolute discretion approve or disapprove such a request. In no circumstances shall the Hirer conduct such Works without having received approval.

3. HIRER'S RESPONSIBILITIES

3.1 The Hirer shall conduct the Event in accordance with these Conditions and all liability issues shall be determined in accordance with these Conditions.

3.2 The conditions of hire set out below shall remain in force until such time that the hire period has been completed. Should the Hirer's representative cease to work or be employed by the Hirer before the hire period has been completed then the Hirer shall immediately advise ATC as such. The Hirer will immediately appoint a new representative and shall advise ATC who it shall be in writing; failure to do so shall be grounds for ATC cancelling the Event.

3.3 There must be sufficient Marshalls for the number of Attendants (guidelines dictate a minimum of 1 Marshall per 100 people).

4. BOOKINGS

4.1 Organisations must make an application in writing on the Events Booking Form, at least four weeks before the date required for hire. ATC reserves the right to refuse any application for any hiring.

4.2 Any booking is provisional until all documentation is in place, at which time confirmation will be provided that the event can go forward.

5. HIRING FEE

5.1 The Council shall determine the hiring fee for use of facilities, which shall be made known to the Hirer on request or prior to acceptance of application by ATC. ATC reserves the right to alter charges, without notice, up to the time of confirmation of the booking by the Hirer. All hire charges are reviewed annually, and changes are implemented with effect from 1st April each year.

6. PAYMENT

6.1 The Hirer must make payment to the Council within 7 days of receipt of an invoice. Payment by BACS is preferred. Alternatively, cheques should be made payable to '*Alton Town Council*'.

6.2 The Council may request a damage deposit from the Hirer in addition to the charges payable. This deposit will be repaid to the Hirer after the event subject to the Council's right to retain part or all of it under the terms of these conditions.

7. CANCELLATION BY HIRER

7.1 If a hire period is cancelled by the Hirer or organisation for any reason, other than an Act of God, the following booking cancellation fees will apply: -
20% One month prior to event
50% One week prior to event
100% Less than one week

The above charge will be levied irrespective of whether facilities are subsequently re-hired. In addition, any other payment which may have been made by ATC in association with the hire period will be levied against the Hirer. Notification of cancellation must be made in writing and received by ATC prior to the booking date.

8. CANCELLATION BY THE COUNCIL

8.1 The Council reserves the right to cancel any booking and to end the hire period at any stage by notice in writing.

8.2 The hiring fee already paid in respect of any period cancelled or terminated under 8.1 above will be refunded.

8.3 The Council will not be responsible for expenditure undertaken, or loss incurred, by the Hirer in connection with a cancellation or termination under 8.1 above.

8.4 The use of certain facilities during a hire period may be prohibited and/or varied by the Council at any time.

9. LIABILITY

9.1 The Council accepts no responsibility or liability for any damage or injury that may occur to:
- the Hirer and anyone not employed or engaged directly by ATC;
- Attendants;
- any property of the Hirer;
- the loss or damage to any property, articles or things whatsoever belonging to anyone;

except where the accident, damage, injury or loss has been caused through the negligence or act of the Council, or a Council officer in the course of their employment.

9.2 The Council may remove and store any property left by the Hirer or those persons who have attended an Event after the end of the hire period. If after receiving notice, the Hirer fails to collect the property within fourteen days, ATC may dispose of the property without further notice to the Hirer.

9.3 The Hirer must ensure that the contents of clauses 9.1 and 9.2 are brought to the attention of all Attendants. Anyone using the facilities will be deemed to do so at their own risk, waiving all rights (if any) to claims against the Council in respect of any accident, damage, injury or loss for which the Council refutes any responsibility or liability under clause 9.1.
9.4 The Hirer agrees to indemnify, and keep indemnified, the Council against all proceedings, claims, costs, expenses and liabilities in respect of:

- any injury (whether fatal or otherwise) to any Attendants (whether using the facilities or not); and/or
- any loss of, or damage to the property of any Attendants (whether using the facilities or not)

arising from, or caused by, the hire of the Facilities by the Hirer.

10. INSURANCE

10.1 The Hirer must, at its own expense, take out third-party public liability insurance with an insurance company of repute to cover loss of or damage to property (whether ATC or belonging to an individual) and injury or death of any person caused by the Hirer's negligence during the hire period or in connection with it. The sum of public liability insurance will be not less than £10 million.

10.2 The Hirer will provide to the Council, as soon as possible after signing the Events Booking Form and no later than 14 days prior to the Event, copy documents of the relevant insurance policy or certificate by way of confirmation that this insurance has been arranged.

10.3 The Hirer is notified that the Council's insurance does not extend to property brought onto the venue in connection with the hire, in respect of fire, theft, loss or any other damage. The Hirer should make separate insurance arrangements in respect of such matters.

10.4 The Hirer shall on demand pay to the Council the reasonable amount incurred by ATC in repairing or replacing as appropriate (together with the ATC administration fee of 10% of the repair or replacement cost) for any damage to the grounds and landscaping or other contents caused by the Hirer or Attendants. The Council, whose decision shall be final, shall certify the amount of such damage.

10.5 The Hirer shall ensure that its contractors and agents are insured under the same insurance standards and requirements as outlined in 10.1 to 10.3, but with their public liability being no less than £5 million. If it can be classed as a 'dangerous activity' or ATC feels there is good reason, ATC may request that their Public Liability is no less than £10 million. ATC will inform the Organiser in writing if this is the case and their decision is final.

11. NOISE POLLUTION

11.1 At any Event, the Council has a strict NO NOISE curfew after 11.00pm and before 7.00am, this includes music, PA announcements, the movement of vehicles and the setting-up and clearing away of events. Times may differ if premises licence dictates or is a condition imposed by ATC.

11.2 At all venues the noise level must not cause a statutory noise nuisance. This would be assessed at the nearest noise sensitive premises.

11.3 All reasonable steps must be taken by the Hirer to mitigate the noise from all music, and to comply with noise limits. Hirers of Events may be required to reimburse any reasonable costs incurred by the Council in responding to any complaints or at the Council's sole discretion in monitoring of the Event.

11.4 The Hirer must ensure that all generators and associated equipment are fully serviced, fitted with efficient silencers and sound proofed as necessary. Generators and associated equipment must be sited as far as possible from houses.

11.5 Noise pollution is a serious issue and there are penalties under laws and Council by-laws for Hirer's who continue to cause nuisance. The Hirer shall provide a mobile telephone contact for ATC at all times when the Event is taking place. This should be included on your booking application form. If the number changes it is the responsibility of the Hirer to notify ATC.

12. FIRST AID

12.1 The Hirer is responsible for ensuring that appropriate first aid cover, health services, and required first aid equipment are always available throughout an Event. This must include an appropriate number of first aid certified personnel in relation to the expected number of persons attending and consideration should also be given to a higher level of cover dependent upon the activities undertaken.

12.2 For events with over 500 attendees a recognized CQC registered first aid service provider will be required.

12.3 The location of first aid services shall be made known to patrons of the Event by signage or by other appropriate means. A First Aider must be in attendance and they must have the means to call the Emergency Services.

12.4 In the Event of accident, incident and/or injury, the Hirer will at once take appropriate action.

12.5 All first aid treatments, incidents and emergencies must be recorded in accordance with Health and Safety legislation.

13. CD's, RECORDS AND PERFORMANCE – COPYRIGHT INFRINGEMENT

13.1 The Hirer shall not play or permit to be played gramophone records, compact discs, radios or tape recorders at a venue or perform any work, which will infringe the rights of any third party intellectual property.

13.2 The Hirer shall obtain beforehand all proper licences in respect of such broadcasts or performances. For further information contact PPL PRS about The Music Licence on (0800) 1822005 or at https://pplprs.co.uk/.

13.3 Any unlicensed or unauthorised performance or broadcast that attracts a penalty will be the sole responsibility of the Hirer who will forthwith indemnify and keep indemnified ATC.

14. ALCOHOLIC DRINKS / LICENSABLE ACTIVITIES

14.1 The Hirer shall not sell or provide alcohol at the venue during the hire unless agreed by ATC in writing and where all necessary licences have been granted.

14.2 It shall be the Hirer's sole responsibility to have obtained all required licences for the sale of alcohol and to ensure that any sale or consumption of alcohol at an Event is lawful and falls within applicable regulations and guidelines.

14.3 If the Hirer fails to meet its obligations under 15.1, the Hirer shall be solely responsible and will meet any penalty imposed by the Courts.

14.4 The Hirer shall ensure that no third party serves alcohol at the Event except with the express approval in writing from an Officer of ATC. Approval shall only be forthcoming if the Hirer has the third party sign these Conditions and only on furnishing documentary evidence of compliance with this condition 15.

14.5 The Hirer shall contact EHDC for a Temporary Event Notice (TEN) if they want to carry out a 'licensable activity' on any unlicensed premises and a copy of this must be supplied to ATC. Full details can be seen here https://www.gov.uk/find-licences/temporary-events-notice. Licensable activity includes:

- selling alcohol
- serving alcohol to members of a private club
- providing entertainment, such as music, dancing or indoor sporting events
- serving hot food or drink between 11pm and 5am

15. CATERING - FOOD AND BEVERAGES

15.1 It shall be the Hirer's sole responsibility to comply with all Food Hygiene legislation.

15.2 The Hirer shall not cause a nuisance from odours, litter or noise and will be responsible for the removal of any refuse generated from their catering facility.

15.3 All catering units must supply a detailed risk assessment including information regarding personal hygiene, food safety training undertaken, details of Level 1 or Level 2 Certificate in food hygiene (as appropriate), cleaning and storage facilities.

15.4 The Council prefers clean energy such as solar powered electricity as part of its desire for events in Alton to be carbon neutral. The council understands that currently this may not be possible due to cost and manufacturing and therefore permits the use of generators at events.

15.5 Open flame BBQ's and fires are not permitted.

16. CHARITABLE COLLECTIONS

16.1 The Hirer shall not hold, or permit to be held any charitable collection, other than one that has been agreed by ATC in writing and where any necessary permits have been granted.

17. SWEEPSTAKES, RAFFLES, LOTTERIES & OTHER GAMBLING

17.1 Other than that permitted by law and in accordance with local licencing requirements (Licencing Authority is EHDC) the Hirer shall not hold, or permit to be held any sweepstakes, raffle or other lottery at the venue during the hiring.

18. ILLEGAL SALE OF GOODS & OFFERING OF PRIZES

18.1 The Hirer shall be responsible for ensuring that the sale of goods or services (including prizes offered) is done in a lawful manner, and that the goods or services are themselves lawful.

18.2 The following is a list of some prohibited goods as designated by ATC:
(a) The sale or gift of live animals, birds, fish and reptiles is prohibited.
(b) The sale or gift of real or replica guns, knives and all other weapons are prohibited.
(c) The sale or gift of illegal items is prohibited.

19. ANIMALS AT EVENTS

19.1 Any event that includes the use of performing animals is prohibited.

19.2 On a case by case basis the Council may consider granting permission for the use of such animals which are normally regarded as domesticated in the United Kingdom (i.e. horses, dogs, cats, birds used in falconry demonstrations, caged birds and rabbits) and are being used as an ancillary part of a performance or in conjunction with a recognised governing body event (i.e. Kennel Club, British Horse Society) so long as the hirer can demonstrate that RSPCA welfare standards are being adhered to at all times whilst on site.

20. ADVERTISING (NO FLY POSTING)

20.1 Prior to the erection of signage for an Event, such rights must be negotiated with the owners of the property concerned. Signage must be reasonable and appropriate for publicising the Event and shall not use offensive depictions, words, or graphics. An Officer of the Council may request removal of offending signage, and on request the signage shall be removed by the Hirer.

20.2 Fly posting on the highway and on Council property within ATC boundaries is illegal. Certain types of Event official direction signing via the RAC/AA may be accepted. For further details contact Hampshire County Council.

21. DUTY TO REMOVE RUBBISH

21.1 Due to obligations under the Environmental Protection Act, ATC must pursue all precautions to retain the site in a litter free state. It is the responsibility of the Hirer to collect and remove rubbish from the site at the end of the hire period.

21.2 The Council DOES NOT provide waste disposal services for any events unless agreed beforehand in writing and all costs are met by the hirer. The hirer is responsible for the removal of all waste generated at their event from the site at the end of their event. It is not permitted to use Alton Town Council on site litter bins or to stack up waste next to the bins.

21.3 A refundable deposit of £250 may be taken by the Council at the time of booking for all events with anticipated attendance of over 500 people. If the site is left, clear of waste at the conclusion of the event your deposit will be returned. If the site is not left clean, tidy and litter free the cost of additional site cleaning services will be charged against the deposit, and any remaining deposit will be returned.

22. HEALTH AND SAFETY

22.1 The Hirer must ensure compliance by them and all their Contractors and Agents with the Health and Safety at Work Act 1974 and any and all subsequent or subordinate regulations made under the Act, together with all duties within the Management of Health and Safety at Work Regulations 1999, Provision and Use of Work Equipment Regulations 1998 and the Workplace (Health, Safety and Welfare) Regulations 1992.

22.2 The Hirer shall submit the Risk Assessment Form as soon as possible and no later than 14 days prior to the first day of the hire period / event. The findings of the Risk Assessment must be complied with.

23. TEMPORARY SERVICES

23.1 Please note that not all Council sites have access to water and/or electricity. If you wish to request either, please discuss your requirements in advance of making your application with the events team. Any request must be approved by Alton Town Council in advance of confirmation of your event and a charge will be levied for such provision.

23.2 It is the responsibility of the organiser(s) to satisfy themselves that all electrical equipment in use during an Event is safe, has been tested in accordance with and complies with the requirements of the Code of Practice for In-Service Inspection and Testing of Electrical Equipment as issued by the Institute of Electrical Engineers. https://www.hse.gov.uk/electricity/faq-portable-appliance-testing.htm

23.3 Any damage caused to the Councils equipment will be charged to the hirer.

24. PUBLIC CONVENIENCES

24.1 Where the Council considers the size of an Event requires the provision of additional temporary conveniences, these shall be provided by the Hirer at the Hirer's expense who shall ensure that they are always maintained in a clean condition to the reasonable satisfaction of ATC throughout the duration of the Event.

24.2 The Hirer cannot rely solely on Public Toilets on/near the site as they cannot be guaranteed to be open/in working order.

25. OFFICIAL VEHICLES

25.1 No official vehicles will be permitted on to the Council's land in connection with the Event unless included in a list supplied by the organiser to ATC at least fourteen days before the Event and approved. The Council may at any time indicate that some or all of the vehicles included on such a list may not be admitted on to the site should it appear that ground conditions are unsuitable.

25.2 Throughout the Event all vehicles on the site must remain stationary within the area designated for the parking of such official vehicles.

26. ***EXHIBITED VEHICLES AND MACHINERY***

26.1 The Hirer shall supply on the Event Booking Form the details of any proposed types of vehicles and machinery to be displayed as part of the Event and such vehicles and machinery shall only be stationed on areas agreed for their display by ATC. Unless special arrangements are agreed with ATC no exhibited vehicles and/or machinery shall be driven or moved from the areas allocated during the course of the Event.

27. FAIRS AND RIDES

27.1 The Hirer must provide current copies of the Engineers Equipment Inspection Certificates (ADIPS) for all equipment and machinery entering the site as soon as possible, but no less than 14 days prior to arrival on site.

27.2 Daily records of equipment inspections must be available for scrutiny by ATC at any time whilst on site.

28. BOUNCY CASTLES AND INFLATABLES

28.1 Although popular, inflatable units, including bouncy castles, fly walls and bungees can be extremely dangerous if operated incorrectly. All inflatable units must be operated in accordance with the Health and Safety Executive Guidance Note
http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm

28.2 Bouncy castles and inflatable attractions will not be insured by Alton Town Council, and any organiser wishing to have a bouncy castle at their event will need our permission.

28.3 Serious incidents have occurred where inflatables have collapsed or blown away in windy conditions.
Copies of the following need to be provided as soon as possible and no later than 14 days prior to the event:

a) Risk Assessment
b) Public Liability Insurance (minimum £10,000,000)
c) PIPA tag or ADiPs DoC (you may be risking people's safety if the inflatable doesn't have one of these).

28.4 The Hirer shall ensure that operating practices and procedures as set out in the Health and Safety Executive's Code of Practice for Fairgrounds and Amusement Parks, (HS(G) 81 refers), are adopted as minimum operational standards.

28.5 Sufficient competent and trained adult supervisory personnel must be provided at all times when in use to ensure the safety and control of participants and members of the general public.

28.6 The number of children using the bouncy castle must be limited to the number recommended in the hire company's safety instructions. There must be no overcrowding.

28.7 All participants must be made to remove footwear, hard or sharp objects such as jewellery, buckles, pens and other similar pocket contents. Eating while bouncing or performing acrobatics must not be allowed.

28.8 Only inflatables built to the current British Standard (BS EN 14960) will be permitted. Hirers must ensure that the Annual Inspection Certificate is submitted to ATC as soon as possible and no later than 14 days prior to the event.

28.9 The Hirer warrants to ATC that:
the Hirer and their contractors will operate all equipment in accordance with the Health and Safety Executives Guidance Note and Code of Practice and clauses 28.2 – 28.7 above.

29. FIREWORKS, HELIUM BALLOONS & PAPER LANTERNS POWERED BY TEALIGHTS

29.1 The release of fireworks, helium balloons and paper lanterns powered by tealights are not permitted on ATC land as part of an event or hiring due to environmental and health and safety concerns.

30. BONFIRES AND BBQS

30.1 Bonfires and open flame BBQ's are not permitted on ATC land as part of an event or hiring.

31. BREACH OF CONDITIONS

31.1 The Hirer shall be responsible for ensuring that the Conditions of Hire are complied with, by all persons using the venue arising out of or in consequence of hiring.

31.2 In the event of the Hirer breaching any of the conditions of hire, the Council may at its own discretion cancel the booking and all future bookings. The Hirer shall remain liable for all charges, including cancelled future bookings.

32. GOVERNMENT RESTRICTIONS

32.1 The hirer will be responsible for ensuring that they comply with any Government regulations or restrictions in place during their event.

ALTON TOWN COUNCIL
Information available under the Model Publication Scheme

Adopted: 5th March 2025
Review due: March 2027

Alton Town Council has adopted the Model Publication Scheme issued by the Information Commissioner's Office. This scheme commits the Council to make information available to members of the public. This document sets out details of the information available under this scheme and how the public can access it.

Any material published or accessed on the Council's website www.alton.gov.uk is provided free of charge. The Schedule of Costs at the end of this document sets out the charges made if information in hard copy is requested. Such a request may be made by contacting the Clerk (details at the end of this document).

Information to be published	**How the information can be obtained**
Class 1 - Who we are and what we do *(Organisational info, structures, locations and contacts)* *Current information only*	
Who's who on the Council and its Committees	Website, email & hard copy
Details of any representation on local public bodies	Website, email & hard copy
Postal and email address	Website, email & hard copy
Contact details for Town Clerk and Council members	Website, email & hard copy
Location of main council office and accessibility details	Website, email & hard copy
Staffing structure	Website, email & hard copy
Class 2 – What we spend and how we spend it *(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)* *Current & previous financial year as a minimum*	*Some items may be available for inspection only*
Statement of accounts and internal audit report in the format included in the Annual Return form	Website, email & hard copy
Finalised budget	Website, email & hard copy
Precept	Website, email & hard copy
Borrowing Approval Letter	Town Hall
All items of expenditure over £500	Website, email & hard copy
All items of expenditure over £100	Email & hard copy
Financial Regulations	Website, email & hard copy
Grants given and received	Website, email & hard copy
List of current contracts awarded and value of contract	Town Hall
Members' allowances and expenses	Town Hall
Class 3 – What our priorities are and how we are doing *(Strategies and plans, performance indicators, audits, inspections and reviews)* *Current and previous year as a minimum*	
Corporate Strategy (current version)	Website, hard copy & email

Annual Governance Statement in format included in the Annual Return form	Website, hard copy & email
Neighbourhood Plan	Website, email & hard copy
Annual Report to Parish Meeting	Website, email & hard copy
Quality Status	Hard copy & email
Local charters drawn up in accordance with DLUHC's guidelines	Hard copy & email
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy & email

Class 4 – How we make decisions *(Decision making processes and records of decisions)* *Current and previous year as a minimum*	
Timetable of meetings (Full Council and any committee / sub-committee and parish meeting)	Website, email & hard copy
Agendas of meetings (Full Council and any committee / sub-committee and parish meeting)	Website, email & hard copy
Minutes of meetings (Full Council and any committee / sub-committee and parish meeting) (excluding information that is properly considered to be exempt from disclosure)	Website, email & hard copy
Reports presented to meetings (excluding information that is properly considered to be exempt from disclosure)	Website, email & hard copy
Responses to consultation papers	Website, hard copy & email
Responses to planning applications	EHDC website (or appropriate authority if for a neighbouring parish), email & hard copy
Bye-laws	Email & hard copy
Class 5 – Our policies and procedures *(Current written protocols, policies and procedures for delivering our services and responsibilities)* *Current information only*	
Policies and procedures for the conduct of council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	 Website, email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality & Diversity policy • Health and Safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	 Email & hard copy Website, email & hard copy Email & hard copy Email & hard copy Website, email & hard copy Website, email & hard copy Website, email & hard copy
Records Management Policies: • Data Protection policy (including data sharing and CCTV policies) • Information Security Policies • Document Retention Policy	 Website, email & hard copy Website, email & hard copy Website, email & hard copy
Schedule of charges (for the publication of information)	Website, email & hard copy

Class 6 – Lists and Registers *Currently maintained lists and registers only*	*Some information may only be available for inspection*
Information legally required to hold in publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Email or hard copy
Assets Register, including details of public land and building assets	Website, email & hard copy
Disclosure log (indicating the information that has been provided in response to FOIA and EIR requests) – recommended as good practice	Website, hard copy & email
Register of members' interests	Website, email & hard copy
Register of gifts and hospitality	Website, hard copy & email
Class 7 – The services we offer *(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)* *Current information only*	*Some may be available for inspection only*
Allotments	Website, email & hard copy
Parks, playing fields and recreational facilities	Website, hard copy & email
Burial Grounds and Closed churchyards	Website, email & hard copy
Community centres, village halls and pavilions	Website, email & hard copy
Parks, playing fields and recreational facilities	Website, email & hard copy
Playgrounds	Website, email & hard copy
Seating, litter bins, clocks, memorials and lighting	Website, email & hard copy
Bus shelters	Website, email & hard copy
Markets	Website, email & hard copy
Public conveniences	Website, email & hard copy
Agency agreements	Town Hall
Services for which we are entitled to charge a fee and details of those feed (e.g. burial fees)	Website, email & hard copy

How to make a request for information

Requests for hard copy & email information should be made in writing/by email and will be dealt with within 28 days:

By post: Alton Town Council, Town Hall, Market Square, Alton, GU34 1HD

By email: info@alton.gov.uk

Telephone: 01420 83986

Schedule of Charges

Type of Charge	**Description**	**Basis of Charge**
Disbursement Cost	Photocopying @5p per sheet (black & white)	Cost incurred by ATC
	Photocopying @ 10p per sheet (colour)	Cost incurred by ATC
	Postage	Actual cost of Royal Mail standard 2nd class service
Statutory fee		In accordance with the relevant legislation (quote the actual statute)
Other		

ALTON
Town Council

Telephone (01420) 83986
www.alton.gov.uk
info@alton.gov.uk

Town Clerk - Mrs Pat Harris

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

5th March 2025

RESPONSE FROM ALTON TOWN COUNCIL TO THE SOUTH DOWNS NATIONAL PARK HAVE YOUR SAY ON THE LOCAL PLAN REVIEW CONSULTATION

Consultation Period: 20th January to 17th March 2025

Alton Town Council would firstly like to take the opportunity to thank you for providing an opportunity to comment on the South Downs Local Plan Review.

We have read the three associated documents and have the following general observations, before commenting specifically on the project initiation Document (PID), Local Development Scheme (LDS), and Statement of Community Involvement (SCI).
It is noted that when East Hampshire District Council consulted on its draft Local Plan 2021-2040 last year; in your response (by letter dated 4 March 2024), you highlighted the following strategic cross-boundary priorities as a framework for future discussions:

- Conserving and enhancing the natural beauty, wildlife and cultural heritage of the national park and its setting
- Biodiversity restoration at all scales and making nature bigger, better and more joined up
- Mitigation and adaptation to climate change, including nature-based solutions
- Sustainable travel into, within and across the National Park
- The local economy and jobs particularly in land management and the visitor economy
- New homes including accommodation for Travelers, focusing on affordable homes for local communities; and
- Green and grey infrastructure serving communities in and around the National Park.

In responding to this Consultation, Alton Town Council notes that the National Park Authority intends to retain much of its existing local plan, including the landscape-led approach, which considers the nationally designated landscape in every planning decision and that the plan will continue to prioritise clean air, water, dark skies and food, with medium growth spread across the towns and villages of the UK's youngest national park.

The introductory chapter explaining its purpose and coverage, the vision and objectives for the review, 55 updated existing policies, and 10 new thematic policies as well as changes which include strengthened climate, nature and green infrastructure policies, greater protection for water resources and more policies around viticulture and regenerative tourism. All of which are to be heralded as positives and are welcomed.

However, the document also contains 28 existing local plan site allocations that had not yet been implemented and are carried over into this review, some with changes to wording or site areas, and 48 new proposed site allocations across Hampshire, West Sussex and East Sussex which will deliver 60 homes a year!

It is on this point that we take issue and seek that you reconsider the imprecise and impractical site allocations that are not representative of the housing need for those areas of the SDNP which lie within the EHDC area; effectively with advocating such low housing numbers (60 per annum over the term of your plan) you are failing the people of this district in refusing their right to be able to live within the area.

It goes without saying, that Alton Town Council believes we can all agree that planning is one of the most important and immotive matters that are raised by residents and councillors alike and whilst we wholeheartedly support the prioritisation of brownfield over greenfield sites, there has to be a realisation that in order to preserve the future of settlements you need to provide for the vitality of such settlements within the SDNP area if you are not to suffocate growth and die.

You are equally aware that East Hampshire's housing targets, as determined by the standard methodology, show it must identify sites for almost 11,000 homes by 2040. But those calculations take no account of the fact that 57 per cent of the district is inside the South Downs National Park, an area where development is restricted. That leaves the remaining 43 per cent of the district to take the lion's share of development.

Inevitably that will put pressure on our equally highly-prized countryside and our rural town and surrounding villages, which have already seen so much change over the past few years. But it is up to those affected to reflect their own concerns and submit their comments directly to yourselves.

This is not sustainable development. It is the damage done by a blunt instrument - a planning policy that takes no view of unique local factors. East Hampshire has been affected by the constant unknowns associated with housing numbers. The introduction of the standard method in 2018 was meant to make it easier for local planning authorities to produce local plans without the complexities of calculating housing needs. But the current standard method simply does not work in places like East Hampshire, where there is more than one local planning authority without a common goal.

It is our view that housing figures for East Hampshire should be amended to account for the huge areas of national park land which in turn impacts on the district's only Tier 1 settlement i.e. Alton.

Whilst Alton Town Council commend your priorities it wishes to highlight some of the key issues in relation to housing, communities and infrastructure and the concerns we have in regard to your proposed number of new homes and proposed sites for development. You are undoubtedly aware of the level of local scrutiny afforded to the housing distribution of the South Downs National Park (SDNP) on where new homes are located and the impact this has across East Hampshire and in particular the disproportionate housing allocation to those areas outside of the SDNP transferred to the rest of East Hampshire which is hugely unfair on the local population and infrastructure which has not been set up or designed to accommodate a large population increase over a relatively short period of time. Imposing such inflated and increased housing allocation on the sites outside of the SDNP risks us losing the entire look, feel and nature of our community and its very important links to the countryside and beyond. At a national level, of course, we understand the level of protection given to National Park status but equality it just not be for other communities like Alton who are outside of the SDNP to soak up and absorb that unmet need which by default is a position that you yourself has imposed on yourselves and have adopted!

That said, there will need to be a new realism about mandatory housing numbers for East Hampshire – and in turn, Alton, but it is also for the SDNP authority to step up to the plate and accept its own responsibility in adopting its own new reality on housing numbers. Whilst we fully respect the constraints of the National Park, we consider that with the expected mandatory housing numbers imposed by the Government, the SDNP will have to look at practical realistic solutions within its own areas and increase its own housing numbers and sites where building can take place without infringing on those areas outside of the SDNP.

Alton Town Council notes that whilst the National Planning Policy Framework (NPPF) gives great weight to conserving and enhancing landscape and scenic beauty in National Parks, it also notes that major development may be allowed in exceptional circumstances and where it can be demonstrated that the development is in the public interest.

With the national focus being on growth (i.e. mandatory housing numbers) coupled with other priorities such as challenges to people's health and wellbeing, surely that should lead to recognition in the scope and focus of the SDNP Local Plan on the importance of housing and supporting communities now and in the future.

Failure to note or even recognise that such a need exists within the SDNP area is an acknowledgement of failure to acknowledge those needs could detrimentally impact the communities within the SDNP and East Hampshire as a whole. Alton is not different in recognising what issues are important to it as a rural community, i.e. 'affordable homes', health and wellbeing', 'vibrant communities', 'ageing population' and 'climate change' but the big issue of development needs to be acknowledged alongside. The SDNP Authority needs to recognise that the larger the unmet need for housing within its area, the greater the pressure will be for additional housing development in adjoining areas - including on land in rural areas that form part of the National Park's landscape setting.

The two statutory purposes for National Parks are well known, but there is also a duty 'to seek to foster the social and economic wellbeing of the local communities within the National Park in pursuit of our purposes. The 2010 Circular notes that National Parks are homes and workplaces to thousands of people. There is emphasis that National Park Authorities should continue to foster and maintain thriving rural economies, as well as support the delivery of affordable housing.

It is therefore clear that the communities of National Parks are critical to the sustainability of the Parks themselves and must ensure that, in their work furthering the National Park purposes, "they give sufficient weight to socio-economic interests in order to fulfil their duties appropriately to sustain strong communities drawing, amongst other things, on the good work already undertaken and their shared aspiration to support thriving rural communities".

Alton Town Council would, therefore, like to see greater focus on the delivery of housing where appropriate, and infrastructure planning especially in key towns such as Petersfield, Liphook and Liss (to name but a few). Equally, there should be a focus on seeking every opportunity to consider brownfield sites, and appropriate extensions of key settlements. A recognition of the

Government's growth agenda is recommended – national parks should not think themselves immune, otherwise they will face decline, with an increasingly old population and loss of key infrastructure, services and jobs.

Also related to retaining young people is access to affordable housing. We would like to see greater focus on the provision of affordable housing, which ultimately will need delivery of market housing.

We as a Council are concerned for all residents in Alton and that cannot be done without ensuring that we make representation to the SDNP to take responsibility in relation to housing numbers within their area and not freeloading off those communities which do not have the special protection of a national park. We believe that the needs of those people who live within the SDNP should also be viewed not only as protecting them from over development but more looking at how they sustain the needs of the people who live there to avoid decline, stagnation and eventual demise. The SDNP should also recognise this pivotal moment for planning and seize the opportunity for planning to achieve growth and positive change, whilst protecting what makes a place special.

Yours faithfully

Pat Harris
Town Clerk
For and on behalf of
Alton Town Council

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