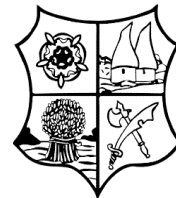


ALTON Town Council



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

Town Hall
Market Square
Alton
Hampshire
GU34 1HD

29th May 2025

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 4th June 2025 at 7.00pm** at the Town Hall when the under mentioned business will be transacted.

There is a pre-meeting Councillor only briefing at 6.00 p.m. prompt with the promoters of the Holybourne development with the following representatives:

Charles Buckly – Red Brown Limited
Fiona Jaques – Red Brown Limited
Fredrick Carlsson – Adam Architects
Mark Smith – Paul Basham Associates
Tom Ashley – Turnberry

Yours faithfully

Pat Harris

Mrs Pat Harris
Town Clerk

To: All Town Councillors

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

ALTON TOWN COUNCIL – WEDNESDAY 4th JUNE 2025
TOWN HALL, ALTON – AGENDA

1. Apologies for absence
2. Town Mayor's announcements
3. Minutes of the Full Council meeting held on 7th May 2025 and the AGM held on 21st May 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
6. Evaluation of Neighbourhood CIL Applications received during 1st April-1st May 2025
7. Purchase of replacement ability swing and roundabout for the Public Gardens
8. Planning Applications for comment:
 1. EHDC-25-0329-FUL - The Priory, 11 Howards Lane, Holybourne, Alton, Hampshire, GU34 4HH
 2. EHDC-25-0526-LBC - The Priory, 11 Howards Lane, Holybourne, Alton, Hampshire, GU34 4HH
 3. EHDC-25-0455-FUL - Land to the rear of 86 - 90 Wilsom Road, Alton, Hampshire
9. Legal Agreements:
 1. Transfer of open space from Highwood Ventures 2 Limited to Alton Town Council: Alton Gateway
 2. Land at Windmill Hill, Off Salisbury Close, Alton, Hampshire, GU34 2TQ (Arquiva site 12608)
10. Statement of Accounts from 1st – 31st May 2025
11. Current Consultations:
 - (i) Gambling Act 2005 – EHDC Review of its Statement of Principles
 - (ii) Hallam Land public engagement re: emerging design proposals for Land at Brick Kiln Lane, Alton – available to view at 222.landatbrickkilnlane.co.uk until 20th June 2025
12. To receive a report from the Climate Change Committee

**ALTON TOWN COUNCIL
FULL COUNCIL – 4th JUNE 2025**

REPORTS PREPARED BY THE TOWN CLERK

**ITEM 6: EVALUATION OF NEIGHBOURHOOD CIL APPLICATIONS RECEIVED DURING
THE PERIOD 1ST APRIL TO 1ST MAY 2025 FOR DECISION**

The latest Neighbourhood CIL funding window opened on 1st April 2025 and closed on 1st May 2025. CIL funding is for local groups and organisations as well as Alton Town Council to submit applications for infrastructure related projects which benefit the local community. All applications received were reviewed at a CIL Councillor Workshop held on Wednesday, 14th May 2024 with full details of each application received being sent to Councillors in advance of the workshop via e-mail.

Councillors are reminded that the Town Council must use CIL money to support the development of the local council's area, by funding:

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

Typically, there are three broad categories of infrastructure:

- (a) Social infrastructure: e.g. art and culture, sports halls, education, health, social care, emergency services, community centres,
- (b) Physical infrastructure: e.g. pavements, cycleways, flood defences, highways, transport links
- (c) Green infrastructure: e.g. play areas, public open space, woodlands

The available fund currently sits at **£160,269.70** which is made up of £248,868.14 carried forward from CIL allocations ending 2023, plus CIL allocations received in April 2024 of £121,843.54 and in October 2024 of £103,733.65 less those applications approved in April 2024 totalling £228,182 and in October 2024 totalling £145,904, plus £59,910.37 due to be allocated in April 2025.

A total of 10 bids were received totalling **£140,678.23** and all were initially reviewed and scored by EHDC & Alton Town Council officers independently by way of:

- (i) verifying whether applicants met the laid down criteria
- (ii) independent scoring of those applications that qualified
- (iii) all applications were further reviewed and a report (with recommendation) issued to all councillors prior to the workshop on 14th May, using the scoring matrix as below:
 - those scoring above 39 should be recommended for granting
 - those between 34-38 should be considered for further evaluation
 - those below 33 rejected as not meeting criteria for either recommendation or further discussion

The applications received during the April 2025 funding window were:

Applicant 1	Andrews Endowed School, Holybourne	Maximising school storage and wellbeing: external storage and courtyard development	£18,500.00
Applicant 2	Beech Wellhouse	Beech Wellhouse Project - to transform the annex into a health & wellbeing club for community use	£5,974.00
Applicant 3	Chawton Park Social Bowls Club	Indoor carpet to allow more use of facilities during close season	£4,500.00

Applicant 4	Treloar College, Holybourne	Transforming residential accommodation for disabled school students at Treloars (Cotswold Wing of Gloucester House) and installing solar panels	£10,000.00
Applicant 5	First Friends Nursery, Queens Holybourne	Setting up a second nursery provision in Alton	£9,900.00
Applicant 6	Alton College	Addition of Boccia sporting lines in sports hall	£5,160.00
Applicant 7	Amery Hill Residents Association	Wey Walk Project	£17,029.23
Applicant 8	Binsted School - Outdoor Learning Structure	To add an outdoor learning structure to the front of Binsted Primary School	£13,219.00
Applicant 9	Alton Infant School	Transform the playground into an interactive & accessible play area & create a welcome area	£40,000.00
Applicant 10	Chawton House	Everyone is welcome project to open up more of the ground floor/level access to the house	£16,396.00

RECOMMENDATION: Members are requested to consider which qualifying Neighbourhood CIL applications are to be approved.

ITEM 7: PURCHASE OF REPLACEMENT ABILITY SWING AND ABILITY ROUNDABOUT IN THE PUBLIC GARDENS FOR DECISION

The current ability swing in the Public Gardens has been chained up and out of use for some time due to misuse, which led to the equipment being damaged and unable to be securely locked. This piece of equipment is invaluable to wheelchair users being one of only a few locations where such play equipment is available. Officers are recommending that Alton Town Council replace this particular piece of equipment and have been able to source and sought quotes from several companies to replace it, but as it is part of a three-swing set only one company has indicated that they can replace the disability swing without having to replace the whole unit. At the same time, the ability roundabout having been repaired several times is now reaching the end of its life – it cannot be tightened any more and is now very hard to push.

A provision of £9,243 was carried forward from the 2024-25 budget together with a further £12,128 being allocated in the 2025/2026 budget for play equipment, making a total of £21,373 being available to replace these items. To date, £3,760 has already been spent on minor maintenance needed across all of the council's play areas and removing the dilapidated junior trim trail at Anstey Park - there is no plan to replace that at this time.

Officer recommendation is that supplier "A" replaces the ability swing at a cost of £6,975 and supplier B replaces the roundabout at a cost of £10,374.84. This makes a total spend of £17,349.84, leaving us with only £263.16 for the remainder of the year albeit that Neighbourhood CIL funding could be sought for future replacement play equipment or monies taken from reserves.

Request for Quotation: ABILITY EQUIPMENT FOR PUBLIC GARDENS

Supplier	Swing	Roundabout	Cost - swing	Cost - roundabout	Cost if both ordered	Additional Comments
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Supplier A	Replacement Ability Swing cradle and locking post	Replacement top - base can be left in place	£6,975	£13,010.00	£19,185.00	Discount if replacing both items at the same time. Roundabout price has quoted to replace more items than may be needed - it depends on the condition when installing.
Supplier B	Unable to quote	To remove and dispose of existing roundabout, supply and install new roundabout, repair rubber surface after installation and all provisions during work		£10,374.84		Unable to quote for swing as would have to replace the full unit
Supplier C	Unable to quote	No detail included		£9,600.00 + £4,000 wet-pour repairs		Rough estimate, not quote!

RECOMMENDATION: Members are requested to endorse officers' recommendation and:

- 1. Approve Supplier A to replace the swing at a cost of £6,975**
- 2. Determine whether to appoint Supplier B to replace the roundabout at a cost of £10,374.84**

ITEM 8: PLANNING APPLICATIONS

FOR DECISION

1. EHDC-25-0329-FUL and

2. EHDC-25-0526-LBC

Site: The Priory, 11 Howards Lane, Holybourne, Alton, Hampshire, GU34 4HH

Proposal: Two detached dwellings, creation of a private driveway access onto Howards Lane and landscaping, and demolition of a section of wall fronting Howards Lane.

Deadline for comments is 3rd June, but an extension has been secured until 5th to allow this to be considered by Full Council.

[East Hants | East Hampshire District Council | Application | 180484](#)

[East Hants | East Hampshire District Council | Application | 180488](#)

Both applications are for the same site: one is the Full Planning Application and the other is for Listed Building Consent. There have been several similar applications previously for this site, however all have been withdrawn.

The site history can be viewed on the old EHDC Planning Portal here: [_EHANT_PROPLPI_42898_2 | The Priory, 11 Howards Lane, Holybourne, Alton, GU34 4HH.](#)

Details of both applications were circulated to councillors on 19th May to provide ample time to review all the documents associated with each of the planning applications.

3. EHDC-25-0455-FUL

Site: Land to the rear of 86 - 90 Wilsom Road, Alton, Hampshire

Proposal: 5 detached dwellings with associated carports, parking and landscaping

[East Hants | East Hampshire District Council | Application | 180606](#)

The entrance from the B3004 (Wilsom Road) has already been created, with the development of the adjacent site, which can be seen here: [55638/002 | Reserved Matters application pursuant to outline permission 55638/001 - Residential development of 9 new dwellings with associated residential curtilages, parking, garaging, vehicular access and earthworks / landscaping \(additional landscaping information received 9 + 10 Feb 23 and revised plans received 01/06/23\) | Land between, 60-86 Wilsom Road, Alton](#)

Details of the application was circulated to councillors on 29th May 2025.

RECOMMENDATION: Members are requested to review the applications before them and format their response to the Planning Authority for each of the three applications.

ITEM 9: LEGAL AGREEMENTS

1. TRANSFER OF OPEN SPACE FROM HIGHWOOD VENTURES 2 LIMITED TO ALTON TOWN COUNCIL – ALTON GATEWAY

Members have been kept regularly apprised of the impending transfer of open space land from Highwood Ventures (developer) to Alton Town Council. The open space in question is on the Selborne Road and is known as the Alton Gateway but for the purpose of the TR1 HM Land Registry Transfer of part of registered title is registered as the Land at Stonehill Farm, Selborne Road, Alton, GU34 3HH under Title number SH61112. This transfer of land comes with a commuted sum of £79,422.03 to cover maintenance of the said area going forward. The commuted sum has been index linked in accordance with the terms of the S106 Agreement. EHDC have confirmed that all Conditions under the Planning approval have been met and are signed off and, therefore, the legal transfer can now take place. Alton Town Council have already received the commuted sum which has been placed to Earmarked Reserves to ensure that these monies are not used for any other purpose.

Members are advised that it must comply with the Council's Standing Orders which states: *A legal deed shall not be executed on behalf of the Council unless authorised by a resolution. b [Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]. The above is applicable to a Council with a common seal.*

Therefore, Councillors are requested to note this report and the signing of the TP1 Agreement which has been undertaken by two authorised signatories (councillors) in the presence of the proper officer (Mrs Pat Harris) and authorise the applying of the common seal of Alton Town Council to complete the legal formalities

RECOMMENDATION: Council is requested to

- (i) Approve the sealing of the TP1 Agreement as signed by two authorised signatories (councillors) in the presence of the proper officer for the transfer of open space land from Highwood Ventures 2 Limited (Title number SH61112) Land at Stonehill Farm, Selborne Road, Alton, GU34 3HH to Alton Town Council**
- (ii) Note the receipt of the commuted sum of £79,422.03 and authorise its transfer to Earmarked Reserves – Alton Gateway**

2. RELATING TO LAND AT WINDMILL HILL, OFF SALISBURY CLOSE, ALTON, HAMPSHIRE, GU34 2TQ (ARQUIVA SITE 12608)

Councillors Resolved at the Full Council meeting on 5th March 2025 (Minute 137.3) to enter into a new Agreement with Arquiva Limited for the telecommunication installations at Windmill Hill. The Lease has now been agreed and is tabled to note this report and the signing of the Lease which has been undertaken by two authorised signatories (councillors) in the presence of the proper officer (Mrs Pat Harris) and authorise the applying of the common seal of Alton Town Council to complete the legal formalities.

RECOMMENDATION: Council is requested to approve the sealing of the Lease Agreement as signed by two authorised signatories (councillors) in the presence of the proper officer with Aquiva.

ITEM 10: STATEMENT OF ACCOUNTS TO 31st MAY 2025

FOR DECISION

Members are requested to note the financial papers which will be circulated to Councillors on Monday, 2nd June and are requested to scrutinise the accounts and accompanying documents and reports and to submit any questions they may have to the Deputy Town Clerk in advance of the meeting.

Balance Sheet as at 31st May 2025

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

Income & Expenditure

The Statutory Income and Expenditure Report for the period 1st – 31st May 2025

Bank Reconciliation Statement as at 31st May 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.

Payments over £500

The report includes all payments over £500, issued between 1st – 31st May 2025 in respect of invoices and grant cheques.

Direct Debits

There have been no additions to the list as approved by Full Council on 7th May 2025

RECOMMENDATION: Members are requested to confirm their approval of:

- 1. The balance sheet dated 31st May 2025**
- 2. The Income and Expenditure account to 31st May 2025**
- 3. The bank reconciliations for the Unity Account**
- 4. The Payments over £500 covering 1st- 31st May 2025**

ITEM 11: CURRENT CONSULTATIONS

FOR DECISION

- (i) EHDC review of Statement of Principles: Gambling Act 2005
Details of this consultation were circulated to all councillors on 9th May to provide sufficient time

for Councillors to consider whether the Council wished to provide feedback to EHDC on its review as follows: Gambling Act 2005 – Review of Statement of Principles

East Hampshire District Council is currently reviewing its statement of principles under the Gambling Act 2005. We are now consulting on the proposed draft statement and inviting statutory consultees and other interested parties and stakeholders to provide feedback. Feedback must be received before the six-week consultation period closes on Friday 20th June 2025.

Full details and the draft policy are on the Council's website:

<https://www.easthants.gov.uk/licensing>

<https://www.easthants.gov.uk/statement-of-principles-gambling>

RECOMMENDATION: Members are requested to consider if it wishes to provide feedback on the EHDC review of its statement of principles under the Gambling Act 2005.

- (ii) Hallam Land: Hallam Land public engagement re: emerging design proposals for Land at Brick Kiln Lane, Alton.

Hallam Land are sharing their emerging design proposals for Land at Brick Kiln Lane which include a range of new homes, a new, safer junction on Basingstoke Road with improved walking and cycling infrastructure, a range of new habitats and areas of new public open space. Hallam Land are wishing to hear the public's thoughts on what the important issues and opportunities are for this site. *Your views will be used to shape and inform our proposals as we work towards preparing and submitting a planning application.* – details available to view until 20th June 2025 at www.landatbrickkilnlane.co.uk

RECOMMENDATION: Members are requested to note

**ITEM 12: TO RECEIVE A REPORT FROM THE CLIMATE CHANGE COMMITTEE
FOR INFORMATION**

The Chair of the Climate Change Committee will take any questions arising from the report tabled.

Request for Quotation: ABILITY EQUIPMENT FOR PUBLIC GARDENS

Supplier	Swing	Roundabout	Cost - swing	Cost - roundabout	Cost if both ordered	Additional Comments
Supplier A	Replacement AbilitySwing cradle and locking post	Replacement top - base can be left in place	£6,975	£13,010.00	£19,185.00	Discount if replacing both items at the same time. Roundabout price has quoted to replace more items than may be needed - it depends on the condition when installing.
Supplier B	Unable to quote	To remove and dispose of existing roundabout, supply and install new roundabout, repair rubber surface after installation and all provisions during work		£10,374.84		Unable to quote for swing as would have to replace the full unit
Supplier C	Unable to quote	No detail included		£9,600.00		Rough estimate, not quote!

Annual Report from Alton Town Council Climate Change Committee

The Alton Climate Change Committee meets four times a year and pulls representatives from across the town including local businesses and the youth, along with organisations like Energy Alton, Cycle Alton and ACAN (Alton Climate Action Network). Three of the Town Councillors sit on the committee along with a representative from East Hampshire District Council.

In June 2024, Alton Town Council updated its Climate Change Strategy and the Action Plan, highlighting three key aims:

- **Aim 1** – to reduce Alton Town Council’s carbon footprint to achieve carbon neutral by 2030.
- **Aim 2** - to create opportunities for residents, schools, and businesses to have a direct and positive impact on their own energy consumption habits by working alongside our climate change community groups.
- **Aim 3** - to influence third parties in the adoption of policies providing sustainable alternatives to traditional construction, infrastructure, and transport models.

A copy of both the Action Plan and Strategy are on the Alton Town Council website, and you should have a flyer detailing the strategy on your chair this evening.

Progress in the last 12 months

The Committee has identified steps that will push the Town Council towards its goal. By far the most extensive of these objectives is retrofitting of the existing Council owned properties. To date we have:

- Installed double glazing in the three retail units on the Market Square.
- Secondary glazing has been installed at the Assembly Rooms.
- Secondary glazing is being fitted at the Town Hall next month.
- Thermal blinds at the Town Hall will be fitted once the glazing is completed.
- Working with Government funded body, Innovation Exchange, a Challenge Statement has been created to invite innovative ideas to replace the gas fired boiler at the Town Hall. These are due to be presented to the Climate Change Committee in July for implementation as part of the 2026//27 budget.
- An agreement with Energise South Downs is supporting Energique to install solar panels on the roof.
- A survey to identify the suitability of solar panels for the Finnimore Pavilion is being carried out.

- The Rugby Club, Alton Social Bowls, the Kings Arms, and The Allotment Association are all installing solar panels which the Climate Change Committee have supported.
- The Committee are speaking with Energise South Downs about solar panels for other buildings in the portfolio.
- The Harry Baker Pavilion, leased to Alton Cricket Club, is being refurbished including energy efficient equipment and upgraded insulation.
- Improved insulation is being delivered at Jubilee Bungalows.

The Committee are involved with other projects including:

- Installing robust drinking water taps to allow residents and visitors to fill reuseable water bottles in some of open spaces.
- Cycle parking has been added to our open spaces along with cyclepods which allow cyclist to repair their bikes if needed.
- Electric tools are currently being trialled by the Grounds Team.
- Last Autumn (2023) 1,300 heading plants and 56 trees were planted across the Town including a trial of 9 disease resistant Elms at Anstey Park.
- Planting of 300m² of wildflower meadows.
- Working with Cycle Alton and Walk Alton to update the map of walking and cycling routes across the town including additional signage from the new estates. An EHDC grant has been awarded to fund this project.
- Supporting ACAN's Eco Streets Project.
- Changing all bulbs in Town Council run buildings to LEDs.
- Two electric bikes are available free of charge for residents to try. The second electric bike was donated to the Town Council by a resident in 2023. Both bikes have been well used, and it is understood that 20 e-bikes have been purchased as a result of loaning one of the units.
- The Town Council were represented at the Green Homes Fair on 29th June 2023.

The Climate Change Committee are currently looking to recruit a representative from local businesses, so if you would like to get involved, please contact the Town Hall.

All the Climate Change meetings are open to the public and we would welcome you at our next meeting on Wednesday 23rd July at 9:30am.