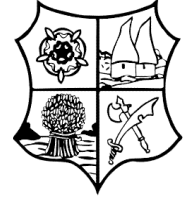


ALTON Town Council



2 January 2026

Dear Councillor

You are hereby summoned to a meeting of the **FULL COUNCIL** on **Wednesday 7 January 2026 at 7.00pm** at Alton Community Centre, Amery Street, Alton GU34 1HN, when the under mentioned business will be transacted.

There is a pre-meeting briefing for town councillors only at 6.30pm with Sir Charles Cockburn from the A31 Alliance.

Yours faithfully

Tom Horwood
Town Clerk

To: All Town Councillors

Councillor Matthew Bayliss
Councillor Chris Botten
Councillor Mark Boyce-Churn
Councillor Annette Eyre
Councillor Don Hammond
Councillor Graham Hill
Councillor Matthew Kellermann

Councillor Roger Lamb
Councillor Richard Moore
Councillor Nick O'Brien
Councillor John Quincey
Councillor Barbara Tansey
Councillor Janice Treacher

AGENDA

1. Apologies for absence
2. Declarations of Interest and Requests for Dispensations
(Councillors are responsible for declaring 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, they may not participate in any discussion of or vote on any matter in which they have a pecuniary interest. They must withdraw when the meeting discusses and votes on the matter.)
3. Minutes of the Full Council meeting held on 10 December 2025

RECOMMENDATION: To approve the minutes of the Council meeting held on 10 December 2025.
4. Town Mayor's announcements

5. Written representations from the public – see *attached report and correspondence*
(*Authors of written representations are invited to ensure that they are with the Town Clerk by 12noon two days before the council meeting to enable them to be circulated in good time.*)
6. Questions and statements by the public
(*In accordance with Standing Order 3e, members of the public may make representations in respect of the business on the agenda. They may give notice in advance up until just before the start of the meeting. Verbal statements or questions may be up to 5 minutes long, within a total of 20 minutes allowed for public speaking which may be extended by the Chair.*)

RECOMMENDATION: To note the questions and statements by the public.

7. Planning Applications: – see *attached report*
 - A. EHDC-25-0748-OUT - Land To The Rear Of 136-150 London Road, Holybourne, Alton, Hampshire (pre-decision amendment for re-consultation)
 - B. EHDC-24-0027-FUL - Land North West of Ackender Wood, Basingstoke Road (pre-decision amendment for re-consultation)
 - C. EHDC-25-1395-FUL - The Queens Head, 20 London Road, Holybourne, Alton, Hampshire, GU34 4EG
8. Potential grazing at Will Hall Meadow – see *attached report*
9. 3G Pitch, Anstey Park – Football Foundation documents to sign – see *attached report*
10. Events programme for 2026 – see *attached report*
11. Revised Financial Regulations – see *attached report*
12. Exclusion of the press and public

(*If required*) RECOMMENDATION: To exclude the press and members of the public in view of the confidential nature of the business about to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1, subsection 2, and to be clear, 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.

Confidential

13. There are no confidential matters.

Present: **Councillor** **Annette Eyre (Town Mayor)**
Matthew Bayliss
Mark Boyce-Churn
Chris Botten
Don Hammond
Graham Hill
Matthew Kellermann
Richard Moore
Roger Lamb
Nick O'Brien
John Quincey
Barbara Tansey
Janice Treacher

In attendance: Tom Horwood - Town Clerk
Hayley Carter - Deputy Clerk
47 Members of the public and press

There were no apologies for absence.

1. The Mayor welcomed councillors and the public and thanked everyone for attending.
2. She wished everyone a merry Christmas and encouraged people to come along to the Reindeer Run on Sunday 14th December, registration for which is from 9am in Market Square.
3. She thanked the Lions for their annual Santa's Sleigh which is going around the town in December, and which she joined for their first one. She asked people to get out and support them and give them a cheer.

Councillor Hill proposed that the minutes be approved. This was seconded by Councillor Kellermann, and it was

RESOLVED
to APPROVE the minutes of the Full Council meeting held on 8
October 2025

Councillor Kellermann requested recorded votes for all items throughout the meeting.

In favour: Councillors Eyre, Botten, Hammond, Hill, Kellermann, Lamb, O'Brien, Quincey, Tansey and Treacher

Abstained: Councillors Bayliss, Boyce-Churn and Moore

82 Declarations of Interest and Requests for Dispensation

Councillor Bayliss declared an interest in item 10 as he has an allotment.

Councillor Lamb declared an interest in item 16, the lease for Alton Tennis Club, as he is Chair of the club and left for that item.

Councillor Hill asked for a blanket dispensation for all councillors to take part in item 10 when it came to setting the precept as all are council tax payers. This was granted by the Town Clerk.

83 Correspondence Received and Questions to the Council

83.1 The following correspondence was received on 28 November 2025 from Nicky MacDonald, Managing Director, Mid and North Division, Hampshire and Isle of Wight Healthcare NHS Foundation Trust:

Dear partner,

We are writing to update you on plans to improve how rehabilitation care is delivered at Alton Community Hospital.

We are committed to making sure our inpatient rehabilitation services continue to meet the needs of our local communities while also making the best use of our NHS staff, spaces, and resources. After a detailed review of patient data and activity, we've found that the current number of beds is higher than what's actually needed.

Most people recover better in the comfort of their own homes, and national guidance strongly supports this "home-first" approach. It's backed by clinical evidence and, most importantly, by what patients themselves have told us.

We are making some positive changes to how we deliver inpatient rehabilitation, and we want to reassure you that anyone who clinically needs a rehabilitation bed will still have access to one.

This new approach gives us a great opportunity to strengthen medical and therapy support across all seven days of the week, helping us provide safer, more consistent, and higher-quality care for everyone. As part of these improvements, we have brought all inpatient rehabilitation beds together on a single ward.

This will help us make the most of our skilled staff and resources, while continuing to offer the same high standard of person-centred care. By bringing the team together in one place, we can boost collaboration, ensure more consistent care, and create a more supportive environment for recovery making it easier for patients to get back on their feet.

Local people will still have access to inpatient rehabilitation at Alton Community Hospital when it is clinically appropriate. Alton will remain a vital part of our local NHS, and this plan supports its long-term future. By using beds more effectively and enhancing our medical and therapy staffing, we can respond more flexibly to pressures across the system, making sure care is available when and where it's needed most.

We are also making some exciting updates across the hospital to support a wider range of community health services. Our Community Clinic and Podiatry teams will move into newly refurbished, modern clinical spaces on Level 1 designed to be more comfortable and fit for purpose for both patients and staff. District Nurses will also return to the site after relocating during the pandemic, helping to strengthen local care and coordination.

Importantly, we have created space for future innovation. These changes mean we are well-positioned to introduce new services and care options in the coming year making Alton Community Hospital a true health and wellbeing hub for the whole community.

This is all part of our wider ambition to provide better care, closer to home aligned with the Trust's five-year strategy and the national NHS 10-year Health Plan.

We are planning local drop-in events where residents can learn more about the proposals, ask questions and share their views. Details can be found by visiting: <https://hiowhealthcare.nhs.uk/about-us/improving-our-services/increasing-home-based-rehabilitation>

We are proud to continue providing high-quality, person-centred care for people in the Alton area. Your support and involvement are incredibly important to us, and we truly value your input as we work together to shape the future of our services.

- 83.2 At its 8 October meeting, Alton Town Council agreed unanimously “to trial grazing in Will Hall Meadow from Spring 2026, subject to all necessary arrangements being in place.” Work is ongoing to investigate the appropriate arrangements before a final decision to commence is made and residents have been told that they will be consulted as part of this process. Messages were received from 21 local residents objecting to the proposal. While most have not given consent for their message and name to be published, the following

from Graham Mead was received on 13 November, who has given consent. Other correspondents made similar points.

I am writing with regard to the proposed plan to graze cattle on Will Hall Meadow. I have copied Tom Horwood as I have previously had a number of interactions with him on this matter.

I apologise that this email is so long, but I see it as a complex issue, and potentially one with high risks.

I raised concerns on the grazing proposal with Tom Horwood as a result of the minutes of the council meeting on 8th October. I was advised: ‘...The decision was to see if a trial would be possible...’ The Minutes read as follows:

68 Will Hall Management Plan

*Councillor Hammond proposed the motion that grazing be trialled in Will Hall Meadow from Spring 2027, **subject to all necessary arrangements being in place.***

This was seconded by Councillor Botten.

Gareth Hurd spoke about the discussions had with the Deputy Clerk and Head Groundsman and his suggestions for managing the site and grazing the land and answered questions from councillors.

Councillor Kellermann proposed an amendment, that: “The trial be from 2026” This was seconded by Councillor Botten and with all councillors voting in favour the amendment was carried. Thus, on the proposal of Councillor Hammond, seconded by Councillor Botten, it was carried.

All in favour.

The wording I have highlighted, and the information from Tom Horwood, suggest there is work to do before a trial can be confirmed. Unfortunately, there do not seem to be any published council documents that detail precisely what scheme is proposed, how it might operate, what safeguards would be in place (for livestock or people), what the costs or net gain/loss might be, etc. Nor does there seem to be any commitment to consult with the public, even though there are many residents who would be directly impacted by any such trial.

As you will know, this land is used by residents of the Hop Fields development. However, it is also used by residents from other developments and people who live further west along the Basingstoke road. The prime functions are to use it as a path to/from town and to walk/exercise dogs, although in the summer it is often used for children to run/play. Users include people of all ages including parents with young children, pushchair users and wheelchair users. The path is used at all times of day, including in the dark.

My understanding is that the plan is to use electronic tagging only to control a herd of cattle (presumably heifers?) in order to graze the area, in order to save money on the grass cutting cost. If my understanding is correct, the grass is only cut once or twice each year, therefore the saving cannot be particularly significant.

I have a number of specific concerns regarding any such trail. Please find them detailed below:

Environmental Impact

I had the understanding that many councils, including our own, have adopted a 'wilding policy'. This entails cutting grass only once (perhaps twice) each year, to allow land to re-wild and support birds, butterflies, insects more generally to thrive in environments that would otherwise not be available. This obviously requires letting the grass grow. I am fully supportive of these. Item 2 of the council's 'New Climate Change Strategies' seems to reinforce this point:

2. Manage green spaces owned by Alton Town Council to improve climate resilience, biodiversity, carbon capture ...'

Introducing grazing cattle would surely remove a significant element of this benefit and remove the conditions that some of the wildlife requires to nest and feed. It would also result in the release of methane, which would not otherwise be present in this environment. So, I fail to see any net environmental benefit of the proposed approach, in fact the opposite! It would also appear to contradict the goals of ACAN, which clearly include trying to reduce emissions from livestock.

If the goal for the council is really to save more money, and it believes it can control cattle using only electronic tagging in a safe way, and not impact an environment that is already semi-wild, I could argue this would be more appropriate on, for example, Flood Meadows, where much of the area is grass rather than wilder land and the mowing takes place significantly more frequently.

National Guidelines

DEFRA published an independent report: 'Opinion on the welfare implications of using virtual fencing systems to contain, move and monitor livestock' in October 2022.

A link to the report can be found at the foot of this email. There are some very interesting observations and recommendation included. I have drawn out a few of them below under the associated headings in the report.

Virtual fencing as a means of containment and movement

Continual access to drinking water points within virtually fenced areas requires careful planning.

Virtual fencing as a means of containment and movement

GPS accuracy and resolution are potential problems. Virtual fencing users report that a fenceline may drift by a couple of metres or more, such that a contained stationary animal receives one or more audio cues and potentially an electric shock. This could cause confusion and potentially distress. In addition, if a fenceline is placed close to water sources or shade, GPS drift could potentially prevent access to these, or allow access to areas of risk (for example, poisonous plants such as acorn or yew, hazardous land features or structures, or highways).

Training livestock to use the system

All virtually fenced livestock (including newly purchased or replacement animals joining an existing virtually fenced group) require a period of intentional training by the stockperson to

- become familiar with the weight and feel of the collar (especially immediately after fitting)*
- experience the audio cue(s) and any vibration cue*
- experience (if necessary) the electric shock that will result if they continue to move through the boundary*
- learn that the aversive effect of the electric shock can be avoided by responding to the audio cue*
- learn that the behaviour of herdmates can indicate the boundary location and, if it is moving, to where*
- potentially learn that a stationary fenceline may be remembered in association with the physical landscape*
- learn that a moving fenceline may shift at one time or dynamically*
- (depending on the system) learn that their movement speed and direction effect how quickly following the audio cue that an electric shock is delivered*

Training requires a controlled and predictable environment in which reliable virtual fencelines allow livestock to explore the effect of the audio cues and to discover how to respond in order to avoid receiving an electric shock. For virtually fenced cattle the training period is likely to last at least 5–7 days.

Recommendations

The virtual fencing and remote monitoring of livestock should not replace regular human inspection.

Land managers and stock keepers should not rely on virtual fencing in preference to physical fencing in situations that are high-risk to livestock or humans (for example, to keep stock off a main road or railway line or away from a steep incline; to safeguard against biosecurity hazards).

The extracts above raise a number of serious concerns about the welfare of the animals, the extent to which boundaries can be accurately set, a training period during which (with no physical barriers) there is a risk livestock are not really controlled, and most importantly the recommendation that states clearly tagging alone is not a safe solution near main roads. Evidently, New Odiham Road and Basingstoke Road are both busy for most of the day.

Given the lack of background data included in the council documentation I have been able to source, I have no idea whether councillors have been made aware of such guidance, whether they have effectively voted without such important knowledge, and/or whether they have chosen to ignore national guidance. It is also not clear whether they have discussed the implications when the tagging technology fails or the internet is unavailable (happening increasingly) i.e. cattle potentially on the road, trying to cross the footbridge or wandering into the river.

Impact on Will Hall Meadow Users

My understanding is that the boundaries for any grazing cattle would be set south of the footpath. I see a number of potential issues with this:

- 1. The extent to which this can be done accurately is debatable (refer to the DEFRA report above).*
- 2. If there is even a few metres of variance, it will result in cow dung on the footpath. This is evidently an issue particularly for pushchair and wheelchair users. It will also be an issue for all users during the hours of darkness.*
- 3. The established custom and practice for dog walkers to exercise their dogs, including off their leads, will be taken away. The proximity of cattle and dogs being exercised on the path may also cause stress for both.*

General Concern

On a general level, as far as I am aware, there has not been any attempt at all to engage with nearby residents or users of Will Hall Meadow during any of the discussions. Nor have I seen any reported plan to consult prior to confirming

the detail of any trial. Given this is clearly a change of use of land, this is surely unacceptable.

Feedback

Given the above, I would appreciate your feedback on the following:

- 1. What is the real goal for any trial?*
- 2. Have councillors been made fully aware of all the relevant information/guidance for tag-only virtual fencing prior to voting to proceed with the trial?*
- 3. Have councillors discussed the potential clash with its own environmental policies?*
- 4. When will the precise details of any trial be communicated to relevant members of the public and what consultation will take place?*
- 5. What risk assessments and welfare assessments have been, or will be, undertaken (both for the public and the livestock)?*
- 6. What planning is taking place to ensure all of the relevant factors (including national recommendations) are taken into account?*

I look forward to receiving your reply.

- 83.3 The following correspondence was received on 3 December 2026. It was sent to many parish councils in Hampshire and Surrey.

Dear councils and councillors,

Some of you will have received correspondence from Rushmoor Borough Council about Farnborough Airport's planning application. Only about 1/3 of impacted councils were sent the letter. Only three of the 110 council areas impacted by the proposal are included in the data provided by the airport in the planning application.

Farnborough Noise group has challenged Rushmoor Borough Council on the way that it is conducting the process (see attached email) but we need your help as you have authority to challenge them under the Localism Act 2011. The attached letter sets out the situation and there the points of challenge are. [Attachments are in supplementary papers.]

The application contains a huge amount of information but the decision is simple. Do the benefits outweigh the harm caused by the proposal? We do not have to address every point in the planning application; we just need to show that the balance is in favour to refuse. Farnborough Noise Group has been working through the documentation and identifying the key points of challenge. We have included these in a spreadsheet and will be adding to it over the next few weeks. Updated versions will be on the Farnborough Noise Group website

(www.farnboroughnoise.org). We will be arranging two public zoom sessions in the absence of Rushmoor Borough Council conducting proper consultation. We ask that you communicate these events to your constituents. Details and joining instructions will be on the website and Facebook. If you have any questions or points to add, please email farnboroughnoise@gmail.com.

83.4 The following correspondence was received from John Grace on 8 December 2025.

On reading the Agenda for this full Alton Town council meeting I see that Kings Pond is a major item. Unfortunately I am unable to attend the meeting in person. If it is permitted I would like to ask you to read out at the meeting my observations, thinking and recommendations.

The Agenda on Kings Pond states:-

The five options in the summary are:

- A. Just dredge*
- B. Dredging plus improve pond margins and paths (previous 2a)*
- C. Pond and river: dredge and improve pond margins and paths, create stream (previous 3c)*
- D. Light touch: nature recovery with limited dredging to improve margins and paths*
- E. Do nothing*

Councillors may decide:

- To proceed with Stage One for any of the options A-E,*
- To stop the project (option E: do nothing), or*
- To defer a decision for a specific reason or for some specific further information.*

Given the amount of time and effort already spent on this Project I would urge councillors to Proceed with Stage One for any of the options A-E. To do nothing or defer a decision are unacceptable.

Of the options A to E, Option E, Do nothing, is tantamount to dereliction of duty and is not acceptable. Because of the ownership of land, option B (previously 2a) is probably unworkable. That leaves options A, C and D which should be now fully costed and together with the benefits and disadvantages of each, put before the people of Alton who are on the electoral register for them to decide.

I would guess that the cost of A, C or D would be substantial so it is imperative that the final decision should be by the people of Alton who are on the electoral register and whose council taxes would pay for the work.

I would also point out that at no stage have my ward councillors approached me or my immediate neighbours in Wooteys Ward to ask us in person what we would like to see happen. That is very disappointing.

Conversely the project manager for ATC, councillor Don Hammond, has presented his findings in person at meetings to which the people of Alton have been encouraged to attend and via the ATC website, in a right and democratic manner.

The result of the proposed December 15th Parish meeting called by just 6 people, could be that a referendum would need to be held which would cost £10,000. That money would be better spent on whichever of the 3 options I have identified A, C and D, the residents of Alton decide on.

I hope that at the Full Alton Town Council meeting the Kings Pond Agenda point is held in a civilised fashion and is not de-railed by thoughtless, over emotional attendees.

Councillor Hill proposed that the correspondence be noted.

This was seconded by Councillor Kellermann, who then proposed an amendment that:

“officers provide a detailed update on the progress and costs of grazing on Will Hall Meadow so that Council can determine whether they still wish to proceed with the project.”

This was seconded by Councillor Hill. Councillor Hammond suggested that all the issues raised in Mr Mead’s letter should be addressed and Councillor Kellermann therefore amended his amendment to read:

“officers provide a detailed update on the progress, costs and feasibility of grazing on Will Hall Meadow so that Council can determine whether they still wish to proceed with the project.”

This was again seconded by Councillor Hill and with voting as follows the amendment was **carried**:

In favour: Councillors Eyre, Bayliss, Botten, Boyce-Churn, Hammond, Hill, Kellermann, Lamb, Moore, O’Brien, Quincey and Treacher
Against: Councillor Tansey

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

RESOLVED

to note the correspondence received and for officers provide a detailed update on the progress, costs and feasibility of grazing on

Will Hall Meadow so that Council can determine whether they still wish to proceed with the project.

In favour: Councillors Eyre, Bayliss, Botten, Boyce-Churn, Hammond, Hill, Kellermann, Lamb, Moore, O'Brien, Quincey and Treacher
Against: Councillor Tansey

The Mayor then invited members of the public present to speak.

83.5 Jenny Griffiths wished to speak on behalf of Alton Climate Action Network (ACAN) about the Farnborough Airport planning application. She wanted to ask councillors to object to the planned expansion. This is a commercial airport for private jets and this application seeks to increase weekend and bank holiday traffic. It will have an impact on people living up to fifteen miles away.

It will increase air and noise pollution. Health impacts from low-flying aircraft are well-documented. It will also increase greenhouse gas emissions. The jets typically have only two or three passengers on each flight and often return with no passengers at all. She asked that councillors take her comments into consideration.

She then spoke about King's Pond on behalf of Alton & Villages Local Action for Nature (AVLAN), saying that in 2022 they had made a statement that they want local people to be able to enjoy King's Pond as both an amenity and a habitat. Given the huge amount of work that has been done, AVLAN's view is that the Council should not foreclose on any one option at this point, but continue to explore options B, C and D. A lot of work has been done and they hope the Council's good work will continue so they can be provided with all the information needed to make a proper informed decision.

83.6 Marcus Van Hagen, Chair of the Alton Allotment Association, then spoke, saying the association has been established for many years. They see in the budget there is a proposal to increase allotment fees by 23.3%. While the association does accept there are increases in costs, they want people to be encouraged to use the allotments. He pointed out the importance of the social aspect of allotments, as well as being able to grow things, and said that if rents are high that can be a barrier. He went on to suggest that there should be a reasonable increase of around 3.8%. While they realise that rents have not increased for four years, he said that is not the fault of allotmenters.

83.7 Tony Day was there to represent Lakeside (Alton) Management Company (LAMC) which he made clear represents the leaseholders, not the freeholder of Waterside Court.

He said that he had met with Tim Pinchen of the King's Pond Task & Finish Group and they had enjoyed a good exchange of ideas. They are not yet able to determine the entire route of the Lasham Drain, but the main issue for them is the dam.

The dam forms the pond and is the boundary of their development. It has been reformed twice in recent times. There are no drawings they have yet found of

the structure of it and they also have no knowledge of how the foundations of the building are made up. It is rumoured to be piled, but they have no evidence of that. He went on to say there are discrepancies in the boundary which also need to be resolved. Investigations need to be done to determine all these things.

The next issue is that there may be a leak in the Lasham Drain or in the dam, and he proposed that before proceeding with too much work on the site these investigations should be done.

83.8 Nathan Cuff from the King's Pond Preservation Society (KPPS) speaking on behalf of himself, said that now the pond and river option has been ditched due to the ownership of the weir he is surprised a formal proposal has been brought back. Regarding the options in the agenda report, Option A would be missing a great opportunity, Option E would be unacceptable. Option B should be the option taken forward – dredge with improvements – and there are many suggestions from members of the public about ways to improve it. He added that he was surprised about the language used in the report when it referred to the 'failed attempt' to dredge twenty five years ago. "Do we say that roads have 'failed' when we build them just because they have to be resurfaced some years later?"

83.9 Dr June Chapman said she would outline what is wrong with the pond. Silting is an occupational hazard of any online pond, as the silt is deposited when the water slows. She said that if we do go down the dredging route then we also need to see what can be done to alleviate the silt. Work needs to be done with Hampshire County Council (HCC) to deal with the road drains, and of course there is the silt that washes directly into the pond from King's View when there is heavy rain, rather than going into the drains. Swales or balancing ponds could be used to collect this silt before it goes into the pond. The problem with this being limited available land on which to place them. A balancing pond is in use in Will Hall Meadow which in time will hopefully go some way to containing the silt which runs down from Brick Kiln Lane, but it takes time for us to see the benefits of this if they materialise. An example of swales and balancing ponds can also be seen in connection with Letcombe Brooks.

She also said that the silt washing in from the islands is a problem, partly caused by the fluctuations in water level and partly from the unsustainable levels of Canada geese. Management and education of the public around feeding of the birds is desperately needed to reduce the number of these birds on the site.

She said from her research over the years there has been a huge drop in the number of animals present and so the levels of pollution really need to be tackled.

She finished by saying that the problems with the ownership of the downstream pipework has meant that the reinstatement of the river could not be as successful as originally thought.

83.10 Chris Morley thanked the Council and the Task & Finish Group for all their hard work and asked that they now consider dropping all the other options and just dredge the pond. Please do not bring back options that were previously deemed unacceptable.

83.11 Bob Benham spoke about allotments, saying that something is not right as normally the office is chasing allotment holders for rent payments by now but nothing has been sent out. He also said he wanted to point out that through the CALA site there are lots of pipes taking the water out but he has no idea where it goes.

83.12 Melba Kellermann said that Cllr Hammond has spent, with the approval of most councillors, £37,000. She said the meandering river option is dead. We need to move to the dredging option. To keep putting new options up is just muddying the waters. Honour what you have said. Stage One has been resolved and option 1 is dead. Consult the people on whether they want option 2 now. Conclude Stage One and consult the people on the dredge and improve option.

83.13 Steve Gough from KPPS said that lots of discussion has gone on at previous council meetings. He said the KPPS has looked into many things and they know that if a silt trap was put further upstream it could trap 80% of the incoming silt and so even if it only operated at only 50% we are looking at maybe 100 years before the pond has to be dredged again. He said he is convinced this would be less than half a million pounds and added that things like the bank erosion that Dr June spoke about could be built into the management plan. He said there has been a distinct lack of management of the site and he is convinced we could get volunteer groups together so this would cost next to nothing. He finished by saying that he has been an angler for many years and a chalk stream is a very rare environment which he thinks should be disregarded. There is no way you can create one for a few hundred yards in the middle of Alton.

83.14 Merula Frankel of the Alton Town Twinning Association (ATTA) said she was delighted to be able to speak about the group, which has been in existence since 1998. In 2026, it will be 20 years that the town has been twinned with Pertuis in France and it is important that they can raise funds to give their visitors from Pertuis the best experience of the town possible. They are keen to kickstart the schools exchange programme again which is of huge benefit to the young people of the town, and which had stopped due to Covid and Brexit. Twinning really is important and a great asset to the town. She hopes they can consider their event grant favourably which is on the agenda later on.

83.15 Len Meek said he thinks the Town Council should consider what a wonderful amenity King's Pond is, and it already exists. He said you could put on a pair of sandals and go for a walk down the stream right now without getting your feet wet as there is no water. There is no water to feed the proposals. It is an

important amenity that we already have and the Town Council should appreciate it and look after it.

83.16 Anthony Furnival said he commended the gentleman who spoke about allotments. He added that he thinks there are other savings that can be made to stop these people having to pay so much. He then went on to speak about the tree works, saying it would be illegal to do the work in winter due to the many bats roosting on the site. He added that he is very concerned about the agenda and the new options that have appeared, and is worried ATC is going back to being a clerk-led council. He is concerned ATC is moving the goal posts and creating new options. He then said one of the characteristics of a chalk stream is water moving fast enough to move the silt. The weir would not be removed so the fish still would not be able to move up and down the river. It is possible to create a chalk stream but you would have to spend tens of millions to divert the drains and so on. You need to be listening to the people of Alton. They are angry and frustrated for a reason and if you want to represent your own agendas and push through your own ideologies that is not democracy.

83.17 Paul Ebbutt said he is a resident of Alton and a member of the Task & Finish Group. The Council resolved to look at the options and a river option is still there. What the Council resolved to do is to look at all these options with professionals. There is a cost associated with that, but we need to explore the options properly and thoroughly to do the best we can not just for our children but for our grandchildren and future generations.

83.18 John Calton said that in the 1960s he had helped fight against developers who wanted to fill in King's Pond and build on it. He believes the only way forward is silt traps that can be maintained every year so the pond will not silt up, as he said in his letter to the Town Clerk. There should be two silt traps with an area in between which could be a kind of 'bog', and this could be maintained by volunteers. It would be a good area for invertebrates and would also act as another silt trap. Unless we spend multi-millions of pounds we can't do this chalk stream. Who is going to pay for all this redirecting of the drainage from the town? And who is going to pay compensation to the shopkeepers as those roadworks would take a long time? He finished by asking councillors to consider all of Anthony Furnival's comments as he felt they are so relevant.

83.19 Will Seabury said he is also from KPPS and wanted to raise another point – at the last Community and Stakeholder Group meeting it was revealed that the Environment Agency (EA) recognises that the decision is Alton Town Council's and the EA would not stand in the way of whatever decision ATC make. He said it is important to remember that the two options were being considered because of pressure from the EA, but that is no longer there. The pond is not owned by individual councillors. Listen to the people you represent. He finished by saying that most of Alton really care about this and he hopes councillors will listen and vote on this.

83.20 Madi Allen said that she has been coming to these meetings for years and she sits and listens to the same points being made over and over and she is tired. She said the Council started off with two options and had replaced one with another option. She asked why the council does not agree with what the majority of the people of Alton want. She then spoke about experiences she had as a child by the pond, how sad she is that future generations will not have the chance to do those things.

The Mayor agreed to a request for a short break.

84 **King's Pond Project, Stage One**

The Town Clerk introduced the item by running through the decisions that had been taken in Full Council since January 2023, then highlighting why he had included the options he had. He added a 'do nothing' option as that should always be considered as a benchmark. Option 3c was the fall-back option if 4a was not going to be possible, as had been highlighted in the November 2024 public engagement, which is the reason it is coming back before Full Council to allow councillors to discuss it. He had consulted with members of the Task & Finish Group in order to produce the report.

Councillor Hammond proposed that the council take forward Stage One of the King's Pond project on the basis of Options B and C and to authorise the Town Clerk to make the necessary changes to the Invitation to Tender and recommence the tendering process, including the panel assessment agreed by the 6 August Council meeting. This was seconded by Councillor O'Brien.

During lengthy, robust discussion in which the Mayor ensured all councillors had the opportunity to speak, the time reached 9.25pm and so Councillor Eyre, the Mayor, proposed that Standing Order 3x be suspended in order to allow the meeting to continue. This was seconded by Councillor Hill and with all councillors voting in favour it was

RESOLVED

to suspend Standing Order 3x to allow the meeting to progress beyond two and a half hours.

Councillor Bayliss added that he felt it should only continue for a further half an hour and there was general agreement.

Following a little further discussion Councillor Bayliss proposed an amendment as follows:

"That instead of investigating options B and C the resolution should just say Option B and the Council should also investigate how they can put in silt traps."

Councillor Kellermann indicated that his amendment was going to be very similar and so following discussion with Councillor Bayliss they agreed the amendment should read:

“That the Council should pursue only Option B and add substantial marginal planting to improve biodiversity, full reinstatement of the islands and banks to improve the pond for both wildlife and public, and investigate silt traps.”

This was proposed by Councillor Kellermann and seconded by Councillor Bayliss.

The amendment was **not carried** due to voting as follows:

In favour: Councillors Bayliss, Eyre, Hill, Kellermann, Moore and Quincey

Against: Councillors Botten, Boyce-Churn, Hammond, Lamb, O’Brien, Tansey and Treacher

Councillor Hill then proposed an amendment as follows:

“That the Council should build up an appropriate sinking fund at an appropriate level that is ringfenced to ensure the ongoing maintenance of the pond.

The amendment was seconded by Councillor Quincey and was **carried** with voting as follows:

In favour: Councillors Botten, Boyce-Churn, Eyre, Hammond, Hill, Kellermann, Moore, Lamb, O’Brien, Quincey, Tansey and Treacher

Against: Councillor Bayliss

Councillor Hammond as the original proposer spoke, clarifying a few points:

- Option 3c still removes the removal of the weir. The weir is in the ownership of the council. It is the pipework and the next chamber further downstream that is in the ownership of Waterside Court.
- The investigations about whether there is enough water are incomplete so at this point saying there is not is conjecture.

Thus, on the proposal of Councillor Hammond, seconded by Councillor O’Brien, it was

RESOLVED to:

- 1. take forward Stage One of the King’s Pond project on the basis of Options B and C and to authorise the Town Clerk to make the necessary changes to the Invitation to Tender and recommence the tendering process, including the panel assessment agreed by the 6 August Council meeting**
- 2. build up a sinking fund at an appropriate level that is ring-fenced to ensure the ongoing maintenance of the pond**

In favour: Councillors Botten, Boyce-Churn, Hammond, Lamb, O’Brien, Tansey and Treacher

Against: Councillors Eyre, Hill, Kellermann, Moore and Quincey

Abstained: Councillor Bayliss

With only ten minutes to go to the end of the half-hour extension and people in the audience wishing to hear about their grant, the Mayor, with agreement from Councillors, moved item 12 up the agenda.

The majority of the public had by now left the meeting.

85 **Events Grants**

85.1 Alton Town Twinning Association

Councillor Tansey declared an interest.

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

RESOLVED

To approve a grant of £1,000 to Alton Town Twinning Association.

In favour: Councillors Bayliss, Botten, Boyce-Churn, Eyre, Hammond, Hill, Lamb, Moore, O'Brien, Quincey and Treacher

Against: Councillor Kellermann, who wished it to be recorded that his vote was not a reflection on the organisation

Abstained: Councillor Tansey

85.2 Alton Victorian Cricket Tournament

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

RESOLVED

To approve a grant of £500 to Alton Victorian Cricket Tournament.

All councillors voted in favour.

Councillor Kellermann proposed a further extension. This was seconded by Councillor Lamb and it was

RESOLVED

To extend the meeting in accordance with Standing Order 3x.

All councillors voted in favour.

86 **Invitation to Tender: King's Pond Tree Works**

Councillor Eyre proposed that the Council appoint contractor C to undertake the work. This was seconded by Councillor Boyce-Churn.

After being asked a question, the Deputy Clerk read out a response as follows relating to bats:

“On the original Invitation to Tender two trees had been highlighted as potential bat roosts. However, the 2025 surveys found that, while there is high bat activity, there do not appear to be any bat roosts on the site.

Nevertheless, no mature trees are to be felled, and special attention will be paid to the presence of bats. The contractor will be provided with a copy of the full bat survey well in advance, and we will pass onto them any other information that concerned residents pass to us.

In addition to this, the contractor that officers are recommending is a company who recognises that King’s Pond is a unique project which requires a holistic view of both ecosystem management and aesthetic appeal whilst taking into account the mixed feelings of the general public and local residents. It is believed that this contractor is the right one to deliver at a competitive price and to achieve a balanced delivery of site clearance work and ecological habitat heterogeneity.

The contractor recognises the challenges of doing the work in the winter but is appreciative of needing to complete the work before the nesting season starts. The project lead brings over 30 years of arboricultural and ecological expertise, supported by a B.Sc in Wildlife Management, an M.Sc in Conservation and Biodiversity and a PhD in Biological Sciences. His background ensures the project will be delivered with an appropriate balance of public amenity, habitat protection and long-term ecosystem management, and complies with relevant laws and regulations.”

Councillor Kellermann proposed an amendment, that:

“No felling work is to take place until the bat surveys have been redone”

This was seconded by Councillor Moore but the amendment was **not carried** due to voting as follows:

In favour: Councillors Hill, Kellermann, Moore and Quincey

Against: Councillors Bayliss, Botten, Boyce-Churn, Eyre, Hammond, Lamb, O’Brien, Tansey and Treacher

Thus, on the proposal of Councillor Eyre, seconded by Councillor Boyce-Churn, it was

RESOLVED

To appoint Contractor C (H W Tree Surgeons) to undertake the work at a cost of £32,015.

In favour: Councillors Eyre, Bayliss, Botten, Boyce-Churn, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Treacher
Against: Councillors Kellermann and Moore

87 **Planning Application: Farnborough Airport, 25/00615/REV**

Councillor Tansey proposed that Alton Town Council object to the application on the grounds that it:

- increases noise pollution on weekends and bank holidays
- increases air pollution, and the impacts on health from low flying aircraft is well-documented
- increases greenhouse gas emissions.

We understand that the majority of these private jets have only two or three passengers and often return with no passengers whatsoever, so the amount of emissions per person is much higher than with scheduled commercial flights.

This was seconded by Councillor O'Brien and thus it was

RESOLVED

To OBJECT to application 25/00615/REV on the grounds that it:

- increases noise pollution on weekends and bank holidays**
- increases air pollution, and the impacts on health from low flying aircraft is well-documented**
- increases greenhouse gas emissions.**

We understand that the majority of these private jets have only two or three passengers and often return with no passengers whatsoever, so the amount of emissions per person is much higher than with scheduled commercial flights.

In favour: Councillors Botten, Boyce-Churn, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Treacher
Against: Councillors Bayliss, Kellermann and Moore
Abstained: Councillor Eyre

88 **Statements of Accounts from 1 October to 30 November 2025**

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

RESOLVED

To confirm approval of:

- 1. The balance sheet dated 30 November 2025;**
- 2. The Income and Expenditure account to 30 November 2025;**
- 3. The bank reconciliations for the Unity Account and the CCLA Deposit & Property Fund Accounts;**
- 4. The Payments over £500 covering 1 October – 30 November 2025;**
- 5. The updated Direct Debit list.**

In favour: Councillors Eyre, Bayliss, Botten, Boyce-Churn, Hammond, Hill, Lamb, Moore, O'Brien, Quincey, Tansey and Treacher
Abstained: Councillor Kellermann

89 **Budget and Precept 2026/27**

89.1 Councillor Eyre proposed that the change in allotment fees to £37 per year and initial one-off administration fee to £37, and to change the annual billing period to commence in April 2026, with no charge levied for the period January to March 2026 inclusive be approved.

This was seconded by Councillor Boyce-Churn.

Councillor Kellermann proposed an amendment as follows:
"That the allotment rent be increase by one penny every year"

There being no seconder the amendment was **not carried**.

Thus, on the proposal of Councillor Eyre, seconded by Councillor Boyce-Churn, it was

RESOLVED

To approve the change in allotment fees to £37 per year and initial one-off administration fee to £37, and to change the annual billing period to commence in April 2026, with no charge levied for the period January to March 2026 inclusive.

In favour: Councillors Botten, Boyce-Churn, Eyre, Hammond, Hill, Lamb, Quincey, Tansey and Treacher
Against: Councillors Kellermann and O'Brien
Abstained: Councillors Bayliss and Moore

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

RESOLVED

To approve an inflationary increase in pitch fees.

All councillors voted in favour.

89.3 Councillor Botten proposed that the budget and precept request for 2026/27 be approved as tabled. This was seconded by Councillor Hammond.

Councillor Kellermann proposed an amendment as follows:
"That there be no increase in the precept"

This was seconded by Councillor Moore but was **not carried** due to voting as follows:

In favour: Councillors Moore and Kellermann

Against: Councillors Bayliss, Botten, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Treacher

Abstained: Councillor Boyce-Churn

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

RESOLVED

To approve the budget and precept request for 2026/27, with a precept for Alton parish of £946,920.00.

In favour: Councillors Bayliss, Botten, Boyce-Churn, Eyre, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Treacher

Against: Councillors Kellermann and Moore

89.4 On the proposal of Councillor Eyre, seconded by Councillor Botten, it was

RESOLVED

To streamline the reserves as per the Appendix.

All councillors voted in favour.

90 **Interim Internal Audit Q2 report for noting**

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

RESOLVED

To note the Internal Auditor Report for Quarter 2 of the 2025/26 year.

In favour: Councillors Eyre, Bayliss, Botten, Boyce-Churn, Hammond, Hill, Lamb, O'Brien, Quincey, Tansey and Treacher

Against: Councillor Kellermann

Abstained: Councillor Moore

91 **Local Government Reorganisation – Government Consultation**

Councillor Hill proposed that the Town Clerk respond to the Government's consultation on Local Government Reorganisation in Hampshire along similar lines to his response to the Hampshire consultation in August 2025. This was seconded by Councillor Hill.

Councillor Kellermann proposed an amendment that it be noted the response was not from him. This was seconded by Councillor Moore and the amendment was **carried** with voting as follows:

In favour: Councillors Eyre, Bayliss, Botten, Boyce-Churn, Hammond, Hill, Kellermann, Lamb, Moore, Quincey, Tansey and Treacher
Against: Councillor O'Brien

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

RESOLVED

That the Town Clerk respond to the Government's consultation on Local Government Reorganisation in Hampshire along similar lines to his response to the Hampshire consultation in August 2025 with a comment making clear that the response excluded Councillor Kellermann.

All councillors voted in favour.

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

RESOLVED to:

exclude the press and members of the public in view of the confidential nature of the business about to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960 section 1, subsection 2, and to be clear, 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.

All councillors voted in favour.

Councillor Moore excused himself and left the meeting along with the remaining members of the public and press.

The meeting closed at 10.38pm

Subject: **Written representations received**

Report to: Full Council, 7 January 2026

Report of: Town Clerk

1. Purpose of the report

- 1.1 To receive and consider written representations received.

2. Background

- 2.1 Under Standing Order 3e and custom, members of the public may make representations, whether in writing or verbally. As authors of written representations are invited to ensure that they are with the Town Clerk by 12noon two days before the council meeting to enable them to be circulated in good time, any further representations received will be circulated and published under separate cover. At the Mayor's discretion, an author may also address the Council verbally for up to 5 minutes.

3. Main considerations

- 3.1 Two written representations have been received in time for the publication of the agenda and are appended.
- 3.2 The first representation, from Alton Allotment Association, requests a review of the Council decision on 10 December 2025 to increase rents. Note that, under Standing Orders 7a and 9b, a resolution shall not be reversed within six months unless written notice by at least seven councillors has been given to the Town Clerk at least six clear days before the meeting, "clear days" being calculated to exclude the day of the notice, the day of the meeting, Sundays and public holidays. The Town Clerk has not received notice from seven councillors. Therefore, the December decision may not be reversed at this meeting. If councillors wish to review this further, they may defer consideration to a later meeting.
- 3.3 The second representation is from Cycle Alton, relating to the planning application, Land North West of Ackender Wood, which is on the meeting agenda at item 8.

4. Recommendation

- 4.1 If councillors wish to resolve any actions as a result of their debate, they may propose the recommendation below as a motion (to enable the debate) and amend it in the usual way.
- 4.2 The Council is recommended:

To note the written representations received.

Appendix 5A: Alton Allotment Association, 11 and 16 December 2025

Dear Councillors, Town Clerk

I am writing in response to the decision by Alton Town Council regarding the proposed increase to Allotment rents and the intention to backdate this increase to 2022. I wish to formally express my concerns about this approach.

The reasoning given at the meeting—that the Allotment Association increased its grass-cutting fees in line with inflation this year—is, in my view, not an accurate basis for justifying such a significant rent increase. While it is true that we applied a 3.8% increase, consistent with the current CPI rate, we did not backdate any charges for previous years' grass-cutting. Had we done so, our own charges might similarly have shown an increase approaching 23%.

It is also important to highlight that the Council benefits substantially from the work of Allotment volunteers, who undertake grass-cutting across the Council's five sites in Alton. Were the Council required to rely on its own staff—who may not be readily available due to other duties—the associated costs would be considerably higher. For this reason, I do not believe the argument presented at the meeting offers sufficient justification for the scale of the proposed rent increase.

For reference, I note the following extract from the meeting papers:

“8. Allotment rents have been frozen at £30 per year since 2022, when it was raised from £28. In addition, there is a one-off initial administration fee of £30 (including the cost of keys/locks). The Allotment Association has increased its mowing charge to ATC by inflation. If ATC's rent and administration fees to tenants had kept pace with inflation (CPIH previous Sep), they would have been £35.59 in 2025/26 and £37.06 in 2026/27. The budget proposes to increase rent and administration fees to £37.00 in 2025/26.

“9. It is further proposed to align the payment year to the financial year (April–March), allowing fees to be considered as part of the annual Budget-setting process. This would result in an effective rent holiday for three months for existing tenants, with no charge made for the period January–March 2026.”

While the increase may not be considered particularly large in itself, it will have a major impact on those on fixed incomes and lower paid members just when their own budgets are being squeezed due to continued rising costs. The Allotments are a precious amenity and benefit people immensely. I hope the Council will reconsider the justification and implications of the proposed changes, particularly in light of the significant volunteer contributions that help keep costs low.

Kind regards

Maggie Martin

Treasurer, Alton Allotment Association

Good Evening Tom, Councillor Eyre,

I have now spoken with Marcus and the committee members so that they are aware of the proposal, along with my recent communications with yourself and the councillors.

Please add this and my earlier email to the regular correspondence section of the agenda for the next meeting. Both Marcus and I will attend.

At present, aside from being informed that the allotment rent has not increased since 2022, we have not been provided with an explanation as to why such a significant percentage increase is now considered necessary. From our perspective, it appears that the impact on allotment holders has not been fully considered.

Many plot holders are on low or fixed incomes and will find it difficult to absorb an increase of this size, even if the overall monetary amount may appear modest. We would therefore welcome a clear justification for the proposed increase and an opportunity to discuss this further.

I would appreciate clarification as to whether similar percentage increases are being applied to other council-run amenities, or whether allotments alone are being subjected to these rises. If it is only allotments, this does not appear to be a fair or proportionate way of addressing any financial pressures the council may be facing. The allotment holders are residents of Alton and the surrounding area. We feel that the council should be supporting us, rather than placing additional burdens on us all. Over the past year, allotments appear to have been given a very low priority, and we have found it difficult to secure meaningful engagement from the council. This is not a criticism of councillors' support officers, who are clearly stretched across multiple responsibilities. However, it is disappointing that elected councillors themselves have not shown stronger leadership in this area. Earlier this year, the council announced that a specific councillor had been appointed to oversee allotments, but following that councillor's absence due to illness, no alternative arrangements were put in place and no other councillor assumed responsibility.

The allotments are a great community asset and the Alton Allotment Association that I represent, does much to support our community. In recent years we have raised valuable amounts for charity and many of our members share and take spare produce to the local food bank to be distributed to those that need it. We would really like the council to be a little more supportive of our efforts, not less so, as you are currently showing.

I look forward to your further response on this matter

Kind regards

Maggie Martin

Treasurer

Alton Allotment Association

Response from Cycle Alton re EHDC-24-0027-FUL At Land NW of Ackender Wood.

Proposed Residential Development

Reason for re-consultation - Amended plans received 05.12.2025, 08.12.2025 and 09.12.2025
- Minor changes to internal layout and design and changes to vehicular access and additional/amended transport documents/evidence.

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Introduction

Cycle Alton have studied two of the attached documents that have relevance to proposed cycling infrastructure:

- Full Travel Plan, revised and submitted December 9th 2025
- Transport Assessment Addendum A-E Part 1 dated June 16th 2025

Overall, we note that, in theory the Transport Plan (TP) prioritises cycling and walking to allow residents to access local facilities from the site without driving a vehicle.

In reality there are serious gaps in the proposed plans that will deter all but the fittest residents from actually riding a bicycle off the site.

There are several inaccuracies in the report, and it fails to mention three important issues:

- the site is on a hillside
- it lies beyond the western boundary of Alton, the other side of a major arterial road system. This A339 is a direct route from Basingstoke/the north down to the south coast and cross channel ferry ports.
- there is no mention of catering to people of all ages and those with disabilities

Other issues include the lack of all current relevant policies, inaccurate listing of specific distances to local amenities, no provision of cycle parking on site, insubstantial details of a proposed Travel Coordinator, lack of specific details of developer contributions towards transport and no mention of maintenance of cycle paths.

Cycle Alton recognise the need for development and support building an integrated infrastructure design that allows for the practical cycling and walking routes suitable for all member of the community to have safe and practical access to schools, colleges, shops and leisure encouraging the community not to travel by car creating a sustainable community.

Hillside access points over the major arterial roads

This has serious implications for making cycling easy and safe. The lower most northern section of the site sits at the end of a low valley with level flat access straight into the town centre. The higher section aligns with the apex of the hill on a ridge, now named Pertuis Avenue. The other side of the hill the land drops down off the ridge both east into the town, west towards major town amenities and south towards Selborne.

The plan for two access points for cycles is admirable, as they are needed both at the top and the bottom of the hillside development. However, there are serious issues with the lower access point at the moment.

The top access point will lead over a new signalised crossing at the apex of the hill over Pertuis Ave, for pedestrians and cyclists only, onto a grassy area that lends itself to the creation of a suitable cycle path with attractive landscaping, with benches on this upper part of the hill. The TP states it will develop this area with a suitably wide cycle path and upgrade the pavements leading a) east /downhill onto Kings Road and into the town centre, b) south and east into the local Butts Primary School and c) further south down Pertuis Avenue to join the National Cycle Network (NCN) Route N224 at the junction of Whitedown Lane with Chawton Park Road, where there is another, three-way signalised crossing. This connects along a flat plain to the town centre going east and important facilities, almost on the flat going west, notably the Sports Centre, Community Hospital, one of the two GP surgeries, a scout hut and other sports facilities. We welcome this proposal.

Note that the public footpath (002/17/1) referred to in the TP does not provide an off-road carriage way route towards the town centre. It is an unlit footpath and not suitable to be upgraded to a cycle path. It is adjacent to the quiet residential Kings Road, a straight and gently-sloping down hill road.

There is also the opportunity to link with paths directly from the application site to the unfinished site called Ackender Hill (the old Treloar Hospital site). The plans include a meadow area which stretches north east from Connaught Way up to the apex of Pertuis Ave at a pedestrian entrance to Ackender Woods. We hope this would create a natural habitat to encourage birds and allow families peaceful time with children free to run about. This link would save residents from crossing Pertuis Avenue to the east, cycling south only to have to cross back again along Chawton Park Road to access the Community Hospital, Sports Centre

etc. The TP mentions this generally, but we would need to see details before passing comment.

The bottom access point from the application site is a vehicle and cycle signalised crossing close to the main junction of the arterial road into Alton, crossing Basingstoke Road. The traffic count of 2023 states that the daily average number of vehicles going both ways is 9,436. Since then, three major housing developments in Alton are part way completed with an associated increase in the volume of traffic. More sites are planned and the queue of cars at rush hour already causes delays at this junction between the A339, the B3349 and the hill of Pertuis Avenue.

Once a cyclist crosses the road there is currently no cycle path. The TP erroneously believes that the Basingstoke Road /A339 has an off-road cycle path alongside on its eastern edge leading north to the junction with Beech and villages beyond. And that the B3349 leading into Alton is a safe on-road cycle route. They have based their belief on an out-of-date 'Cycling in Alton' map that has been replaced by a new one 'Alton's Paths and Routes', showing walking routes one side and cycling routes on the reverse. We suggest that the earlier map was created as a desk exercise with no audit on the ground to assess feasibility against traffic volume, speeds, contours and other obstacles.

There is a great opportunity to create a safe cycle route into town on this level plain directly into the town centre. It aligns with two important policies: the East Hants Local Cycling and Walk Infrastructure Plan (LCWIP), approved by Hampshire County Council (HCC) last March, as their desired **Primary Route 210** and the government's national guidance on building cycling infrastructure, Cycle Infrastructure Design LTN 1/20, published July 2020, **where it states the need to avoid gradients**. The two secondary schools, the two colleges and the planned SEND school are all on the east and north side of the application site leading directly along the B3349. The LCWIP Primary Route 200 would then offer safe cycling all the way to Holybourne in the east, past these educational facilities.

This opportunity arises because land east of the proposed site is also the site of another proposed development behind Will Hall Farm, extending alongside the A339 and the B3349. We note that HCC have encouraged the developers to liaise and create a joint transport plan for this area, but we see no sign of that yet. This is a serious omission in their TP. See photos of the current footway on the eastern side of the A339, where there was once a 2m wide path that was well used by cyclists to link Alton with Beech, Medstead and surrounding villages, although it is almost fully overgrown now and is not signed as a shared path or named as such on local maps. Currently it would be a serious H&S risk to allow cyclists to cross the very busy road where there is no cycle route. We suggest that the developers of both sites agree a timeline that would enable the safe cycle routes to be created in advance of the vehicle access from the application site.

All age groups and those with disabilities

The national policy LTN1/20 emphasises the need to cater for all ages (8 to 80). Cycle Alton has campaigned for cycling infrastructure to meet the needs of senior school age children who have attained Bikeability Level 2. We want to give parents and children the freedom to

reach schools and other attractions safely. Many families use cargo bikes both for shopping and transporting toddlers, so paths must have wide corners and no barriers. There are various forms of bicycles for those who are disabled and these should be considered as part of the Public Sector Equality Duty (PSED). The TP fails to address the needs of either of these groups. It is vital that the cycle routes are both safe and perceived to be safe or people will not use them.

Relevant policies

The TP includes quotes from two national, one county and three district policy documents.

It fails to include any from the very relevant national policy 'Cycle Infrastructure Design' LTN1/20 (July 2020) and we are pleased to add pertinent sections:

The strategy sets a clear ambition to make cycling and walking the natural choices for short journeys or as part of a longer journey with supporting objectives to increase cycling and walking levels.

Infrastructure must be accessible to all, including young people, older people (8 to 80) and the disabled.

Designers should aim to meet five core design principles:

- *Coherent:*
 - *Cycle networks should be planned and designed to allow people to reach their day-to-day destinations easily, along routes that connect, are simple to navigate and are of a consistently high quality.*
- *Direct:*
 - *Cycle routes should be direct-and preferably more direct-than those available for private motor vehicles.*
- *Safe:*
 - *Not only must cycle infrastructure be safe, it should also **be perceived to be safe** so that more people feel able to cycle.*
- *Comfortable:*
 - *Comfortable conditions for cycling require routes with good quality, well maintained and smooth surfaces, with adequate width for the volume of users, minimal stopping and **avoiding steep gradients**.*
- *Attractive:*
 - *Cycle infrastructure should help to deliver public spaces that are well designed and finished in attractive materials and be places that people want to spend time using.*

Distances to Local Amenities

Table 3.1 summarises a range of facilities within a reasonable walk and cycle distance of the application site. The average walking times listed are wholly inaccurate, given that the application site is on a hillside, people will need to cross the very busy Pertuis Ave/A339 at signalled crossings and the range of ages and ability varies enormously. Older people want realistic distances and the option to rest at certain points in their journey.

Cycle Parking

National guidance LTN 1/20 states that new developments should always provide dedicated ground floor cycle storage. They should be offer shelter as well as security. To do less completely undermines the strategy of prioritising cycling over cars if there is then no provision for cycle parking. The site should offer a child-safe zone.

Within Development Road Layout

In line with National guidance LTN 1/20 we are concerned that the layout will not provide unobstructed flow for cyclists and pedestrians due to design of parking and parking bays and does not avoid gradients.

Travel Plan Coordinator and Management

We welcome this post and the actions to be promoted to make cycling the easy option. May we assume the person will be a cyclist and able to lead groups into and around the town? How many hours per week will the person be available and how long is the post funded for?. We look forward to working closely with the post-holder.

Transport Contributions

We note the list of the developer contributions but need specific details in order to comment

1. Off-site foot and cycle works along Pertuis Ave
2. Off-site way finding strategy
3. Improvements to the B3349/A339 junction, creation of routes through Ackender Wood and sustainable travel improvement identified within the East Hampshire LCWIP (routes 200 and 210)

NB We note a typo on page one of the TP- LTN1/29 should surely read 1/20

Maintenance of new cycle paths

This must be formerly agreed along with funding before the application is approved

Conclusion

We strongly urge the developers of both sites to develop a combined Transport Plan with HCC Highways that includes:

A shared off-road pedestrian and cycle route along the Basingstoke Road from the Beech junction, extending alongside B33479 to join with the path through Hopfields Meadows. In line with the Primary Route 210 agreed by HCC.

Within development provision in line our comments above and LTN/20 integrated into the design.

We support the provision of signalled access for cyclists and pedestrians on both the Basingstoke Road and Pertuis Avenue.

Widening of the Hopfield Meadow path to meet the standard width listed in policy LTN1/20, ie 2m

Further work will need to make the crossing over the New Odiham Road safe for cyclists.

To ensure safe cycling into the town centre, the 20mph speed limit in Lenten Street should be extended along the short section of Basingstoke Road from New Odiham Road. There is space on the road to form a segregated cycle path up as far as the pedestrian entrance to Flood Meadows. This would meet the desired LCWIP Primary Route 210.

As cycling is permitted through this attractive green space which leads directly into the town centre, wayfinding signage could point cyclists to this scenic route as an alternative to the road, so enhancing safety and the cycling experience. The cycle paths should be widened to 2m.

As an aside to our response, we urge the council to encourage all planning application documents to reach all people of all ages and disabilities as well as reduce paper and cut carbon emissions. All fonts should be a minimum size 12, all headings in a strong colour, if used (not pale yellow) and all margins to be narrow.

Thank you

Chris Chappell, Angus Berry, Colin March

Volunteers Cycle Alton

Subject: **Planning applications**

Report to: Full Council, 7 January 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To consider three planning applications currently with East Hampshire District Council and to decide whether to comment. Alton Town Council is a statutory consultee under the Town and Country Planning Act 1990.

2. Background

- 2.1 Alton Town Council is invited to comment on three planning applications:
- A. Land To The Rear Of 136-150 London Road, Holybourne, Alton, Hampshire (pre-decision amendment for re-consultation) [EHDC-25-0748-OUT]
 - B. Land North West of Ackender Wood, Basingstoke Road (pre-decision amendment for re-consultation) [EHDC-24-0027-FUL]
 - C. The Queens Head, 20 London Road, Holybourne, Alton, Hampshire, GU34 4EG [EHDC-25-1395-FUL]
- 2.2 The Planning Checklist is appended for reference.

3. Main considerations

A. *Land To The Rear Of 136-150 London Road, Holybourne, Alton, Hampshire (pre-decision amendment for re-consultation) [EHDC-25-0748-OUT]*

- 3.1 Proposal: Outline Planning Application with all matters reserved except access for a high-quality residential development comprising up to 156 dwellings, with supporting green infrastructure and open space including play space and associated infrastructure including Sustainable Urban Drainage System and new vehicular access from London Road. To view the updated documents please visit the EHDC Planning portal at <https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=180822>.
- 3.3 Note that the previous response submitted by ATC was as follows:
- 1. There are concerns that this site will change the nature of Holybourne from a rural village to a suburb of Alton. While ATC recognises that significant numbers of housing have been allocated to East Hampshire, this development represents a 30% increase in the size of the village and takes over a significant site outside of the Settlement

Policy Boundary adjacent to the important Holybourne Conservation Area. Policy CP10 of the Joint Core Strategy (JCS) states that:

“Housing should be accommodated through development and redevelopment opportunities within existing settlement policy boundaries in the first instance.

In addition to sites allocated to meet the housing numbers set out above, and development in accordance with Policies CP14 and CP19, housing and other small scale development outside settlement policy boundaries will only be permitted where it:

- meets a community need or realises local community aspirations;
- reinforces a settlement’s role and function;
- cannot be accommodated within the built up area; and
- has been identified in an adopted Neighbourhood Plan or has clear community support as demonstrated through a process which has been agreed by the Local Planning Authority in consultation with the Parish or Town Council.”

This size development in this location does not meet the above criteria, and the numbers of objections from the residents of the village and the high turnout (208 members of the public attended) at the Town Council meeting on Wednesday 6th August, clearly demonstrates that it does not have community support.

2. In addition, there are concerns over flooding.

JCS Policy CP25 clearly states that:

“Development should be avoided in areas at risk from, susceptible to, or have a history of groundwater flooding. If this is not possible then the development should be designed to incorporate flood resistance and resilience measures.”

There are frequent flooding problems in Holybourne, and this proposal does not go far enough to mitigate the flood risk for this site. While the site is identified as being in Flood Zone 1 (low risk of flooding), a spring has been identified in the south west area and high ground water levels in parts of the site. The proposals will result in increased run-off which must be attenuated on site and not increase the flood risk elsewhere. The applicant should reassess the proposals to deal with this.

3. London Road is a narrow but extremely busy road which is frequently congested and very difficult to cross. There will be no other way to access this site other than to travel along this road, which will significantly increase the number of daily traffic movements through the village and compromise pedestrian safety further due to the narrow pavements.

While traffic impact assessments have been done, ATC believes that more extensive traffic counts need to be done over a longer period of time, so they can accurately reflect a full usual week, and particularly when there is weekday traffic relating to

schools. Traffic impact assessments should then be produced accordingly to give an accurate reflection of the impact on London Road.

4. The proposed site for this development is a site of environmental sensitivity which is highlighted in the Local Plan. The Roman settlement at Cuckoo's Corner is a Scheduled Monument of national importance. While this Scheduled Monument could benefit from provision which increases its accessibility and understanding by the local community, any development permitted on the site would have to be subject to strict conditions relating to any excavation and documenting of findings. This application clashes with EHDC's policy CP30, which states that, "development proposals must conserve and, where possible, enhance the district's historic environment".

5. ATC further has concerns that no new infrastructure is being provided with this development. The local NHS has already declared that the two GP surgeries in the nearby town are at capacity and there are no current plans to remedy this. Without some kind of contribution to improved health services in the area, this development would put too much strain on the health infrastructure, putting people at risk as they incur even greater waiting times for appointments and such an outcome is unsustainable. Andrews Endowed is a great school but it is at capacity and has no (or very few) available spaces at present.

6. The Public Open Space which holds the playground facilities and kick-about space at present is identified in the Neighbourhood Development Plan 2011-2028 as:

"The only publicly accessible recreational area near the centre of the village from which to enjoy nature and admire the outstanding views northwards to Holybourne Down, the nearest alternative play area being a mile away. It holds particular significance for its local community, including children from several local schools, and the many visitors with families and groups of all ages taking advantage of adjacent free parking."

While the Town Council recognises the intention to relocate this valuable asset, the setting will not be as it is at the moment with the open views of the countryside and it will seem more part of the new development than a space for the whole village to enjoy. Neighbourhood Plan policy CH5 states that development will only be permitted in "very special circumstances". As this proposal causes serious detriment to this important local amenity, which is maintained and operated by the Town Council, the "very special circumstances" in favour of development are far from demonstrated.

7. The Town Council recognises that there is a high demand for new housing and that the District Council has not been able to demonstrate a 5-year housing land supply across East Hampshire. However, the many policy objections to this application – listed above and in other submissions – provide clear justification for refusal.

In summary, having considered all of these points, Alton Town Council has no choice but to OBJECT STRONGLY to this application.

B. Land North West of Ackender Wood, Basingstoke Road (pre-decision amendment for re-consultation) [EHDC-24-0027-FUL]

- 3.4 Reason for re-consultation: Amended plans received 05.12.2025, 08.12.2025 and 09.12.2025 - Minor changes to internal layout and design and changes to vehicular access and additional/amended transport documents / evidence.
- 3.5 To view the updated documents please visit the EHDC Planning portal at <https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=180018>. Note that we have been granted an extension to 8 January to submit our comments.
- 3.6 The previous response submitted by ATC was as follows:

Alton Town Council would like to submit a response of NO OBJECTION with comments as follows:

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.

3. Referenced the Transport Study of 2015 undertaken by Hampshire County Council & East Hampshire District Council and requested that proper consideration be given to the feasibility of creating a roundabout at the junction with Pertuis Avenue, given the potential development coming forward on Land to the north of Basingstoke Road.

C. The Queens Head, 20 London Road, Holybourne, Alton, Hampshire, GU34 4EG [EHDC-25-1395-FUL]

- 3.7 Proposal: Development of 8 dwellings (6 no. 3-bed and 2 no. 2-bed) and associated amendments to access, parking, landscaping, cycle and bin stores. To view the application visit: <https://publicaccess.easthants.gov.uk/planning/index.html?fa=getApplication&id=181541>.

4. Recommendation

4.1 The Council is recommended:

To authorise the Town Clerk to respond to East Hampshire District Council on three planning applications, reflecting the points raised in the debate.

Planning Checklist

Criteria	Designation/Issue	Response
Flood Zone	Environment Agency Indicative Flood Mapping and SFRA Area at Risk of Flooding	
Environmental Designations	Special Protection Area RAMSAR Site Site of Special Scientific Interest National Nature Reserve Site of Nature Conservation Importance	
National Park and Landscape	National Park or AONB	
Contamination or Unstable Land Issues	Land contamination or unstable land issues	
Noise Issues	Noise issues relating to existing land uses or transport corridors	
Residential Amenity	Location of site in relation to existing dwellings	
Historic Environment	Scheduled Ancient Monument (SAM) Sites of Archaeological Importance Historic Park and Garden Conservation Area Listed building	
Highways	Traffic Impact Assessment Access to A and B roads Proximity to known points of traffic congestion	
Availability of community services such as Doctors Surgery, Dentist, Health Clinic	The scheme either provides for or has close access to community facilities	
Infrastructure	The scheme either provides for or has close access to necessary infrastructure	
Open Space	Provision of policy compliant Public Open Space (POS)	
Availability of utilities, Water, Gas, Electricity, Gas, Broadband, Telephone.	The scheme either provides for or has close access to a range of utilities	
Availability of Educational facilities	The scheme either provides for or has close access to necessary education provision	
Foul and Surface water drainage	Adequate foul and surface water drainage must be in place	
Availability and conflict with other policies	Promoted sites, public land ownership, etc.	

Subject: **Potential grazing at Will Hall Meadow**

Report to: Full Council, 7 January 2026

Report of: Town Clerk and Deputy Town Clerk

1. **Purpose of the report**

- 1.1 To update the Council on the feasibility of cows grazing on Will Hall Meadow, as initiated by the Full Council on 8 October 2025.

2. **Background**

- 2.1 Will Hall Meadow is owned by Alton Town Council. Having considered a report, the 8 October 2025 Full Council meeting resolved unanimously: “To trial grazing in Will Hall Meadow from Spring 2026, subject to all necessary arrangements being in place.” Officers commenced exploring the feasibility of the proposal in detail, including some engagement with residents.
- 2.2 At the 10 December 2025 Full Council meeting, received correspondence from a resident on the proposal, which was one of 21 messages of concern that were sent to the Town Clerk. That meeting resolved that: “officers provide a detailed update on the progress, costs and feasibility of grazing on Will Hall Meadow so that Council can determine whether they still wish to proceed with the project.”
- 2.3 This report updates the Council on the feasibility investigations to date. Councillors are asked to note this consider whether this provides sufficient reassurance that “all necessary arrangements” are or can be put in place to allow the project to continue.

3. **Main considerations**

- 3.1 The following table summarises the many concerns of residents and the responses and mitigations.

<i>Comment</i>	<i>Update</i>
1. Harm to biodiversity as grazing and trampling will reduce grass growing and resultant support to birds, butterflies, cinnabar moth, insects. Clash with ATC environment policies.	There would only be three cows and the area they would be permitted into would be limited and would change throughout the season. They would be in there for a few months each year. Other nature survives well alongside cattle. Cattle do not eat ragwort, which is the plant the cinnabar moths need.
2. Increase the release of methane. Ditto.	This would be minimal as there would be around three cows.

<i>Comment</i>	<i>Update</i>
3. GPS 'virtual fencing' is not reliable, causes confusion and distress.	This has proven effective on other sites. The suggestion is to use the system to keep them in certain areas of the meadow; it would not be relied upon to keep them within the site – physical fencing and gates would be used around the edges of the meadow and between the meadow and the housing estate.
4. Livestock will need time to be trained in a controlled and predictable environment in using the system.	We are informed that cows elsewhere have learned quickly.
5. Physical fencing is also required.	Agreed.
6. Busy roads and cows present a risk to each other. Safety risk.	There is no plan to allow the cows onto the road.
7. Who is liable for damage when cows create damage to cars?	There is no plan to allow the cows onto the road.
8. What happens when the tagging technology fails. What contingency plan.	If the technology were to fail, the cows could go into areas of the meadow we do not want them in. They would still be contained within the site by the fencing.
9. Cow dung on the footpaths is an issue for walkers, wheelchairs, pushchairs, young children especially when dark.	The areas where the cows would be permitted would not include the footpaths.
10. Dogs must be on leads and cannot play. Or banned. Stress to both dogs and cows from each other. A scared cow will bolt, regardless of collars. Safety for cows, dogs and dog walkers.	Dogs should be on a lead on the site anyway – this currently causes a problem as dogs running off-lead foul and some owners do not pick it up. The site is open at present and dogs could run into the road. The reason cows have been suggested rather than sheep is that cows and dogs tend to get along better.
11. Impact on the cows of ingesting dog waste.	This is an issue for other wildlife on the site currently.
12. E-coli risk from cow dung. Campylobacter. Safety and legal risk.	This risk is present for any open area where there are cows. The cows (and therefore waste) would be kept off the footpaths.
13. Scout Association do not allow use of fields used by cows.	We are not aware of the Scout Association using the site.
14. Damage to the river and river banks.	Very little maintenance is done on the river banks at the moment. Cows are generally proven to be more beneficial to a river bank than detrimental to it.
15. Walkers, cyclists, schoolchildren will be forced to use narrow pavement and travel further.	The cows would be kept off the path so other users may still walk through if they wish.

<i>Comment</i>	<i>Update</i>
16. New homes nearby will increase demand for a site like this for travel and recreation.	As 15.
17. Some people will self-exclude. Loss of amenity space, whereas it should be a welcoming and safe space for all.	If people have concerns, it is possible that they will choose not to enter the site or use other modes of transport.
18. This will encourage car use to avoid the site.	As 17
19. Accessibility impact on people with disabilities.	As 15.
20. Noise impact on the cows from cars, aeroplanes (engines, sirens, lights). Has an acoustic survey been undertaken?	Cows are frequently in fields next to roads elsewhere.
21. Will lighting be added for safety in the dark, but impact on biodiversity?	No.
22. Wooden walkway will not take weight.	There is no wooden walkway that the cows would have access to.
23. Recent resting/mindfulness benches become inaccessible or spoiled.	The cows would be kept a minimum distance from the benches by the collars.
24. Reduced opportunity for residents to take exercise safely.	People usually use the path, rather than the grass areas. The grass and plants are generally too long for people to move around in those areas and the presence of ticks in the long grass discourages people from walking in those areas. Having cows keep the grass shorter could help to make the whole site more accessible to those who still wish to use it.
25. Location of water/feeding stations.	These would be determined by the grazier.
26. Costs of the GPS collar system relative to current costs.	Nofence cattle collars cost £5.00 per collar per month to use the software (but only costs when in use) and around £249 per collar and £65 per battery charger. Current costs are difficult to state as the equipment is owned by the Town Council and the amount of time spent by the grounds team on the site varies. The suggestion of cattle is to be able to better manage a site that gets very wet and is therefore very limited as to when the team can get on with equipment to cut the grass. Other people have been offered the grass as hay if they can cut it with appropriate equipment, but they cannot use it for this purpose due to the amount of dog waste and ragwort on the site.

<i>Comment</i>	<i>Update</i>
27. Many of the public are not used to reacting in the presence of cows, and this will be unpredictable and cause distress. Many injuries and some deaths every year from cows.	ATC can help to publicise and reassure. It is possible that some people with concerns may avoid the site in future.
28. Boundary to roads is not adequate, especially if collars fail.	Fencing and gates would be installed in all the areas where it is not currently adequate.
29. Impact of cloven feet on marshy ground: quagmire.	Grazier advice can be sought if the terrain becomes difficult for the cows.
30. Damage to neighbouring property and reparations.	There is no intention to allow the cows onto neighbouring property. Fencing would prevent this. The graziers have appropriate insurance in case of any fencing failures.
31. ATC insurance required, and cost.	ATC and graziers have public liability insurance.
32. Regulations relating to welfare of farmed animals.	The graziers are compliant with regulations.
33. Smells, flies.	Should be limited as there would be around three cows.
34. Where is the water supply?	There does not need to be a supply on-site – graziers bring water to fill the troughs.
35. While pregnant/milking cows be included and are there special risks?	No, they are generally not placed in public open spaces.
36. The fields are part of the local flood management strategy and not suitable for cows.	Our information suggests that the fields are suitable for cows.
37. Public consultation needed.	Agreed and intended.

3.2 Fencing is likely to cost c. £12,000.

3.3 In December 2025, the Government published a consultation which included a ban on electric collars for domestic dogs, due to concerns about animal welfare and distress. The Government has not proposed a ban on this technology for farm animals at this time.

3.4 Initial meetings have been held with members of the residents' association and a representative of the management company. If the Council is minded to continue the project, further opportunities for public engagement will be required.

3.5 The benefits envisaged by grazing are as indicated by the October report, but – if grazing were not pursued – ATC would continue to maintain the site as it has done historically:

a) As a floodplain site, it will have years where wet ground is inaccessible to machinery capable of cutting and collecting half or all of that field either side of March to September.

b) ATC does not have the correct equipment to cut and collect a field of long grass. An external contractor may cost c. £450 per day for 3-5 days.

c) ATC staff have competing demands, especially from sports pitch maintenance.

- 3.6 Officers do not consider that grazing will bring sufficient benefit to outweigh the considerable local concern about and opposition to the proposal as indicated in 3.1 above. The maintenance of Will Hall Meadows can continue as it has historically.

4. Recommendation

- 4.1 The Council is asked to note this update. If the Council feels that the project should continue, the recommendation below is sufficient. Officers will continue the project with a view to commencing grazing in Spring 2026 or later, depending on when sufficient mitigations can be put in place. If the Council takes the view that it has sufficient information to cease the project, the recommendation below may be put and amended in the usual way with the addition of the words, “and to cease further consideration of the project”.

- 4.2 The Council is recommended:

To note the update on the Will Hall Meadow grazing proposal.

Subject: **3G Pitch, Anstey Park – Football Foundation documents to sign**

Report to: Full Council, 7 January 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To provide Council with an update on the progress of the project and the legal documents which need signing/returning in order for the feasibility work to commence.

2. Background

- 2.1 On 8th October 2025, following initial site assessments by a Task & Finish Group and public consultation, Full Council resolved to take forward assessment of Anstey Park as the preferred site for a new 3G Pitch. Since then, the Clerk and Deputy Clerk met with the Football Foundation to discuss the Council's aspirations and get the ball rolling, and with the main three football / rugby clubs in the town.
- 2.2 The feasibility work will be undertaken by the Football Foundation, and they pay up to £35,000. In most cases this will cover all the necessary work, but Alton Town Council will need to pay anything over that. The intention is for anything extra to be paid out of Neighbourhood CIL, an application for which will be coming before Full Council in February. The feasibility work should take around 18-24 months. The programme plan is appended.

3. Main considerations

- 3.1 There are some key next steps that need to be followed, and attached are two documents which need to be returned to move the project forward:
- 3.1.1 **AGP Framework Project Information Document.** This document provides details of the existing site facilities and confirms that Alton Town Council is happy to use the AGP Framework and is comfortable with their terms and conditions of any grant award. This must be signed by two councillors and sealed following resolution at Full Council in order for it to be executed as a deed.
- 3.1.2 **Legal Charge, Restriction or Caution Process Document.** The Football Foundation, as part of its standard terms and conditions, requests that for all grants of over £100,000 a legal first charge is taken over the freehold or leasehold in order to secure its grant funding. However, as a public authority, local authority or parish council, which is unable to charge our premises to them, they will place a restriction on the title to the premises at the Land

Registry, which prevents us selling or letting the premises without their knowledge or consent.

- 3.2 **National Pitch Replacement Fund & Booking System** – there is a mandatory requirement for applications to pay into the National Pitch Replacement Fund on a quarterly basis should a project be delivered and utilise the ClubSpark booking system. Council needs to acknowledge that it is happy with this.
- 3.3 **Project Governance:** a project group includes the Town Clerk, Deputy Town Clerk, Football Foundation representative, EHDC's Sport & Wellbeing Officer and representatives of each of the three main sports clubs which will be using the facility. Councillors are invited to advise on their expectations for governance and how they wish to retain oversight before full project governance arrangements with partners are put in place.

4. Recommendations

- 4.1 The Council is recommended:

1. To approve the AGP Framework Project Information Document and the Legal Charge, Restriction or Caution Process Document.

2. To authorise the Deputy Town Clerk to confirm the Council's acceptance of using the National Pitch Replacement Fund & Booking System.

Framework Indicative Service Delivery Programme

Based on process carried out in stages one after the other

Stage	Service Type	Comments	No. of weeks	Cumulative No. of Weeks	Dates based on first instructed date
Stage 1	Preparation and Project Brief (Project Activated)	Football Foundation	2	2	16/01/2026
Stage 2	Desktop Review, DC Visit and Topo (Concept Design)	SSL/LSUK	6	8	27/02/2026
Stage 3	Feasibility (Developed Design)	SSL/LSUK	20	28	17/07/2026
Stage 4	Complete Planning Application & Submit Planning Validation Date	SSL/LSUK	3	31	07/08/2026
	Expected planning application determination period	1 week from submission	1	32	14/08/2026
	Discharge Planning Conditions	13 weeks from validation	13	45	13/11/2026
Stage 5	Mini Tender Exercise	8 weeks from end of determination period MGAC	8	53	08/01/2027
Stage 6	FA / FF Panel Paper Deadline (if applicable)	Paper deadline to panel date		61	05/03/2027
Stage 7	FF grant award / panel process				
Stage 8	Applicant accepts award				
Stage 9	Contractor Mobilisation		6		
Stage 10	Construction Phase	Assumed 16 week programme incl 4 week	20		
	Construction Handover		0		
	Defects Liability Period	12 months following Practical Completion	52		



LEGAL CHARGE, RESTRICTION OR CAUTION PROCESS





BACKGROUND

The Football Foundation as part of its standard terms and conditions, requests that for all grants of over £100,000 that a legal first charge is taken over the freehold or leasehold in order to secure its grant funding. The terms and conditions do also allow for security to be taken on grants of less than £100,000, where deemed necessary.

If you are a public authority, local authority or parish council, and are unable to charge your premises to us, we will place a restriction on the title to the premises at the Land Registry, which prevents you selling or letting the premises without our knowledge or consent.

Should the applicant's paperwork not be in order or in the correct format at the time of application, this can be a time-consuming process to make any necessary amendments that can take months or even years to resolve. The result of this can either be a) rejection of the application, b) a significant delay to the start of the works, or c) delays in the release of the final payment.

To aid matters, this information pack should assist applicants in speeding up the process by ensuring that as much of the legal information required is provided ahead of the grant application being made. By providing the key legal documentation during the pre-application stage, the quicker the project will be able to start on site, and enable you to receive payment.

For further guidance on this matter, please contact your relevant Technical Project Manager.

QUESTIONNAIRE FOR APPLICANTS FOR COMPLETION PRIOR TO GRANT APPLICATIONS BEING SUBMITTED TO THE FOOTBALL FOUNDATION

Please complete the questionnaire below regarding your property and provide the information requested with your application ticking the relevant boxes and/or delete Yes / No as appropriate.

1.	Name of applicant(s): ALTON TOWN COUNCIL			
2.	Type of entity: TOWN COUNCIL			
	Ltd Company number (if applicable): N/A			
	Charity registration number (if applicable): N/A			
3.	Full address and postcode of the property to be charged: ANSTEY PARK, ANSTEY LANE, ALTON, GU34 2NB			
4.	Does the applicant requesting the grant own the land on which the facility is to be developed? (tick as appropriate)		Freehold ☒	Leasehold ☐
5.	a)	If freehold please attach a copy of the freehold registered title from the Land Registry, with a copy of the plan from the Land Registry.	Yes ☒ HAYLEY TO ATTACH	No ☐
	b)	If leasehold please attach a copy of the lease and a copy of the registered leasehold title, with a copy of the plan from the Land Registry.	Yes ☐	No ☒
	c)	- Please confirm that the name of the applicant is the same as the name of the owner of the property. - If the applicant is not the proprietor of the property, please provide further details.	Confirmed or details provided YES	
	d)	- Please confirm if the lease requires consent for the tenant to charge it or not. - Please note that if the lease does not conform to the requirements of the attached guidance note and a charge is required to secure any grant funding, then amendments may be needed to the lease. Please note that in most instances, any grant of £100,000 or more will require security to be taken.	Yes N/A	No ☐

	e)	If a lease of the property is currently being negotiated (and a charge over the lease is required) then please attach a copy of the latest draft as we would prefer to confirm its format is satisfactory for security before it is completed in case any amendments are required.	Draft attached / draft not attached N/A	
	f)	Please confirm the relationship between the applicant and the owner of the freehold or leasehold interest in the property if the applicant does not own the property:	N/A	
6.		Does the Applicant only hold an Agreement for Lease with the lease not due to be completed until works are complete at the property? If yes, please provide a copy of the completed Agreement for Lease and the agreed form lease and plans attached.	Yes N/A	No
7.		Please provide a plan showing the facilities for which the grant is requested and showing access from the facilities to the nearest adopted highway. This can be shown on the Land Registry plan referred to at 5A above.	Attached – “Location of proposed 3G facility at Anstey Park”	
8.		Please confirm if there are any current charges on the property. The Foundation will require a first charge on the property. If there are current charges please provide details of the existing charge holder: 1. 2. 3. 4. Please confirm the amount outstanding on the charge:	Yes	No ✓ TOWN COUNCIL SO NO CHARGE TO BE MADE ON THE PROPERTY
9.		Please confirm if the works to the facilities on the property require other partnership funding and if so, from whom, and how much additional funding is required. Please confirm if they require a legal charge to be taken: 1. 2. 3.	Yes	No NO CHARGE NEEDED

10.	Please note that the legal costs of the Foundation will be the responsibility of the applicant. For a legal charge these will be £2,000 plus VAT and out of pocket disbursements For a restriction on the title or a caution against first registration these will be £1,000 plus VAT and disbursements. Please note that these amounts are not fixed, and particularly complex matters may require an additional undertaking.	RESTRICTION ON THE TITLE AS APPLICANT / LAND OWNER IS TOWN COUNCIL
11.	Please provide details of your solicitors including their telephone number and email address:	Details of solicitors REDACTED

GUIDANCE NOTES FOR APPLICANTS – LEASE REQUIREMENTS



Where new leases are being drafted, or existing leases are being amended, the following matters **MUST** be incorporated:

- 1. TERM** - The term of the lease, or the remaining unexpired term at the date of acceptance of the offer must be at least 21 years.
- 2. ALIENATION** – The lease must be assignable (albeit with Landlord consent).
- 3. CHARGING** – If necessary, landlord's consent must be obtained for the proposed charge to the Football Foundation. The clause should allow charging with the Landlord's consent not to be unreasonably withheld.
- 4. USE**- the use clause must not limit the use of the premises to be only by the tenant named on the lease.
- 5. RIGHTS OF RE-ENTRY**
 - 5.1 The lease must not contain any right for the landlord to end the lease in the event of the tenant's insolvency (but the right to do so for non- payment of rent or breach of covenant is acceptable).
 - 5.2 The lease should include a mortgagee protection clause in the following terms:
"PROVIDED THAT before exercising any right of re-entry under this clause the landlord shall give 60 days written notice to The Football Foundation or any other mortgagee of this lease for which notice has been given to the landlord (together "the Mortgagee") and if within 60 days of the expiry of such notice the Mortgagee indicates in writing to the landlord that it wishes to remedy such breach the landlord shall allow the Mortgagee a period of three months or such longer time as may be reasonable (in view of the nature and extent of the breach) to remedy such breach or to procure that it is remedied."
- 6. BREAK OPTIONS** - The lease must not contain a right for the Landlord to break the lease before the end of the term. It is also preferable if the Tenant cannot do so.
- 7. INSURANCE** – If there is any damage to the property which the landlord decided it could not reinstate, instead of the lease providing for all monies received from the insurers being given to the landlord, the lease should state that the insurance monies should be paid out according to the shares of the parties in the property taking into account any grant or third party lending.
- 8. CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999** – the lease should include the following wording in respect of the Contracts (Rights of Third Parties) Act 1999–
"Except as expressly provided for in clause [being the mortgage protection clause referred to above at point 5.2] a person who is not a party to the lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the lease. This does not affect any right or remedy of a third party which exists, or is available, apart from that Act".

GUIDANCE NOTES FOR APPLICANT'S SOLICITORS



1. The Football Foundation's solicitors will need the information and documents set out below:
 - 1.1. Where the Football Foundation will be taking a charge over the Applicant's property:
 - 1.1.1 Details of any existing charges over the property.
 - 1.1.2 Details of other funders requiring a charge in connection with the project.
 - 1.1.3 The Applicant's solicitors will need to provide a certificate of title in the Football Foundation's standard form, a copy of which is attached and to do this will need to have obtained such search results as they consider appropriate to enable them to complete the Certificate
 - 1.2 In the case of land owned by a public authority (e.g. Parish Council or Local Authority), where a charge cannot be taken, a restriction must be entered on the title to the Applicant's property. The Applicant will need to provide the full address and postcode and the Land Registry title number of the property.
 - 1.3 Where, in the case of land owned by a public authority, a restriction cannot be entered because the land is unregistered, a caution against first registration must be lodged at the Land Registry and the Applicant may be required to enter into a deed of dedication in the Football Foundation's standard required form. The Applicant will need to provide the full address and postcode and the title deeds or an epitome of title for the property.
2. The solicitors acting for the Football Foundation are:

Bates Wells
10 Queen Street Place
London
EC4R 1BE
DX 42609 (Cheapside 1)
Reference: Jane Lougher

Tel: 0207 551 7683

Email: j.lougher@bateswells.co.uk

3. Under the general terms and conditions of grant, the Applicant is responsible for its own legal fees and will also be required to pay the Football Foundation's legal fees as follows:
 - 3.1 For a legal charge – £2,000 plus VAT and disbursements.

- 3.2 For a restriction, or in the case of unregistered land, a caution against first registration and deed of dedication – £1,000 plus VAT and disbursements.
The Applicant's solicitors will need to provide an undertaking to be responsible for fees up to the limits set out above before legal work is commenced by The Football Foundation's solicitors. The Football Foundation's solicitors will require further undertakings for payment of fees should the fees exceed the amount for which the initial undertaking was given. Up to £2,000 is allowed out of the grant for the payment of legal fees.
- 3.3 If the legal fees exceed £2,000 the Applicant will be responsible for paying the fees and cannot reclaim any additional amount for fees from the Football Foundation.
4. Work cannot start on the project site until the charge, restriction or caution is in place. It is therefore important to progress matters quickly to avoid delays in the project timetable.

AGP FRAMEWORK PROJECT INFORMATION DOCUMENT (PID)

ALTON TOWN COUNCIL / ANSTEY PARK





Organisation Name: ALTON TOWN COUNCIL

Site Address: ANSTEY PARK, ANSTEY LANE, ALTON, GU34 2NB

**Project: 3G PITCH ANSTEY PARK - RUGBY/FOOTBALL
100x64m FIFA Quality/WR22 3G FTP**

Grant Reference: G-240685

Football Foundation Technical Project Manager

Email:

Mobile:

Football Foundation Delivery Manager

Email:

Mobile:

Design Consultant

CDM Principal Designer

Email:

Mobile:

Framework Managing Consultants

Project Manager / Quantity Surveyor / CDM Client

Email:

Mobile:



Applicant Contacts Details

The main contact must be able to act as the legal representative for the organisation and is empowered to make all decisions and issue instructions as requested

Main Contact	Tom Horwood
Position	Town Clerk
E-mail	townclerk@alton.gov.uk
Telephone Number	01420 83986 / 07909 251104
Secondary Contact	Hayley Carter
Position	Deputy Clerk
E-mail	admin@alton.gov.uk
Telephone Number	01420 83986 / 07909 251105

Local Planning Authority	East Hampshire District Council
LFFP Priority	Yes

VAT Status	VAT registered – can reclaim VAT
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Security of Tenure

Freehold or Leasehold Title Holder?	Freehold
Has Title Documentation been provided?	Yes
Has the Applicant agreed (in writing) to possible Charge / Restriction (to include whole site)	Yes (TAKE TO FULL COUNCIL ON 7/1/25)
Any Other Legal Issues	n/a



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Joining Agreement Information (Details of the Authority/Company that will enter into the Call-Off Contract with the Supplier)

Project Name	ANSTEY PARK 3G PITCH
Authority / Company Name and Number (If applicable)	ALTON TOWN COUNCIL
Authority / Company Registered Address	TOWN HALL, MARKET SQUARE, ALTON, GU34 1HD
Name of Main Contact Nominated by the Additional Client	HAYLEY CARTER
Name and Email Address of Director / Authorised Signatory (Please note the agreement is to be executed as a deed)	TOM HORWOOD DEED MUST BE SIGNED BY TWO COUNCILLORS FOLLOWING RESOLUTION AT FULL COUNCIL

AGP Suite of Documents (provided by Delivery Manager)

Date Received	28/11/2025
Have you read and understood the Guide to the Artificial Grass Pitch Framework?	Yes
Have you read and understood the Terms & Conditions?	Yes
Have you read and understood the Legal Information Pack provided?	Yes
Can you therefore confirm you agree to proceed on the basis that the Football Foundation would register either a Legal Charge and/or Restriction on the Title for the whole site, subject to a grant award?	Yes – RESTRICTION ON TITLE TO BE CONFIRMED AT FULL COUNCIL ON 7/1/26
For educational establishments, is Secretary of State / ESFA approval	N/A



required to place a Charge/ Restriction on the registered title?	
Name and position of person confirming this information.	TOM HORWOOD

Framework Fee Undertaking Agreement	
Date Received	28/11/2025
Has the Framework Fee Undertaking Agreement been signed by the Applicant?	Yes



Title Plan	
See attached.	
Existing Facilities	
Artificial Grass Pitches	YES BUT NOT WITHIN THE TITLE PLAN – SEPARATE LEASE TO ALTON FC
Team Changing Rooms	8
Officials Changing Rooms	2
Spectator WC's	3
Accessible WC / Changing	YES
Car Park / Vehicular Access	Vehicular access from Anstey Road / Anstey lane with easy access to and from the A31, A32 and A339. Main bus routes to Farnham, Winchester, Basingstoke, Petesfield. Close to train station. XX parking spaces on-site.
Other internal sports facilities	Gym at Energique, Dance Studio at Energique, physio room at Finnimore Pavilion, Brazilian Jiu Jitsu at Edgar Hall
Other external sports facilities	Tennis court, basketball practice area and 2 x netball courts on MUGA, pump track,
Any other relevant facilities?	Rugby clubhouse, Men's Shed, Air cadets, Scouts building

Natural Grass Provision	
Existing Natural Grass Pitch Provision	4 grass rugby pitches, 8 x football pitches: 2 x 11v11, 2 x 9v9, 2 x 7v7, 2 x 5v5
Is there Cricket / Athletics provision on the site that may be affected by a new 3G FTP?	No
RPA Visit / PitchPower Report	Yes
Grass Pitch Standard	Basic
Pitch Maintenance	Alton Town Council grounds team maintain the site. Equipment owned includes: Vertidrainer, tractor, roller mower, splitter, lining equipment



Project Scope	
Project Detail	<i>AGP, Car parking improvements and natural grass pitch works (improvements to at least one adjacent rugby pitch which will be impacted during the works)</i>
Project Brief	Joint football / rugby compliant AGP of size suitable for rugby match play subject to feasibility
Proposed Usage	3 primary clubs – Alton Rugby Club, Alton Football Club and Manor Colts Youth Football Club, plus several individual teams including Holybourne Veterans who play in the town and potential use for three secondary schools (Anstey Manor, Amery Hill and Eggars), Alton College and Treloars College
Pitch Testing Requirements	Every 2 years for rugby Every 3 years for football
Anticipated Level of Competition	Football local leagues and grass roots Rugby county level
Daily Hours of Use Required	9am – 10pm
Proposed New/Improved Ancillary Facilities	N/A
Employers Requirements	Unknown at this stage
Other/General comments	Licence to Rugby Club for use of the changing rooms currently. 3G Pitch elsewhere on the site for football only leased to Alton Football Club solely for their use.

Preferred Location of Proposed Pitch



Preferred location shown by blue line.

General Comments on Proposed Pitch Location



The location is currently the rugby training area and already has floodlighting, although this would need to be replaced / improved as part of the project.

Public consultation has already been undertaken on whether Anstey Park is the preferred location for this facility in Alton and the results were overwhelmingly positive. **RESULTS ATTACHED**

Site / Survey Information

Standard Site Surveys:	<i>Complete / to be completed by Design Consultant.</i>
Site Characteristics and Constraints	<i>Including services and relevant natural and built features</i>
Historical Site information (Client to advise on any known information such as domestic / private services in the vicinity of the proposed pitch area)	N/A
Easements / Rights of Way	St Swithun's Way runs through the site but not in the proposed location of the pitch.
Spoil Retention (is this an option?)	Yes, we would like to be able to improve / level the adjacent rugby pitch/es.

Critical Dates / Anticipated Programme **Dates are indicative and cannot be guaranteed.*

FF Application Dates	8/1/2026
FF Window	<i>Anticipated FF Window</i>
Application Submission	<i>Anticipated Application Submission</i>
Panel Date	<i>Anticipated Panel Date</i>
Board Date (if applicable)	<i>Anticipated Board Date</i>



Project Commencement	<i>Anticipated Commencement Date Summer 2027</i>
AGP End to End Process Programme	Please see attached indicative programme based on date the project was entered into the Framework.

Any Other Comments

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Subject: **Events Calendar 2026**

Report to: Full Council, 7 January 2026

Report of: Deputy Town Clerk

1. Purpose of the report

- 1.1 To provide a full list of proposed events for approval.

2. Background

- 2.1 Each year the Council organises many events for residents to attend. These take a lot of organising and so need to be approved at the start of the year so that officers can make the appropriate arrangements. Thanks to the Events & Marketing Lead Officer, Natalie Beckell, for the following detail.

3. Main considerations

- 3.1 This year's events are proposed as follows:

FEBRUARY

Pancake Race Public Gardens

2026 suggested date Tuesday 17th February (Shrove Tuesday)

The races are organised into age categories and depending on how many children register divided into heats (max 6 children in each heat) then a final. The races take place along the tree avenue in the Public Gardens. ATC supply the pans which includes a cut out of a pancake. We do not supply real pancakes as it can get very messy!

Sweet cones and medals are handed out to 1st, 2nd and 3rd place and everyone receive a sticker. For 2026 – We are looking to invite Capra to make and sell pancakes to eat.

MARCH AND APRIL

Easter Trail

2026 suggested date Monday 30th March to Sunday 12th April 2026

We contacted 25 local businesses and set up a trail around the town. 25 Wooden eggs were decorated by local children. As well as the trail, children had the opportunity to design their own Easter Egg. For 2026 we are asking local schools and nurseries to paint one. A trail will then be set up around the town.

MAY

Yoga In The Park

2026 suggested date Sunday 3rd May to Sunday 30th August 2026

Free Yoga in the park every Sunday for 1 hour was very successful and was appreciated and attended by many.

For 2026 to keep the format the same but to include a donation bucket to help with costs going forwards.

Spring Garden Fair

2026 suggested date Saturday 16th May

This has been a popular event for many years and in 2025 it was moved to the Market Square. Even though the event was well attended we were limited on the stalls we could invite. For 2026 we would like to move it back into the Public Gardens and re-launch Alton In Bloom and the Tool library.

May Walking Festival – 1st to 31st May

A month-long walking festival which once again was very well attended.

A total of 80 walks in the programme.

Places available: 1524 (including walk leaders and back markers)

Total attendance: 1069

Individuals took part: 487

Spaces not booked: 455 (at the end of the festival, including cancellations received)

Cancellations: 268 individuals

Over 500 cancellations received overall throughout the festival. Enabling waiting lists on the booking system have been an effective way to fill these spaces. This year we put together a cancellation feed-back survey to gain a better understanding for the reasons walks are being cancelled, whilst this is something we will never be able to prevent, the data will hopefully help us minimise cancellations for future festivals.

For 2026 To include a mini children's walking festival during half term

Ideas to consider:

Scavenger Hunt Town Trail

Town Guides history walk – aimed at children

Ghost Walk

Train and Walk to Alice Holt

Story Telling Walks

Walking and Drawing – A walk to a viewpoint and children then draw what they see, this could then be displayed for Alton Arts Festival?

Wildlife walks

Bat Walk

Poetry

JUNE

Community BIG Lunch

2026 suggested date Sunday 7th June

Alton came together and joined thousands of communities across the UK for The Big Lunch, coordinated by Eden Project Communities. This event forms part of our series of social prescribing initiatives, providing residents with the perfect opportunity to get to know one another a little better whilst enjoying a picnic lunch and an open-air concert from our local Alton Concert Band.

To make the day a little more special we usually run a themed family trail with a sweet treat as a prize for completing it. Previously we have celebrated The Queen's Platinum Jubilee and King's Coronation and this year Jane Austen was the focus as part of the JA250 Hampshire wide celebrations. The Regency Week Committee offered to provide costumed characters to add to the fun and promote Regency Week and the Jane Austen statue unveiling.

JULY - AUGUST

Arts Festival – Friday 3rd July to Sunday 12th July

Panto in the Park 5th July

Combined ATC and AAF event in the Public Gardens

Music In the Park (Previously Picnics In The Park)

This has been a very popular event and enjoyed by many. The bands enjoy coming along and we have provisionally booked the bands. They also form part of our social prescribing initiative and follow on from the Community Big Lunch event at the beginning of June. They are very popular and require minimal involvement from ATC officers on the day as the bands we just provide the chairs, electric and promotion of the bands.

Suggested dates for 2026:

10th May

24th May

14th June

21st June

19th July

26th July

9th August

16th August

23rd August

Fun Fridays – 2pm – 3pm Public Gardens

Free children's entertainment in the Public Gardens during the school holidays.

Every Friday, during the summer holidays, children enjoyed a variety of fun activities, games and performances. We were very lucky with the weather and did not need to

relocate to the Assembly Rooms. Every session was very well attended and was thoroughly enjoyed by all involved.

Suggested dates for 2026:

24th July

31st July

7th August

14th August

21st August

28th August

SEPTEMBER

Alton In Bloom Awards - September

To be launched at the Spring Garden Fayre.

OCTOBER

October Walking Festival

Suggested Date for 2026 12th – 18th October

This year was the 6th Autumn Walking Festival and was very well attended and featured 19 popular walks from May 2025.

NOVEMBER

Christmas Lights Switch On and Market

Suggested date for 2026 – 27th November

Detail TBC

DECEMBER

Christmas Market

Detail and date TBC

4. Recommendation

4.1 The Council is recommended:

To approve the Calendar of Events as tabled.

Subject: **Revised Financial Regulations**

Report to: Full Council, 7 January 2026

Report of: Town Clerk

1. **Purpose of the report**

- 1.1 To approve updated Financial Regulations for Alton Town Council.

2. **Background**

- 2.1 Alton Town Council's regulations are required to be reviewed in each financial year. The National Association for Local Councils (NALC) published revised *Model Financial Regulations for Local Councils* in March 2025, to take account of recent changes to legislation.

3. **Main considerations**

- 3.1 ATC's Financial Regulations were last reviewed in June 2024, which was revision 6 of a version adopted in 2019. This can be found online at <https://www.alton.gov.uk/wp-content/uploads/2024/06/Financial-Regulations-2024.pdf>.
- 3.2 Given the many recent changes, NALC's new *Model* is largely rewritten, rather than just amended. It is proposed that ATC adopt the *Model* template, amended to include ATC's current delegations, to be up-to-date with current regulations. In the new version, **bold text** indicates legal requirements, which a council cannot change or suspend.
- 3.3 The financial thresholds and delegations are the same as ATC's 2024 *Regulations*, with one exception. Draft paragraphs 5.12 and 6.7ii allow the Town Clerk to spend up to £10,000 "in cases of serious risk to the delivery of council services or to public safety on council premises". The Clerk is normally able to spend up to £5,000 under delegated authority and £10,000 in consultation with the Mayor. This provision – which is absent from ATC's current Financial Regulations – is recommended by NALC for specific emergency expenditure if the Mayor cannot be reached and avoids the need to try to call an extraordinary Full Council meeting, which would require at least four working days' notice. Any such expenditure would be exceptionally rare and must be reported to the Chair and the Council.

4. **Recommendation**

- 4.1 The Council is recommended:

To adopt the tabled Financial Regulations for Alton Town Council.

ALTON TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [insert date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Member' refers to a member of the council, i.e. an Alton town councillor.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:
 - acts under the policy direction of the council
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices
 - determines on behalf of the council its accounting records and control systems
 - ensures the accounting control systems are observed
 - ensures the accounting records are kept up to date
 - seeks economy, efficiency and effectiveness in the use of council resources
 - produces financial management information as required by the council

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement)**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements**
- **approving an annual governance statement**
- **borrowing**
- **declaring eligibility for the General Power of Competence**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts
- authorise any grant or single commitment in excess of £10,000

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

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

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

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed**
- **ensure the prompt, accurate recording of financial transactions**
- **prevent and detect inaccuracy or fraud**
- **allow the reconstitution of any lost records**
- **identify the duties of officers dealing with transactions**
- **ensure division of responsibilities**

2.6. At least once in each quarter, and at each financial year end, two members other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall

put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:

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

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

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

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

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Staffing Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Staffing Committee.

4.3. No later than the end of November each year, the Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Clerk for inclusion in the council budget not later than the end of October each year.

4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.

4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
 - 5.5.1. For contracts estimated to exceed £60,000 including VAT, the appropriate officer, with authorisation from the Clerk, shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
 - 5.5.2. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
 - 5.5.3. For contracts greater than £10,000 excluding VAT the Clerk, or appropriate officer, shall seek at least 3 fixed-price quotes;
 - 5.5.4. where the value is between £5,000 and £10,000 excluding VAT, the Clerk or appropriate officer, shall try to obtain 3 estimates, which might include evidence of online prices, or recent prices from regular suppliers.
 - 5.5.5. For smaller purchases, officers shall seek to achieve value for money.

Contracts must not be split to avoid compliance with these rules.

- 5.6. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.7. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.8. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.9. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £5,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council, for any items below £10,000 excluding VAT.
 - the council for all items over £10,000
- Such authorisation must be supported by a minute (in the case of council decisions) or other auditable evidence trail.
- 5.10. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.
- 5.11. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.12. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £10,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.13. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.14. An official order or letter shall be issued for all work, goods and services above £1,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.15. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust bank, with deposit accounts and Property Fund with CCLA. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk or Deputy Clerk.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be affected in the first instance by Bank Transfer (BACS or CHAPS) with each transaction being approved by two authorised bank signatories and evidence should be retained and any such payments over £500 reported to council as made.
- 6.6. Where payments are made by cheque this shall be signed by two members of council who are authorised bank signatories and the signatories shall also initial the cheque counterfoil.
- 6.7. The Clerk shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £5,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk or Assistant to the Clerk shall be appointed as the Service Administrators. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the transactions requiring approval on the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council.
- 7.4. A Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of both of the Service Administrators an authorised signatory shall set up any payments due before the return of a Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments over £500 made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members. The approval of the use of each variable direct debit shall be reviewed at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments over £500 are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by The Assistant to the Clerk and both of the councillors authorising the payment. The banking system flags to the person authorising the

payment that the bank account details have been changed. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil.

9. Payment cards

- 9.1. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and officers and any balance shall be paid in full each month.
- 9.2. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The Assistant to the Clerk shall maintain a petty cash float of up to £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or Staffing Committee.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Assistant to the Clerk and random sample checks undertaken by the Internal Auditor to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Assistant to the Clerk shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Assistant to the Clerk shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Assistant to the Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Head Groundsman or delegated officer shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

16. Assets, properties and estates

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

- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £10,000. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the insurance broker of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers .
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

18. Charities

- 18.1. As the council is not the trustee of a charitable body, this section of the Model Financial Regulations is not required and therefore omitted.

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state whether tenders must be addressed to the Clerk by post or by an electronic tendering process.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.