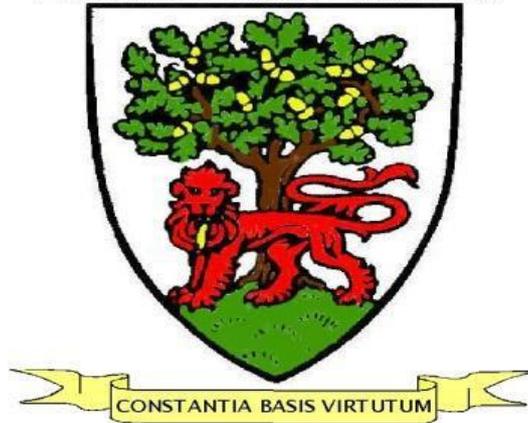


Andover Town Council



# ANNUAL REPORT

2014 / 2015

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# THE CHAIRMAN OF ANDOVER TOWN COUNCIL

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Andover Town Council is now in its 5th year of operation and the final year for this administration. We continue to move steadily forwards. The Town Council has been well managed by the Clerk, Wendy, with her assistant Mary, the Allotment Wardens and volunteers.

2014 has been a busy year for the Town Council. Much work has been carried out on the Allotments Service, bringing waiting lists down, increasing the maintenance carried out and improving management systems.

2014 has seen the Town Council working in greater partnership with other organisations and authorities. We now have a Town Centre Manager, who is funded jointly by the Town Council, Test Valley Borough Council and Hampshire County Council.

The Christmas Lights were enhanced again in 2014, with new lights, a 35ft Christmas tree with more strings of lights and more people than ever at the Christmas Lights Switch-on. Thanks must go to Councillors who were out on the High Street at 4.00am in the morning to oversee the installation of the Christmas tree and again at 2am to oversee the installation of the Christmas Lights. The Christmas Lights Working Group is working hard on a new scheme for 2015 and our thanks go to the volunteers at the switch-on.

Last year violent storms brought the Christmas tree down, this year we put in place an emergency plan and subsequently the tree stayed put!

The Amenities and Town Development Committee has worked hard this year organising events to commemorate the beginning of WW1. A Vigil was held in St Mary's Church, a commemorative library window was put together by Councillor Long and a commemorative football match was held on Christmas Day, supported by the Mayor of Test Valley who declared that Vigo Road Recreation Ground would officially be referred to as 'No Man's Land' for the duration of the match.

The Planning Committee has been working hard and has set up a Neighbourhood Plan project for Andover. In 2014 the Neighbourhood Area (which covers the whole of the parish of Andover) was approved by Test Valley Borough Council. The Neighbourhood

Plan Steering Committee started the process of consultation, from dedicated presentations to local organisations, street surveys and presentations to the young people of Andover. The Neighbourhood Plan Steering Committee have already secured £8,150 of funding, £7,000 from the Neighbourhood Community Grant Scheme and £1,150 from Test Valley Borough Councillors in the Community Grants Scheme of Harroway, Alamein and St Mary's wards.

The Policy and Resources Committee have been looking at celebrating one of Andover's most famous sons, Mr Reg Presley and have been working in partnership with Mr Presley's family and the Heritage Foundation to put up a blue plaque at 12 High Street, where Reg and The Troggs used to perform. Planning Permission to put up the plaque has now been secured and we anticipate that the unveiling event will take place sometime during the summer.

The Policy and Resources have also been carefully managing the Town Council's finances over the year. Over £9,000 was received in Business Rates Rebate following investigation by the P&R Chairman and the Town Clerk. Careful management of the Budget has meant that for the 4<sup>th</sup> Year the Town Council has not increased its Precept despite not receiving the 'top up' grant from Test Valley Borough Council.

Members of the Town Council have been working in partnership with Ludgershall Town Council to investigate the possibility of reinstating the railway line between Andover and Ludgershall, as a Heritage Railway with Steam Locos. Investigations are also taking place regarding the setting up of a Friends of Andover Station group. More progress will be made during 2015.

2013 saw the launch of the Andover Youth Council, sponsored and supported by Andover Town Council with a budget of £1000 per year, to be spent on projects or their choice. During 2014 the Youth Council has developed and grown.

The Youth Council's aim is for the Young People to make decisions for themselves. They have appointed Youth Councillor Jordan Simcox as their Executive Officer and Youth Councillor Theo Youds as Deputy Executive Officer. Theo has also just been elected as Deputy Member of Youth Parliament for the Test Valley Area, so well done Theo!

The Youth Council's first major project has come about following extensive surveys carried out by the Youth Councillors. They surveyed young people on the High Street,

online and around the town. The main event that Young People requested was a music concert. So on 17 April 2015, the Youth Council will be hosting A-Fest, to be held in the High Street for young people aged 10 to 25 (others will be welcome!). In support of the A-Fest the Youth Councillors have worked hard to raise funds and have secured approximately £14,000 in grant monies and sponsorship.

Looking back it has been a good year with progress being made but I feel we can do more. The Town Council's elections take place on 7 May 2015 and I hope that fresh faces and skills will help the Town Council evolve even further to take the Town of Andover forward into the future.

A handwritten signature in black ink, appearing to read 'G McBride'.

**Cllr Geoff McBride**  
**Chairman of Andover Town Council**

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# INTRODUCTION

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## Andover Town Council

The Town Council was officially declared by Test Valley Borough Council on 1<sup>st</sup> April 2010. Elections were held in May and the Council, comprising of 19 elected Members started officially on 26<sup>th</sup> May 2010.

In June 2010 the Parish Council of Andover resolved that henceforth it would be referred to as Andover Town Council.

The Town Council is composed of 19 Members (Councillors) representing the 5 wards (Alamein, Harroway, Millway, St Mary's and Winton) in the Town of Andover. All Councillors were elected by the people of the town in a single election in May 2010 but their first term was extended to 5 years in order to coincide with the Test Valley Borough Council local government elections.

The next elections will be taking place on 7 May 2015.

The Chairman holds office from the 'Election of Chairman' ceremony, the Annual Town Council Meeting, generally held in May, for one year until the ceremony of the following year. The Chairman has the opportunity to promote and uphold the character of Andover as well as preside over meetings of Full Council.

## Demographics for the Town Council

Andover Town Council covers an area of 5248 Acres. The total population of the Andover Town Council area is approximately 39,000. The area consists of five wards represented by Councillors as follows:

Alamein	– 3 Councillors
Harroway	– 4 Councillors
Millway	– 4 Councillors
St Mary's	– 4 Councillors
Winton	– 4 Councillors

## The Powers and Duties of the Town Council

Andover Town Council has limited powers and duties as a town council. Listed at **Appendix A** are the powers and duties of Andover Town Council.

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# ELECTED COUNCILLORS

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A list of the elected Councillors and the wards of Andover that they represent can be found at **Appendix B**.

## **Code of Conduct**

Andover Town Council adopted the new Code of Conduct on 6 September 2012. It sets out the conduct that is expected of Members of the Council. All Members have registered their Pecuniary interests as required by the Code of Conduct and will register gifts and hospitality in excess of £25 they receive as Members. The public can inspect the Code of Conduct, the Register of Interests, and the Register of Gifts and Hospitality by making an appointment with the Town Clerk.

The Code requires Councillors to declare pecuniary interests in items considered by the Council and if that interest is considered to be prejudicial, Councillors are required to remove themselves from any vote on the matter.

## **Committee Structure**

Andover Town Council holds at least six Full Council meetings a year, including the 'Chairman Making or Annual Town Council' meeting held in May. The Chairman of the Council presides as Chairman over Full Council with the Vice-Chairman of the Council acting as Vice-Chairman of the meetings.

There are currently three main Committees which feed into the Full Council; these are the Policy and Resources Committee, Amenities and Town Development Committee and the Planning Committee.

The Policy and Resources Committee meets six times a year, before Council and the Planning Committee meets up to fifteen times a year, every three weeks to coincide with the Planning Authority, Test Valley Borough Council, Northern Area Meetings.

The Town Council also has Sub-Committees for Allotments and Staffing/Personnel and Working Groups for Assets, Grants, Christmas Lights, Markets, Events and the Website. These are time limited Groups and once they have completed specific tasks they are disbanded and their services are monitored by another Committee or Full Council.

At **Appendix C** is a diagram of the Committee Structure.

A table of meetings that have taken place and the attendance of Members at those meetings are shown in:

**Appendix D** – Attendance at Full Council Meetings 2014 – 2015

**Appendix E** – Attendance at Policy Resources Meetings 2014 - 2015

**Appendix F** – Attendance at Planning Committee Meetings 2014 – 2015

**Appendix G** – Attendance at Amenities Committee Meetings 2014 - 2015

Each committee has a Chairman and Vice-Chairman. The Policy and Resources Committee has eleven Members, the Amenities and Town Development Committee has ten Members and the Planning Committee has eight Members.

Members of the public are entitled to attend Council and Committee meetings and at the beginning of the meeting, the Chairman will ask if any members of the public would like to ask the Council or Committee a question or make a statement.

### **Website**

The Town Council Website was officially launched in 2012.

The Website provides information about forthcoming meetings of the Town Council, current agendas and minutes are also available.

In 2013 information on Allotments was added, with their own dedicated pages and newsletter. At the end of 2013 the Town Council introduced an innovative tool for Allotment Holders, a Maintenance Report. The Maintenance report shows the grounds maintenance which has been scheduled and it allows tenants to report any problems online. The Town Council officers use the Maintenance Report on a daily basis to produce job numbers and report works carried out.

The website also provides information about other local organisations with links to their websites, including community groups, charities, businesses and news media.

### **Annual Town Electors Meeting**

Each year the Town Council has a duty to hold a meeting for the electors of Andover.

It is an opportunity for local people to find out what the Town Council has achieved over the past year and to provide feedback to the Council on issues that they feel are important and that the Town Council should be doing something about.

Even if the Town Council does not have the power to act upon an issue, it can often take the issue to the right authority or the Council will know the 'right people' to talk to.

## **Grants**

The Town Council has set a budget of £1,000 per year to assist local charities and organisations based in Andover with one off projects. Recipients of this Grants Scheme will have their Grants presented to them tonight.

11<sup>th</sup> Andover (St. Michaels') Cub/Scout Group - £300

Andover Trees United - £100

The Amenities and Town Development Committee which administers the Town Council Grants has agreed that as there is £800 left in the Grants Budget (including monies from 2014) there will be a second offer of Grant funding in 2015 in June/July.

## **Staffing**

Currently Andover Town Council has one full time member of staff, the Town Clerk and a part-time member of staff, assisting with general administration and allotments management.

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## **POLICY & RESOURCES COMMITTEE**

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<b>Chairman</b>	<b>Cllr S Hardstaff</b>
<b>Vice-Chairman</b>	<b>Cllr K Bird</b>
	Cllr Z Brooks
	Cllr D Drew
	Cllr K Hamilton
	Cllr K Hughes
	Cllr M Kerley
	Cllr G McBride (Chairman of Andover Town Council)
	Cllr P North
	Cllr V Pond (Vice Chairman of Andover Town Council)
	Cllr R Shukri

### **Responsibilities:**

- ◆ Resources
- ◆ Policy
- ◆ Asset Research and Management
- ◆ Corporate Governance
- ◆ Finance
- ◆ Insurance
- ◆ Land & Buildings
- ◆ Legal
- ◆ E-Government and Website Development
- ◆ Local Government Reforms
- ◆ Public Relations and consultation
- ◆ Risk Management
- ◆ Capital Projects

### **Report of the Chairman – Cllr Steven Hardstaff**

#### **Background**

The Policy and Resources Committee has five main functions

1. It introduces Policy which is then referred to the Full Council for ratification

2. It reviews Policy which is then referred to Full Council and assesses its viability before ratification to Full Council
3. It identifies the resources of the Council and puts together the Annual Budget which is presented to Full Council for agreement
4. It investigates what is required for the running of services and manages the finances for the running of those services.
5. It is responsible for managing the Councils Corporate Governance and Risk Management

This year saw a particularly tough budget process due in part to the changes in the Council Tax Support Scheme and the implication this had on our Council Tax base.

### **The Work of the Policy and Resources Committee 2014/15**

In 2013 the Town Council committed to help re-invigorate the high street by entering into a tri-partite agreement with Test Valley Borough and Hampshire County Councils to fund a Town Centre Manager. Early indications are that the Town Centre Manager is making a noticeable difference within the town.

The Town Council continues to provide the Christmas Lights and in 2014 positive feedback was received with no negative feedback from local residents. Work is underway for the 2015 Christmas events.

The Policy and Resources Committee recently recommended the budget for 2015/2016 of £163,033 for the year 2015/16 with a precept of £132,482. Over several meetings the Committee worked to come up with a balanced budget, freezing the precept for the year.

In 2014 the Town Council received a Business Rates rebate of £9,906.13.

The Policy and Resources Committee suggested that the rebate be transferred to the 2015/2016 Budget to offset the deficit in the Town Council's Budget.

The figures for the Tax Band D income received from Test Valley Borough Council were higher meaning that the Tax Band D household's level for 2015/2016 is: 12,522 households.

Therefore the Town Council Precept equates to a Band D equivalent of £10.58p per Band D Household.

The Committee has begun working with Test Valley to review what services make up the Andover Levy. Much work is still to take place and it is too early to report back on

what the outcome might be.

The budget for services and maintenance put aside for Allotments rose again in 2014/2015 to £24,800 – the majority of which was paid for by allotment holders via their rent – rather than being paid for by taxpayers.

The Committee have supported the on-going development of Andover Youth Council by funding it to the tune of £1,000. We have once again allocated the same figure next year to fund this excellent scheme and allow our young people to spend the money as they see fit.

The committee obtained planning permission to place a plaque commemorating the life of Reg Presley 'Mr Andover' in the High Street where he performed with the Troggs. This will be unveiled later in 2015.

The Policy and Resources Committee has a statutory duty for the following which it has conducted this year Corporate Risk Assessment, approval of Internal Audit, Insurance renewal, Approval and recommendation of the Annual Return, Yearly Review of Council Policies including Standing Orders and Financial Regulations.

## **Conclusion**

The Policy and Resources Committee continues to ensure that the Town Council remains on a stable financial footing, by making significant savings throughout the Budget and for the fourth year, freezing its Precept.

We continue to focus on working with local authorities to help fund events and services that benefit Andover Residents.

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## PLANNING COMMITTEE

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<b>Chairman</b>	<b>Cllr Alan Cotter</b>
<b>Vice-Chairman</b>	<b>Cllr Barbara Long</b>
	Cllr Barbara Carpenter
	Cllr Sandra Hawke
	Cllr Steven Hardstaff
	Cllr Brian Page
	Cllr Veronika Pond

### **Responsibilities:**

- ◆ Observations on Planning Applications received from the Planning Authority (Test Valley Borough Council)
- ◆ Observations on Major Planning Applications and Consultations
- ◆ Observations on Road Naming Applications

### **Report of the Chairman – Cllr Alan Cotter**

#### **Background**

Andover Town Council's Planning Committee has the job of making observations on the Planning Applications for Andover submitted to the Planning Authority, Test Valley Borough Council.

Andover Town Council does not have the power to make any decisions on planning matters, but it is entitled to be consulted. Each week the Town Council receives copies of Planning Applications that have been made to Test Valley Borough Council and meets at least 15 times a year in order to make observations about the planning applications.

The observations of the Committee are then forwarded on to the Planning Authority for consideration when they are making a decision about whether or not to grant planning permission.

The Planning Committee also has responsibility for developing a Neighbourhood Plan for Andover, more information about this is published below.

## **The Work of the Planning Committee**

### Planning Applications considered

During 2014/2015 the Planning Committee has made observations on 340 Planning Applications, 4 Street Trading Applications and 10 Street Naming and Numbering Applications. We have also received presentations from Test Valley Borough Council Officers on Community Infrastructure Levy. We have also been asked to name several of the new smaller development, including the new development at Munro Close. In addition we have persuaded developers to re-name street in new developments which may have caused confusion.

During this year, the committee have made several observations which have been acted upon by Test Valley Planning Committee. In particular, changes have been made to original plans for larger developments, such as Picket Piece, Picket Twenty and Smannel Road.

### Consultation and Representation

Andover Town Council is regularly consulted on a wide variety of plans and proposals by Borough, County and regional and national government. The Planning Committee has in 2014/2015, considered consultations on Test Valley BC's Local Plan and Town Access Plan, where we have suggested improvements to access from Ox Drove, which have been implemented; the Draft Hampshire Countryside Access Plan and 5 telecommunication applications. We have made representations to Test Valley Borough Council Northern Area Planning Committee highlighting our concerns regarding specific planning applications.

### **Neighbourhood Plan (NP)**

The Neighbourhood Plan Area for Andover received official designation by Test Valley Borough Council in September 2014. Since then several 'roadshow' consultations have taken place, including visits to local organisations and two consultations with the general public. The NP Steering Committee now has five members with recruitment continuing.

The Steering Committee have been consulting with as wide a spectrum of people from Andover as possible from U3A to the Youth Council.

A website has now been launched [www.andoverplan.co.uk](http://www.andoverplan.co.uk) and a contact email address [team@andoverplan.co.uk](mailto:team@andoverplan.co.uk)

The next consultation meeting with local residents will take place in the Upper Guildhall on 24<sup>th</sup> March 2015, at 7pm. All residents of Andover are welcome.

## **Conclusion**

The Planning Committee has met 15 times this year and has worked hard to make informed and reasonable observations on all the Planning Applications it has considered.

With the current economic climate building trends are changing and the Planning Committee will endeavour to keep abreast of all the changes that are happening in Andover.

The Town Council is seeking to be proactive in supporting the view to reduce garden grabbing and has raised this issue with the Borough Council and will continue to challenge overdevelopment and infill development.

The Town Council is also seeking every opportunity to raise the issue of provision of more land for Allotments. Every application that the Planning Committee considers that requires the provision of amenity space, the Committee ensures it requests further allotment land. Allotment land has already been allocated in the Picket Piece development and developers will allocate allotment land if the next phase of the Picket Twenty Development goes ahead.

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## ALLOTMENT SUB-COMMITTEE

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Chairman	<b>Cllr D Drew</b>
Vice-Chairman	<b>Cllr K Hughes</b>
	Cllr Z Brooks
	Cllr P North
	Cllr V Pond

### **Responsibilities:**

- To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
- To monitor day to day maintenance within the Allotment Budget and to agree Capital Expenditure.
- To develop relationships with relevant organisations and bodies in the Andover area for the provision of leisure gardens in Andover
- To investigate further areas for allotment provision in Andover.

### **Report of the Chairman – Cllr David Drew**

Andover Town Council manages in total 510 allotment plots over seven sites. There is a possibility that the Picket Piece site will be handed over later this year with a further 10 plots. We are also negotiating for an additional 6 plots at The Drove. If all this happens we will have 526 plots across eight sites.

We have seen new padlocks introduced that will not only provide greater security but which are welded to the gates. This should lead to fewer losses of the chain and padlocks that was causing us to spend money on replacements.

This is a useful time to remind everyone that the Town Council has a policy that the allotments should pay for themselves over the medium term. The Council has agreed that the rental will increase by the annual rate of inflation, making the annual rent 41p per sqm per year.

For new tenants only, we have introduced a deposit scheme, effective from 1st April 2014. Deposits (£50) will be refundable on termination of the tenancy agreement subject to the allotment plot being handed back in a clean, tidy and cultivated condition. We have had a couple of tenants who have had to give up their plots and they were handed back in a good condition. This deposit in part covers our costs of

ensuring that new tenants take on clean plots, which in turn means less weed seeds to spread to other tenants plots.

Rubbish has been cleared and we have a roll out programme of re-numbering plots as well as pest control across all sites. All maintenance works are published and kept up to date on the website and I would like to thank Darren for his continued efforts to keep on top of the maintenance.

The numbers on the waiting list now closely match the number of vacant plots. We have approximately 20 vacant plots spread across 7 sites and 25 people on the waiting list. Wardens now show prospective tenants around the sites giving them valuable advice: the feedback from this is very positive. I am pleased that all sites have a warden and this is an important benefit to all the allotment holders. My thanks go to them for their continued support.

We have now completed moving the billed year from April to September. This has the advantage of giving those starting out more time to get their new plot ready and productive for the following year.

Unlike 2014, the weather this year has been much kinder. However, due to the drier weather demand on water has risen. This year will see a change in the way we charge for the water used. Each allotment site is billed separately for the water used. Tenants will now be billed according to which site they are on, in arrears only, for the water they use on their site. This is a fairer system as some sites use more water than others. We would remind tenants to conserve as much water as they can during the year.

I would also like to pay tribute to the office staff, Wendy and Mary. For many allotment holders Mary is their first and usually only point of contact. They continue to provide cheerful support to new and existing allotment holders alike and always bring forward proposals and suggestions to make what we have better.

**Cllr David Drew**

**Chairman**

**Allotments Sub-Committee**

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## AMENITIES & TOWN DEVELOPMENT COMMITTEE

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Chairman	<b>Cllr Z Brooks</b>
Vice-Chairman	<b>Cllr B Long</b>
	Cllr K Bird
	Cllr A Cotter
	Cllr S Hardstaff
	Cllr M Kerley
	Cllr C Lynn
	Cllr P North
	Cllr B Page
	Cllr V Pond

### Responsibilities:

- Christmas Lights
- Asset Transfer
- Town Council Grants Scheme
- Organisation and Promotion of TC Community Events
- Encouragement of Young People involvement in local community
- Support of Andover & promotion of local facilities included conferences and local shopping
- Develop communications strategy
- Formulation of policy on engagement with external organisations
- Overseeing maintenance and development of Website

### Report of the Chairman – Cllr Zillah Brooks

#### Background

The Amenities and Town Development Committee was formed by the Town Council in May 2012 to assist with the development and improvement of Andover as a whole.

The main functions of the Committee are to promote Andover, organise local community events, organise the Christmas Lights and develop the Town Council's website.

The Amenities and Town Development Committee is made up of 10 Councillors whose membership reflects the Political balance of the Council.

The Amenities and Town Development Committee has several Working Groups, which carry out research and work on the various projects that the Committee considers.

### **The Work of the Amenities and Town Development Committee 2014/15**

This year, the Committee has improved Christmas Lights Scheme again and the Christmas Lights switch-on was attended by more people than ever.

More lights were added to the larger, 35ft Christmas Tree this year, making a spectacular display in front of the Guildhall. Due to the high winds over the Christmas Period in 2013 an Emergency Plan was put in place and the tree stayed put!

2014 has seen the Committee working hard to organise events for 2014 to commemorate the start of WW1. During 2014 a Library Window display was organised, commemorating those who fell during 2014. Poppies were planted throughout the Town. A service was held at St Mary's Church in honour of those commemorated on the War Memorial.

The Amenities and Town Development Committee has been developing the Town Council's website and it is constantly being improved and updated.

During 2013 the Town Council approved funding towards a Town Centre Manager, the Town Council continues to fund the scheme in partnership with Test Valley Borough Council and Hampshire County Council. The Amenities and Town Development Committee receives regular updates on the activities of the Town Centre Manager.

Some of the projects being researched for 2014/2015 were weekly markets, Tourist Information Provision, public surveys, future events and Assets.

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## STAFFING SUB-COMMITTEE

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Chairman                    **Cllr S Hardstaff**

Vice-Chairman           **Cllr K Bird**

Cllr D Drew

Cllr A Fitchet

Cllr M Kerley

Responsibilities:

- Compliance with Legislations
- Staffing Levels, Recruitment and Retention
- Training and Development
- Performance Management
- Employee Relations

### **The Work of the Staffing Sub-Committee**

The Town Council employs a full time Town Clerk and a part time Administration Assistant who is mainly responsible for the allotments and a contractor for allotment maintenance.

The Staffing Sub-Committee has supervised the appraisal of both Town Clerk and Administration Assistant with recommendations going to the Full Council.

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## ANDOVER TOWN COUNCIL – WORKING GROUPS

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The Town Council has several Working Groups set up to research feasibility for future projects. These Groups report directly to the main Committees, Policy and Resources and Amenities and Town Development. The Groups are Task/Time limited and once their work is completed they are disbanded.

The only Working Groups that remain in place all year are the Christmas Lights Working Group and the Website Working Group.

The current Working Groups are as follows:

Tourist Information

Website

Grants

WW1 Commemoration Events

Assets & Acquisitions

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## ANDOVER TOWN COUNCIL – FINANCE

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### Budget 2015/2016

Each year the Council has a duty to agree a budget for the following year. Attached at **Appendix H** is the agreed budget for the financial year 2015/2016.

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# ANDOVER YOUTH COUNCIL

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## Membership of Andover Youth Council

Executive Officer	<b>Yth Cllr Jordan Simcox</b>
Dpty Executive Officer	<b>Yth Cllr Theo Youds</b>
	Yth Cllr K Bailey ( <b>Press Officer</b> )
	Yth Cllr E Fraser
	Yth Cllr M Holder
	Yth Cllr S Marshall
	Yth Cllr C McGuire
	Yth Cllr G McShane
	Yth Cllr J Silcock
	Yth Cllr S Slack ( <b>A-Fest Project Manager</b> )
	Yth Cllr C Smith
	Yth Cllr K Walsh

## Report of the Executive Officer – Yth Cllr Jordan Simcox

Andover Youth Council was set up and started in November 2013, with approximately 6 Members.

The Youth Council has been set up following the principle of Roger Hart's Ladder of Young People's Participation.

The Youth Council is now at Rung 6: Adult-initiated, shared decisions with young people. We are fast working towards Rung 7: Young people lead and initiate decision.

We, as the Youth Councillors have actively promoted the Youth Council, going to local schools, youth groups and organisations to make presentations about what we're doing and encouraging more Young People to join.

We have been very successful, more young people joining because they want to help make Andover a better place.

In moving up Roger Hart's Ladder and wanting to achieve Rung 7 and 8, we discussed with the Youth Advisory Group how we could take on projects and events that would

help improve the lives of all young people in Andover.

The Advisory Group helped us to devise a survey to ask young people what was needed or missing in Andover for young people. 196 surveys were completed by young people and overwhelmingly the top priority was a Festival.

With this information we, as the Youth Council brainstormed ideas about what we could do. We wanted to be able to provide an annual event, something where young people could come together in a safe environment and enjoy local bands, meet organisations who offer services to young people and that would be available to all 11-25 year olds in Andover and the surrounding villages.

We came up with the idea of A-Fest. It will take place on Friday 17 April 2015 from 3pm to 9pm. The event will feature local bands and entertainment and local youth organisations will be given the opportunity to promote their services to young people.

There will be free activities and a raffle and the Youth Council will also take the opportunity to recruit volunteers to take forward as an annual event if well received by the local young people.

We have been doing our own fundraising and so far have raised the equivalent of £14,000 from local organisations offering to sponsor us and grant applications applied for including £6,300 from the Big Lottery Fund.

We hope the A-Fest will be a great success and enable us to continue the great work of the Youth Council and enable us to reach Rung 8 of Roger Hart's ladder: Young People and Adults share decision-making.

We are continuing to promote the Youth Council. We have just launched a campaign to go out to local schools and spread the word about what we do, recruiting more Youth Councillors and promoting Theo.

Theo made the big decision to stand for the United Kingdom Youth Parliament Elections, for the North Hampshire Area. I have the pleasure of announcing that he was voted as Deputy, which is a huge achievement.

We have 6 new Youth Councillors who are already helping by getting involved with our projects.

Andover Leisure Centre are very generously allowing us to use their Crèche for our

meetings as we are getting larger, too many of us now to meet at the Town Council Offices. We'd like to extend our thanks again to Kevin Patterson and Mark Raithby for helping us out with this and their continued encouragement and support.

We have written to the Hampshire Association of Local Councils to inform them that we are now "official". HALC have written back congratulating us and informing us that they have registered us with the National Association of Local Councils.

HALC are also promoting A-Fest for us on their Facebook pages.

We continue to recruit more Members and we are also looking for a permanent secretary to assist with our meetings.

During 2015/2016 we will again be reviewing the wishes of the young people of Andover, finding out what they would like to see or events that they would like to have. We intend to make the A-Fest an Annual Event.

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## APPENDIX A – POWERS AND DUTIES OF PARISH COUNCILS

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This list is intended only as a summary of the principle functions of Local Councils. It is not intended to be a definitive and precise list of such functions.

FUNCTION	POWERS & DUTIES	STATUTORY PROVISIONS
Allotments	Powers to provide allotments	Small Holdings and Allotments Act 1908, ss. 23, 26 and 42
	Duty to provide allotment gardens if demand unsatisfied	
Baths and Warehouses	Power to provide public baths and washhouses	Public Health Act 1936, ss. 221, 222, 223 and 227
Burial Grounds, Cemeteries and Crematoria	Power to acquire and maintain	Open spaces Act 1906, ss. 9 and 10. Local Government Act 1972 s. 214. Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s. 1
	Power to provide	
	Power to agree to maintain monuments and memorials	
	Power to contribute towards expenses of cemeteries	Local Government Act 1972, s. 215 (6)
Bus Shelters	Power to provide and maintain shelters	Local Government (Miscellaneous Provisions) Act 1953, s. 4
Bye-Laws	Power to make bye-laws in regard to pleasure grounds	Public Health Act 1875, s. 164
	Cycle parks	Road Traffic Regulation act 1984 s. 57 (7)
	Baths and washhouses	Public Health Act 1936, s. 223
	Open spaces and burial grounds	Open Spaces Act 1906, s. 15
	Mortuaries and post-mortem rooms	Public Health Act 1936, s. 198
Charities	Duty to receive accounts of parochial charities	Charities Act 1960, s. 32
Clocks	Power to provide public clocks	Parish Councils Act 1957, s. 2
Closed Churchyards	Powers as to maintenance	Local Government Act 1972, s. 215

Commons and Common Pastures	Powers in relation to enclosure, as to regulation and management, and as to providing common pasture	Enclosure Act 1845. Local Government Act 1894, s. 8 (4).  Smallholdings and Allotments Act 1908, s. 34
Community Centres	Power to provide and equip buildings for use of clubs having athletic, social or educational objectives	Local Government (Miscellaneous Provisions) Act 1976, s. 19
Conference Facilities	Power to provide and encourage the use of facilities	Local Government Act 1972, s. 144
Crime Prevention	Powers to spend money on various crime prevention measures	Local Government & Rating Act 1997, s. 31
Drainage	Power to deal with ponds and ditches	Public Health Act 1936, s. 260
Education	Right to appoint school governors	Education (No 2) Act 1986, s. 4
Entertainment and the Arts	Provision of entertainment and support of the arts	Local Government Act 1972, s. 145
Gifts	Power to accept	Local Government Act 1972, s. 139
Highways	Power to repair and maintain public footpaths and bridleways  Power to light roads and public places  Provision of litter bins  Power to provide parking places for vehicles, bicycles and motor-cycles  Power to enter into agreement as to dedication and widening  Power to provide roadside seats and shelters, and omnibus shelters  Consent of Parish Council required for ending maintenance of highway at public expense, or for stopping up or diversion of highway.	Highways Act 1980, ss. 43 and 50  Parish Councils Act 1957, s. 3. Highways Act 1980, s. 301 Litter Act 1983 ss. 5 and 6 Road Traffic Regulation Act 1984, ss. 57 and 63  Highways Act 1980, ss. 30 and 72 Parish Councils Act 1957, s. 1  Highways Act 1980, ss. 47 and 116

	Power to complain to District Council as to protection of rights of way and roadside wastes	Highways Act 1980, s. 130
	Power to provide traffic signs and other notices	Road Traffic Regulation Act 1984, s. 72
	Power to plant trees, etc. and to maintain roadside verges	Highways Act 1980, s. 96
Investments	Power to participate in schemes of collective investment	Trustee Investments Act 1961, s.11
Land	Power to acquire by agreement, to appropriate, to dispose of	Local Government Act 1972, ss. 124, 126 and 127
	Power to accept gifts of land	Local Government Act 1972, s. 139
Litter	Provision of receptacles	Litter Act 1983, ss. 5 and 6
Lotteries	Power to promote	Lotteries and Amusements Act 1976, s. 7
Mortuaries and Post-Mortem Rooms	Power to provide mortuaries and post-mortem rooms	Public Health Act 1936, s. 198
Nuisances	Power to deal with offensive ditches	Public Health Act 1936, s. 260
Open Spaces	Power to acquire land and maintain	Public Health Act 1875, s. 164. Open Spaces Act 1906, ss. 9 and 10
Parish Property and Documents	Power to direct as to their custody	Local Government Act 1972, s. 226
Postal and Telecommunications Facilities	Power to pay the Post Office, British Telecommunications or any other public telecommunications operator any loss sustained in providing post or telegraph office or telecommunications facilities	Post Office Act 1953, s. 51. Telecommunications Act 1984, s. 97
Public Buildings and Village Halls	Power to provide buildings for offices and for public meetings and assemblies	Local Government Act 1972, s. 133
Public Conveniences	Power to provide	Public Health Act 1936, s. 87

Recreation	Power to acquire land for or to provide recreation grounds, public walks, pleasure grounds and open spaces and to manage and control them.	Public Health Act 1875, s. 164. Local Government Act 1972, s. 14 para 27. Public Health Act Amendment Act 1890, s. 44. Open Spaces Act 1906, ss. 9 and 10. Local Government (Miscellaneous Provisions) Act 1976, s. 19
Tourism	Power to provide gymnasiums, playing fields, holiday camps Provision of boating pools Power to contribute to organisation encouraging	Public Health Act 1961, s. 54 Local Government Act 1972, s. 144
Town and Country Planning	Right to be notified of planning applications	Town and Country Planning Act 1990, s. 1 para 8
Traffic Calming	Powers to contribute financially to traffic calming schemes	Local Government & Rating Act 1997 s.130
Transport	Powers to spend money on community transport schemes	Local Government & Rating Act 1997 s.26-29
War Memorials	Power to maintain, repair, protect and adapt war memorials	War Memorials (Local Authorities' Powers Act 1923, s. 1, extended by Local Government Act 1948 s.133
Water Supply	Power to utilise well, spring or stream and to provide facilities for obtaining water there from	Public Health Act 1936 s. 125

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## APPENDIX B – ELECTED COUNCILLORS OF ANDOVER TOWN COUNCIL

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Alphabetically:

Name of Councillor	Ward represented
Councillor K A Bird	St Mary's
Councillor Z H Brooks	Millway
Councillor B Carpenter	Alamein
Councillor A E Cotter	Harroway
Councillor D N A Drew	Millway
Councillor R Khuman	Winton
Councillor A D Fitchet	St Mary's
Councillor K M Hamilton	Harroway
Councillor S T Hardstaff	St Mary's
Councillor S M Hawke	Millway
Councillor K P Hughes	Alamein
Councillor M H Kerley	Winton
Councillor B Long	Winton
Councillor C D Lynn	Winton
Councillor G McBride	St Mary's
Councillor P J North	Alamein
Councillor B A Page	Harroway
Councillor V Pond	Harroway
Councillor R Shukri	Millway

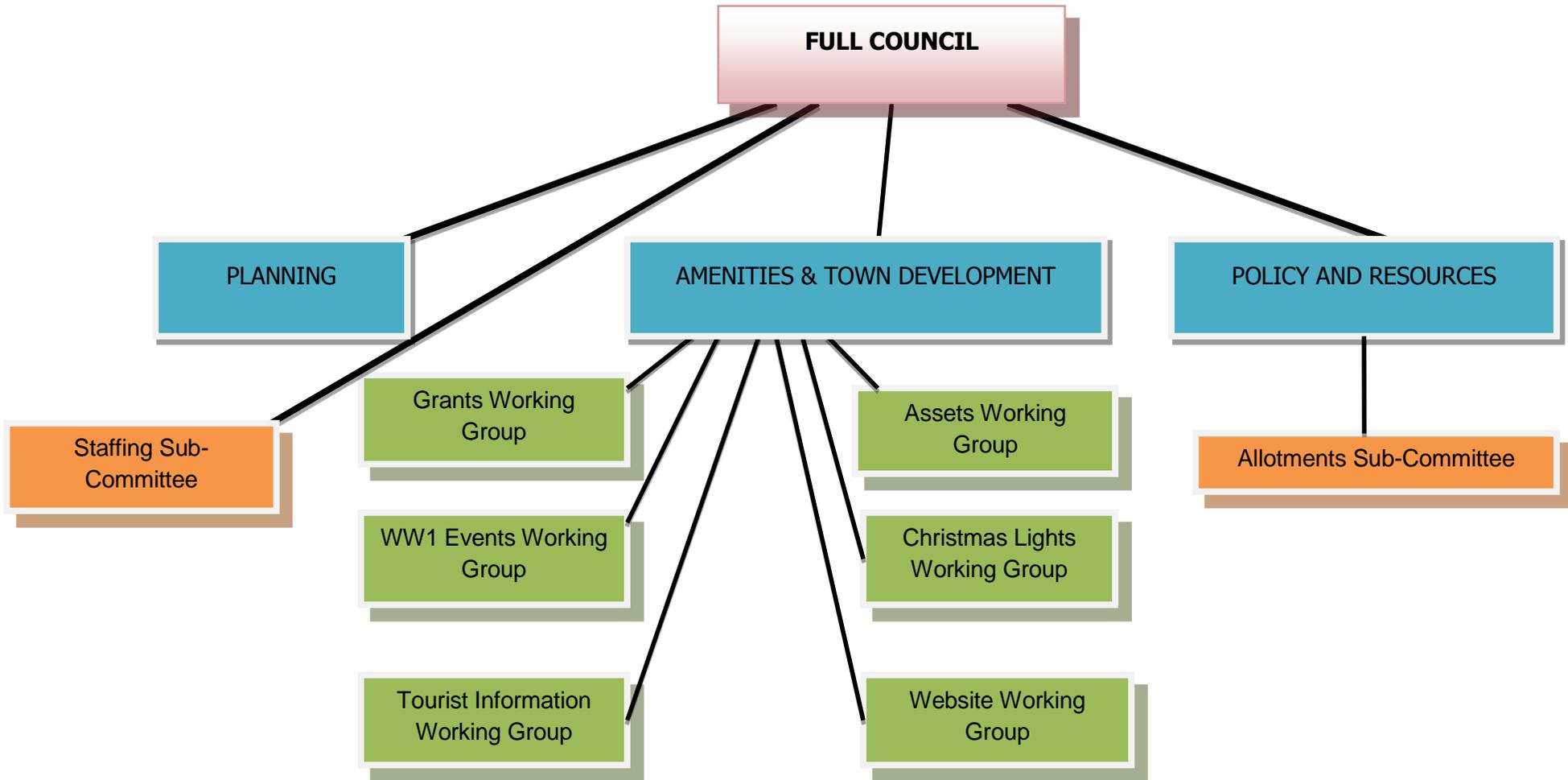
By ward:

Ward represented	Name of Councillor
Alamein	Councillor B Carpenter
	Councillor K P Hughes
	Councillor P J North
Harroway	Councillor A E Cotter
	Councillor K M Hamilton
	Councillor B A Page
Winton	Councillor V Pond
	Councillor R Khuman
	Councillor M H Kerley
Millway	Councillor B Long
	Councillor C D Lynn
	Councillor Z H Brooks
	Councillor D N A Drew
St Mary's	Councillor S M Hawke
	Councillor R Shukri
	Councillor K A Bird
	Councillor A D Fitchet
	Councillor S T Hardstaff
	Councillor G McBride

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## APPENDIX C – ANDOVER TOWN COUNCIL COMMITTEE STRUCTURE

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## APPENDIX D – ATTENDANCE AT FULL COUNCIL MEETINGS 2014 - 2015

Councillor	24.04.2014	28.05.2014	11.06.2014	04.09.2014	19.11.2014	28.01.2015	6 Meetings
K Bird	1	1	1	0	1	1	5
Z Brooks	0	0	0	1	1	1	3
B Carpenter	1	0	1	1	1	0	4
A Cotter	1	1	1	0	0	1	4
D Drew	1	1	1	1	1	0	5
A Fitchet	1	1	1	1	0	0	4
K Hamilton	1	1	1	1	1	1	6
S Hardstaff	1	1	1	1	1	1	6
S Hawke	1	0	0	1	1	0	3
K Hughes	0	1	1	0	1	1	4
M Kerley	0	0	0	0	0	0	0
R Khuman	0	0	0	0	0	0	0
B Long	1	1	1	1	1	1	6
C Lynn	1	1	0	0	0	1	3
G McBride	1	0	1	1	1	1	5
P North	0	0	0	0	1	1	2
B Page	0	1	0	1	0	0	2
V Pond	1	1	1	1	0	1	5
R Shukri	0	0	1	1	0	0	2
Meeting TOTALS	12	11	12	12	11	10	

## APPENDIX E – ATTENDANCE AT POLICY RESOURCES MEETINGS 2014 - 2015

Councillor	02.04.2014	05.06.2014	06.08.2014	30.10.2014	10.12.2014	04.02.2015	6 Meetings
K Bird	1	1	1	0	1	1	5
Z Brooks	1	1	1	1	1	1	6
D Drew	1	1	1	1	1	0	5
K Hamilton	1	1	1	0	0	0	3
S Hardstaff	0	1	1	1	1	1	5
K Hughes	0	0	0	0	0	0	0
M Kerley	0	0	0	0	0	0	0
G McBride	1	1	1	1	1	1	6
P North	1	1	0	1	0	1	4
V Pond	1	1	1	1	1	1	6
R Shukri	1	1	1	0	0	0	3
Meetings TOTAL	8	9	8	6	6	6	

## APPENDIX F – ATTENDANCE AT PLANNING COMMITTEE MEETINGS 2014 - 2015

Councillor	07.04.14	19.05.14	16.06.14	07.07.14	28.07.14	18.08.14	08.09.14	29.09.14	20.10.14	10.11.14	01.12.14	15.12.14	19.01.15	09.02.15	02.03.15	15 Meetings
B Carpenter	0	1	1	1	1	0	1	1	0	1	0	0	0	0	0	7
A Cotter	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	14
S Hardstaff	1	1	1	1	1	0	1	1	1	1	1	0	1	1	0	12
S Hawke	1	0	0	0	0	0	0	0	1	0	0	0	1	0	0	3
M Kerley (In attendance)	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
R Khuman	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B Long	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	15
B Page	1	0	0	1	1	1	0	1	0	0	0	0	0	1	0	6
V Pond	1	1	1	0	1	1	1	1	0	1	1	1	1	1	1	13
Meetings TOTALS	6	5	6	5	6	4	5	6	4	5	4	3	4	5	3	

## APPENDIX G – ATTENDANCE AT AMENITIES & TOWN DEVELOPMENT COMMITTEE MEETINGS 2014 - 2015

Councillor	22.05.2014	17.07.2014	22.10.2014	27.11.2014	15.01.2015	04.03.2015	6 Meetings
K Bird	1	0	1	1	0	1	4
Z Brooks	1	1	1	1	1	1	6
A Cotter	1	1	0	1	1	1	5
S Hardstaff	0	0	1	1	1	1	4
M Kerley	0	0	0	0	0	0	0
B Long	1	1	1	1	1	1	6
C Lynn	1	0	0	1	1	0	3
P North	0	0	0	1	1	1	3
B Page	0	0	1	1	0	1	3
V Pond	0	1	0	1	1	1	4
Meeting Totals	5	4	5	9	7	8	

## APPENDIX H – ANDOVER TOWN COUNCIL BUDGET 2015/2016

			2014/15	2014/15	2014/15	2015/16	2015/16
			Budget	Actual Income @ 16.03.15	Actual Expenditure @ 16.03.15	Estimated Budget Income	Estimated Budget 2015/16
			£	£	£	£	£
Services	Central Services	Corporate Management	£4,905	£0	£5,128.90	£0	£4,870
		Democratic Representation	£850	£0	£734.70	£0	£1,450
		Administration Rechargeable	£81,395	£0	£68,111.35	£0	£82,623
		Grant Aid	£1,000	£0	£400	£0	£1,000
		Other Services to the Public	£8,000	£0	£0	£0	£8,000
		<b>TOTAL COST OF CENTRAL SERVICES</b>	<b>£96,150</b>	<b>£0</b>	<b>£74,774.95</b>	<b>£0</b>	<b>£97,943</b>
	Allotments	Allotment Expenditure	£24,388	£0	£27,755	£0	£32,510
		Allotment Income	£24,590	£32,326	£0	£24,590	£24,590
		<b>NET COST OF ALLOTMENT SERVICES</b>	<b>£24,388</b>	<b>£32,326</b>	<b>£27,755</b>	<b>£24,590</b>	<b>-£7,920</b>
	Town Development	Town development	£31,830	£0	£27,104	£0	£32,580
		Grants Received	£0	£0	£0	£0	£0
		<b>TOTAL COST OF TOWN DEVELOPMENT</b>	<b>£31,830</b>	<b>£0</b>	<b>£27,104</b>	<b>£0</b>	<b>£32,580</b>
	<b>NET COST OF SERVICES</b>	<b>£152,368</b>	<b>£32,326</b>	<b>£129,633</b>	<b>£24,590</b>	<b>£163,033</b>	
	Business Rates Rebate	£0	£9,906.13	£0			
	Interest Income	£300	£362.59	£0	£150	£150	
	<b>NET OPERATING COST</b>	<b>£147,538</b>	<b>£42,594</b>	<b>£129,633</b>	<b>-£24,740</b>	<b>£138,443</b>	
	Town Precept	£127,499				£132,482	