



AGENDA

This meeting is open to the public to attend and contribute to, all are welcome.

Present: HN, JC, TR, KB, JH

Apologies: Mark Farren, Robin Hughes

Minutes from last meeting: noted that they were correct.

Christmas Decorations:

To receive information on Wayleaves/easements as per WG meeting in July 2023:

DTC approached TVBC to request any information that they may have and received the following response:

I am sorry to inform you but TVBC does not hold any Wayleave/Easement documentation for the Andover High Street as the High Street is/was mainly adopted by HCC Highway and is/was in use by the public over centuries.

There may be some Rights of Way in association with TVBC owned properties at No 4 and No 20 High Street, but they refer to the rear of the properties, never to the front as the High Street is considered public land. The Chantry Centre and associated properties along the High Street were not build by TVBC and at transfer of the Leaseholds back to TVBC a few years ago, TVBC did not receive any Wayleave or Easement documentations regarding the High Street, again, probably as above, the High Street was considered public land in that underground services can be laid to any property.

If you are after services in the ground of the High Street I recommend to search with the standard service providers for Gas/Electricity/Water/Telecommunication Companies to see what may lay beneath the High Street. Or you may enquire with HCC's Property Services if, by chance, they hold any documentation. Their contact details can be found here: Contact | Business and economy | Hampshire County Council (hants.gov.uk)

Information regarding High Street Property Ownership details, so that you may contact them, I recommend to carry out Freehold/Leasehold title searches with the Land Registry (LR). TVBC does not hold a database of ownership information. This information changes frequently with acquisitions and disposals of properties and LR holds the latest data. LR contact details are as follow: Weymouth District Land Registry (DLR), Melcombe Court, 1 Cumberland Drive, Weymouth, DT4 9TT Customer Services: 0300 006 0411, www.landregistry.gov.uk . Please note Land Registry charges a nominal fee for providing ownership details. The amount depends on the extent of the search.



Andover Town Council Community & Events Working Group

Wednesday 8th November 2023 The Lights – 6.30pm

It was agreed to not take this further at this point - TVBC has confirmed they hold no records. Land Registry searches would be between £3- £7, more in some cases. It was considered that there were no added benefits from undertaking this extensive work and it was proposed that the WG recommend to Full Council that no further action is taken.

Rooksbury Mill historic walk:

To receive any update following the WG meeting in September 2023:

Carried forward pending Cllr Gregori

Yearly events

To receive updates on:

- a. *Pride event in Andover.*

TVBC have invited Officers to attend a meeting with will be Officer led at this stage on 15 November at Beechurst. WG to discuss DTC attending. DTC will attend meeting on 15 Nov at 10.30am and report back to committee.

- b. 80-year anniversary of the D-Day landings in 2024 – ***DTC has approached St Mary's Church and TVBC to start organising the Beacon Lighting following approval at Full Council.***

- c. 80-years since the end of WWII in 2025 - ***Rebecca Maddox (TVBC) confirmed that there is nothing planned yet for this. Cllr H Neate will speak to Cllr K Bird. No Update***

- d. Christmas Event in conjunction with Christmas lights: To note the attached documents which layout the evening.

To note that the Christmas tree (and fencing) will be delivered and installed at 10pm on 9th November. Officers to attend site.

To note that the Christmas Lights are being installed through the night on the 12/13 November. Again Officers will be present.

- e. Easter event – **does the WG want to take ownership of this and take it forward for 2024. Any thoughts about taking this to Full Council?**

- f. Fireworks was previously discussed by WG. It was considered that in a cost of living crisis, with other councils publicly cutting funding for displays and in the light of successful ticketed events across Andover for November 5th displays, ATC cannot compete and should not fund free fireworks displays from tax payers money - literally going up in smoke. The WG recommends to Full Council that no further consideration is given regarding free fireworks events for the rest of this administration, unless funded by partners.

Allotments Day

To consider if this is something that the WG would like to recommend to Allotments Committee/Full Council.

There has never been an Allotment Open Day before, but ATC have taken part in Gardening Fairs where Allotments have been promoted.

Carried forward pending Cllr Neate



Any other business

It was agreed that Cllrs Hughes and Bird will investigate a slimmed down logo and costs of banners for a report to take to Full Council in November.

Grants application

The WG reviewed a Grant application from Water polo club, the Community Officer has been asked to go back to them for further information.

- This was the first time applications have been considered since publishing the new grants policy. It was queried how Cllrs thought that applications would be able to demonstrate 'benefit to everyone' and 'at least 75% of people benefitting living in the town', especially at open events like the Veteran Day.
- The application should be supported by detail on DBS staff, safeguarding policy and public liability insurance.
- There is a 2nd website link to the 2020 policy under financials which doesn't seem to include the points above.
- Confirmation if all associated grants application documents are now updated.
- Going forward, WG needs to see an update on budget head 419 when discussing grant applications to ensure there is £ available and as set out in the ToR.
- Recommendation to Full Council that WG Chair / |Vice to set out new policy and promote use
- ToR have a duplicate and track changes in website version.
- It was requested that the remaining grant budget be brought to each C&E WG.
- It was noted that the associated grant documents need to be updated in line with the new policy.

- **Recommendation to Full Council that the WG should continue. If agreed, dates need to booked for meetings - next one after Xmas – at this meeting set out a list of established, annual events ATC should support to prevent events coming as a surprise.**

Work Program:

To add:

- poetry competition, with Cllr Farren as lead, noting comments on earlier events.



Andover Town Council
Community & Events Working Group
Wednesday 8th November 2023 The Lights – 6.30pm

- banners for gazebo, with Cllr Bird as lead.

Format for next meeting – in person

Date for next meeting to be agreed.

Christmas Festival

Event Production



Andover Town Council Community & Events Working Group

Wednesday 8th November 2023 The Lights – 6.30pm

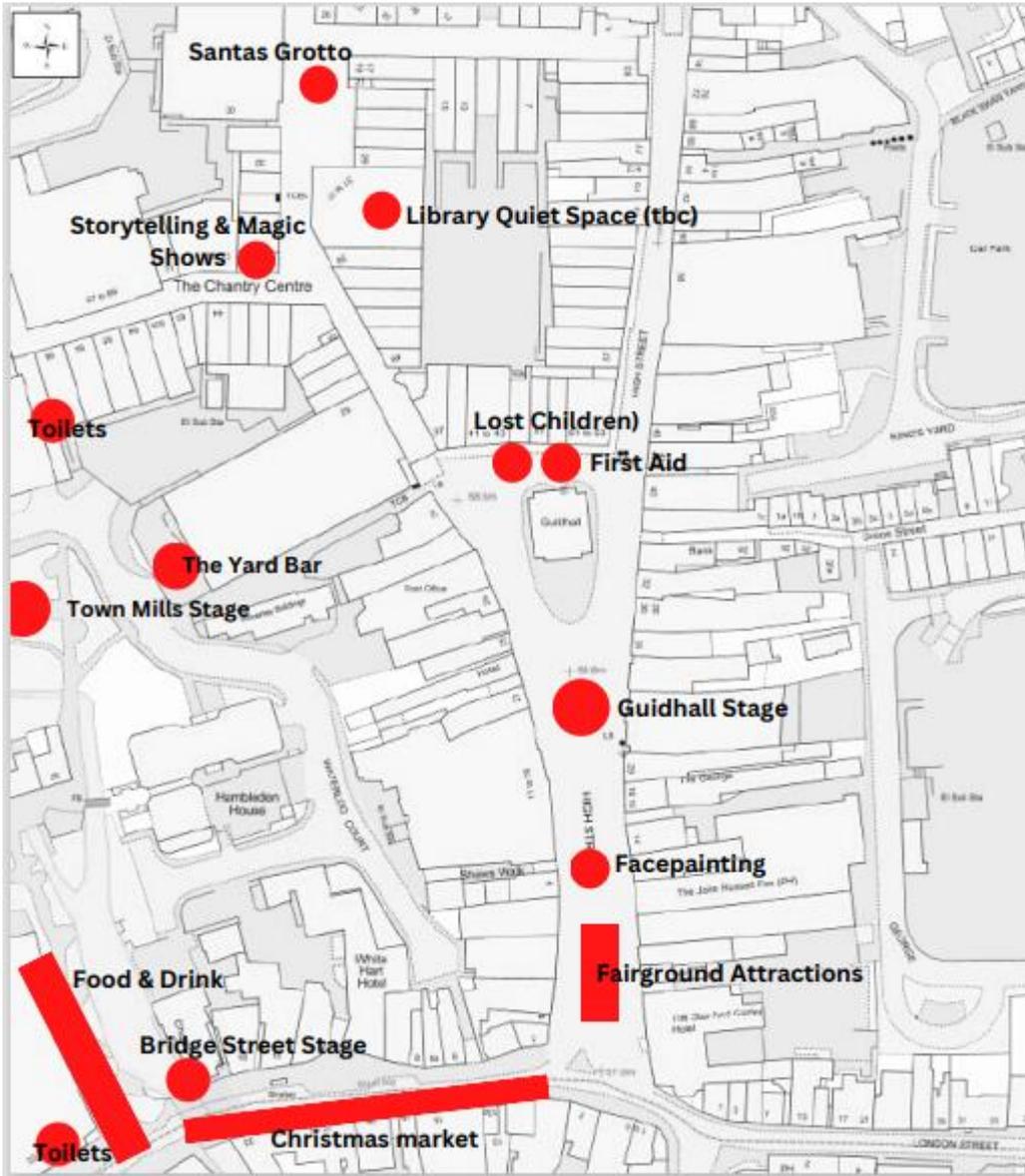
When	Who	What	Where		
Thursday 16th Nov					
13:00	Illusion Events	Build	The Yard Bar		
16:00	Illusion Events	Stage Build	High Street		
19:00	TVBC	Open Guildhall	Guildhall		
19:00	Venture Security	Overnight Security x1	Guildhall		
20:00	Illusion	Off Site			
Friday 17th Nov					
07:00	Venture Security	Security x2	Guildhall / High Street	tbc	
09:00	Illusion Events	Build	Bridge Street / High Street / Town Mills		
09:00	BID/ TVBC	Event Managers on site			
10:00	TVBC	Market Set Up	Bridge Street		
10:00	ACE Loos	Loos Delivered	Bridge Street	tbc	
10:00	Road Closure Starts	Road Closed	Bridge Street / High Street		
10:00	Venture Security	Road Closure Marshal	Bridge Street		
12:00	Walls Funfair	Funfair Arrive	High Street	tbc	
13:00	Market Traders	Arrive	Bridge Street	staggered times	
14:00	TVBC	Guildhall PA on site	Guildhall		

14:00	Traders	Arrive	The Yard Bar		
14:00	Venture Security	x6 additional staff (9 total)	various		
15:00	St Johns Ambulance	First Aid Cover Starts	High Street		
15:00	Stewards	Start	various		
15:00	All Event Team Briefing	Briefing	Guildhall		
16:00	TVBC	Safety vehicle driver start	Bridge Street		
16:00	TVBC/ Illusion	Safety Vehicles in Position	Bridge Street x 2, High Street x 1		
16:00	Event Starts				
18:00	Light Switch On				
20:00	Event Ends				
20:00	TVBC	loos close	Multi-Storey car park		
20:30	TVBC/ Illusion	Safety Vehicles move	Bridge Street x2 / High Street		
20:30	Illusion Events	Break Down	Town Mills Park		
21:00	Chantry Centre	Closes			
21:00	TVBC Env Services & Stewards	Market Breakdown & Clean Up			
21:00	St Johns Ambulance	Cover Ends			
21:00	TVBC	Guildhall Closed			
21:00	Venture Security	6 x SIA staff end (3 remain)			
21:30	Illusion Events	Break Down	High Street		
22:00	Road Closure Ends	End			
22:00	Venture Security	Road closure marshal end			
23:00	Multi-Storey car park	locked			
23:00	ACE Loos	Loos collected			
00:00	Venture Security	End Cover			
Saturday 18th Nov					
00:30	Illusion Events	Break Down	Bridge Street		
02:00	Illusion Events	Off Site			
Saturday (time tbc)					
	Illusion Events	Break Down	The Yard Bar		

Site Plan



Andover Town Council
Community & Events Working Group
Wednesday 8th November 2023 The Lights – 6.30pm





Publicity Artwork





Andover Town Council Community & Events Working Group

Wednesday 8th November 2023 The Lights – 6.30pm



The Andover Christmas Festival is a spectacular event full of festive fun for all the family. Enjoy an evening of live performances, children's activities, shopping at the Christmas market and tucking into delicious street food and craft drinks.

**THE HIGH STREET | BRIDGE STREET
RIVERSIDE PARK | THE CHANTRY CENTRE**

Further information can be found at:
www.bit.ly/AndoverChristmasFestival

