



Andover Town Council

To **approve** costs and arrangements for carrying out the Picket Piece Land Purchase Survey.

Item
No.
18

Produced for: Full Council

By: Cllr H Neate & Town Clerk

Date of Report: 18 Jan 2024

Background:

As part of the Picket Piece land purchase project, ATC will need to demonstrate to the government's Community Ownership Fund (COF) how local engagement has taken place and how local views have been taken into account.

Proposal:


We propose to survey Andover Town residents to seek their views on how the land should be used if our application to the COF is successful. The survey questions are set out separately in agenda item **17** for Council's review and approval.

We have designed the survey to comply with [government consultation principles](#), which sets out guidance on how to achieve a proportionate and targeted approach to engaging with the public.

Councillors are asked **to review and approve** the following arrangements and actions:

The survey

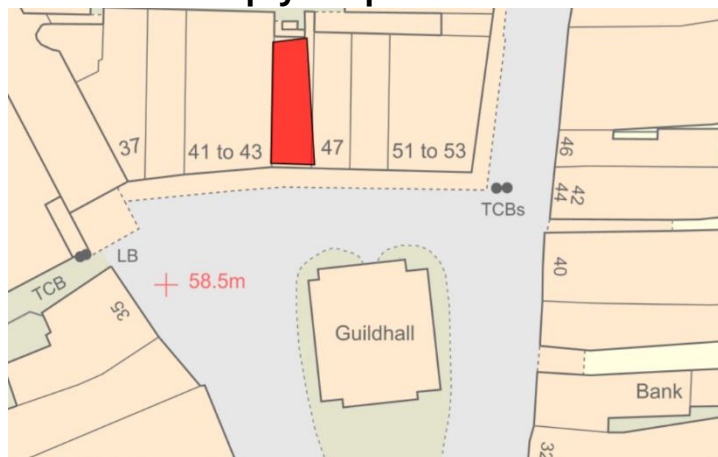
1. Will last one month from 1 February to 29 February 2024;
2. will be open to all residents of Andover Town to register their views;
3. will be promoted through the ATC website and Facebook account and potentially via other Charities / Organisations in Andover that agree to help us.
4. will be shared among local Community Facebook accounts and via the Andover BID;
5. community events to support the survey will be held on:
 - a. 1st February, hopefully in the location shown at the end of the report between 09:00hrs and 17:00 hrs.
 - b. 12th February in Picket Piece Village Hall in two sessions. 09:00hrs – 14:00hrs and 18:00hrs to 21:00hrs.
6. the selected online survey platform will comply with data protection legislation & UK GDPR;
7. responses to the survey will be accepted via the online survey and by email;
8. paper copies will be accepted at the Council's office and at the Chantry Centre;
9. Officers will analyse the responses to the survey;
10. the analysis will be verified independently by the Council's auditor (TBC) and reviewed by Council's lawyers and partner stakeholders, if appropriate.
11. Councillors will review and approve the report at a Full Council meeting prior to publishing; and
12. we will publish our report in a timely fashion and within 12 weeks of the consultation closing, i.e. by 12 May 2024, or an explanation of why it is not possible.

Actions:	Officers to book venues, set up survey and arrange furniture and display materials at both premises.	
Costs:	<ul style="list-style-type: none"> Town Centre premises Picket Piece Village Hall Cost of printing surveys (in house) Cost of printing display material Hire of post box in GROUND FLOOR of Chantry Centre for survey drop off 	<p>TBC</p> <p>£ 180</p> <p>£ 50</p> <p>£ 50</p> <p>£39</p>
		
Delegations:	<ul style="list-style-type: none"> Refreshments (Squash and paper cups.) Officer time (2 day x 2 officers) to attend all events. Cost of Survey platform. Cost of officer time to investigate / set up survey 	<p>£10</p> <p>4 Officer days</p> <p>1 Officer day</p>
	<ul style="list-style-type: none"> Officers to choose survey platform to use. <ul style="list-style-type: none"> SurveyMonkey = £384 p.a. SmartSurvey = £720 p.a. Other options to be investigated. Town Clerk to be delegated to approve other reasonable costs which may arise. Delegation as per the usual scheme of delegation. 	<p>Max £800 (but can be used for other projects.)</p>

Recommendation:

To approve the arrangements set out above.

Location of Empty Shop in the Town Centre.



We are waiting to hear back from TVBC:

1. If the Town Council can hire the premises for one day.
2. The cost of the daily hire.