



Andover Town Council Community & Events Working Group

Wednesday 8th November 2023 The Lights – 6.30pm

AGENDA

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

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.

Rooksbury Mill historic walk:

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

Cllr Gregori was waiting for information from TVBC Tourism.



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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.

- 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. ANY 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?**

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.

H/N to research at report back.

Any other business

To discuss recommending to Full Council the purchase of ATC banner/logo for events to increase ATC exposure.

Macmillan Coffee Morning

Macmillan Coffee Morning was a great success and raised over £200 for the Charity.

Halloween Trick or Treat Stall

To receive feedback/notes from event.

Work Program:

Format for next meeting – in person

Date for next meeting to be agreed.



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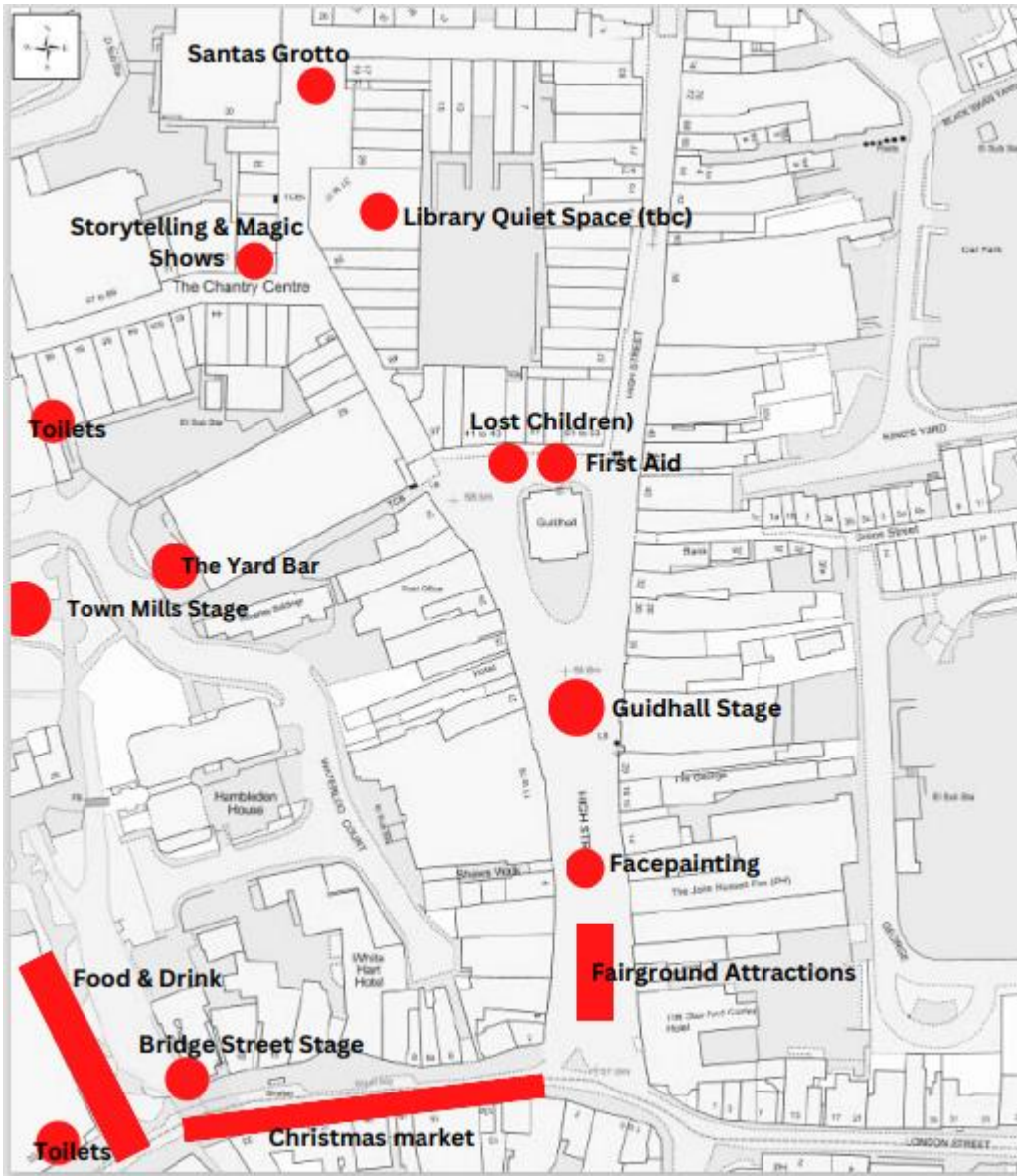
Christmas Festival

Event Production

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





Publicity Artwork





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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

