



Andover Town Council Community & Events Working Group

Wednesday 8 May 2024 Incuhive – 6.30pm

AGENDA

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

1	Christmas Decorations: To note that the structural survey has been completed. Report attached.
2	Christmas Lights on the tree outside the Chantry Centre Solar powered lights were investigated. Lighting suppliers do not provide these because of the uncertain weather in the latter stages of the year. The best fix would be to buy battery powered lights that would be used in homes, however, in their experience they need to be replaced each year. A request has been made to Test Valley Borough Council to include a power socket at the bottom of the tree during the Chantry Centre development works.
3	Carols Round the Christmas Tree <ul style="list-style-type: none"> • To consider if C&E would like to recommend to Full Council a Carols Round the Christmas Tree event for December 2024. • Andover Town Band have been approached and are free for the 12 December at 5.30pm/6pm. • This was done by Andover Town Council in 2021 and was a great success. • Could consider supplying mulled wine/hot chocolate. • Cost of printing a trifold leaflet with circa 8 carols is around £40 depending on size and content. Cost £250 – held for 1.5 hours on 12 Dec from 5.30pm
4	Co-option of members of public As per the Town Clerk, the Working Group can coopt members of the public onto the Working Group, but they cannot be held to the same rules as Councillors regarding attending meetings.
5	Defibrillators To consider actions to recommend to Full Council in relation to the Defibrillator located in Waterloo Court within Andover Town Centre. Report attached.
6	Walking trail round Andover To consider for recommendation to Full Council if Andover Town Council should contract with 'TrailTale' for a mobile phone app designed to create a walking / activity trail around Andover.
7	Pride: To receive an update on Pride from Cllr Mark Farren
8	Beacon Lighting – 80-year anniversary of D-Day landings
9	Focus Groups To consider the formation of Focus groups. (HN)
10	Public Relations. To consider how to positively promote Andover Town Council.
11	Mission Statement



Andover Town Council Community & Events Working Group

Wednesday 8 May 2024 Incuhive – 6.30pm

	<ul style="list-style-type: none">To receive comments and thoughts from the Working Group as per the meeting on 22 February 2024.
12	Work Program
13	Format for next meeting – in person
14	Date for next meeting to be agreed. Suggestions: Wednesday 18 September 2024



AGENDA

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

Present: Mark Farren
Heather Neate
Joe Hughes

1 Website:

To **review** the decision taken by Full Council regarding website and to consider actions as necessary.

Points to consider:

- Next steps?
- What Budget Lines have been set aside?
- Timelines?

What support does the Website and Sitemap WG need from C&E Working Group?

To support both Website WG's reports will be needed from both WG's for next C&E WG meeting.

- 1. NB: C&E WG TOR states that it is: To monitor the maintenance and development of the Council's Website**

2 Website Sitemap

To note that the attached site map went to Full Council on 21 February 2024.

No need to review again as there is a WG to review it.

3 Christmas Decorations:

- Full Council agreed to extend the lighting provision to a full 85 Columns.
- Full Structural Survey of all columns has been requested. Paperwork currently been completed.
- Three schemes with quotes have been received from Full Council approved company.
- **C 204/01/24a** - *It was proposed by Councillor L Gregori and seconded by Councillor S Hardstaff and **RESOLVED: FOR – 13, AGAINST – 1, ABSTENTIONS – 0**, that the quote for Company 3, a national company, be approved.*
- **Action: Deputy Clerk**
- *It was proposed by Councillor L Gregori and seconded by Councillor K Bird and **RESOLVED: FOR – 13, AGAINST – 1, ABSTENTIONS – 0**, that Options A, B and C, be approved.*
- **Action: Deputy Clerk**



	<p>Scheme C was resolved.</p> <p>A report to be brought to the next C&E WG meeting with update on progress.</p> <p>Action: DTC</p>
4	<p>Christmas Lights – Wash up.</p> <p>What went well/what needs to be considered for 2024/2025.</p> <p>Tree delivery time was considered. There had been some complaints about the noise from the chain saw when the tree was delivered. To mitigate this, it was suggested that Officers let the public know when the tree is being delivered and removed so that the public are aware that there may be noise and action is/will be taken to minimise the noise. Similarly with the installation and removal of the Christmas lights. This can be done via Facebook, website, and an announcement in the Andover Advertiser. This is to be added to the Christmas Lights process document.</p> <p>Action: DTC</p> <p>It was discussed to perhaps put presents under the tree; however, it was pointed out that this would potentially be a safety risk.</p> <p>It was discussed that fencing could be used as an advertising opportunity for banners of companies etc; this will be reviewed again in 2025.</p>
5	<p>Christmas Lights on the tree outside the Chantry Centre</p> <p>To consider if the Working Group would like to recommend this to Full Council to add to the Christmas Lights provision.</p> <p>It was discussed that there is no power supply in that area and legislation states that any electrical items in overhead structures needs to be powered from the ground.</p> <p>DTC to investigate solar powered lights and getting a permanent supply in place when building works start on theatre.</p> <p>Action: DTC</p>
6	<p>Carols Round the Christmas Tree</p> <ul style="list-style-type: none">• To consider if C&E would like to recommend to Full Council a Carols Round the Christmas Tree event for December 2024.• Andover Town Band have been approached and are free for the 12 December at 5.30pm/6pm.• This was done by Andover Town Council in 2021 and was a great success.• Could consider supplying mulled wine/hot chocolate. <p>Project Plan to be brought to the next C&E WG meeting and this is to contain the following:</p> <ul style="list-style-type: none">• Cost needed.• Free mulled wine/chocolate (must be included in budget)



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	<ul style="list-style-type: none">• Printing of song sheets (must be included in budget)• Review of musical licences (may be needed for more modern carols)• Liaise with Bid. <p>Action: DTC/HN</p>
7	<p>Pride:</p> <ul style="list-style-type: none">• Was approved by Full Council and a budget of £5000 set.• MF had meeting with TC to set out schedule.• MF/TC/DTC had meeting with Andover College to establish their input.• MF/HN/TG/DTC had meeting to establish key stakeholders.• MF/TC/DTC had meeting with key stakeholders (BID, TVBC (unable to attend), Illusion Events), to discuss what was needed and request quotes for infrastructure.• MF/TC/DTC had meeting with all stakeholders, contractors, and supporters on 16 February. The notes have been taken to Full Council but are attached for reference. <p>Reviewed the meeting notes.</p> <p>Mark has Pride flag – will send to DTC to get quotes on. No cost no licences needed.</p> <p>Next meeting 8th March at 9am</p> <p>Recommend to Full Council that a Pride working group be formalised of Andover Town Council members and Officers.</p> <p>Currently involved: Cllrs Hardstaff, Farren, J Hughes, Gregory.</p> <p>Pride Working Group to keep C&E Working Group informed but ultimately to report into Full Council.</p> <p>In accordance with the Terms of Reference for C&E WG the Pride WG keeps the C&E WG regarding publicity, Insurance and Risk Assessments.</p> <p>Action: DTC</p>
8	<p>Beacon Lighting – 80-year anniversary of D-Day landings</p> <p>DTC has contacted St Mary’s regarding the beacon and TVBC for approval to use the memorial garden on 6 June 2024.</p> <p>Follow up is required.</p> <p>Action: DTC</p>
9	<p>Allotments Day</p> <p>To consider if this is something that the WG would like to recommend to Allotments Committee/Full Council.</p> <p>There has never been an Allotment Open Day before, but ATC have taken part in Gardening Fairs where Allotments have been promoted.</p> <p>HN requested removal from Work Programme pending works to the Allotments.</p> <p>Action: DTC</p>
10	<p>Banners:</p> <p>At the Full Council meeting on 24 January 2024 the following was resolved:</p>



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Members considered the spend for [branding materials](#).
It was proposed by Councillor K Hughes and seconded by Councillor K Bird and **RESOLVED: Unanimously**, that roller banners and a flat banner be purchased. **(C204/01/24d)**

Two flag banners 5 meters tall are being sourced.
It is being proposed that Andover Town Council purchase the following with the approved motif of the Lion and Oak on for publicity purposes:



Rough cost per banner – depending on size – 85 cm x 205cm - £59.49



Rough cost per banner – depending on size – (for 2m x 3m) - £134.66

Waiting for approval of font and size of wording for Andover Town Council to be added to the crest. C&E WG recommends this goes straight to Full Council to speed things up.

Action: DTC

11 Civic Calendar/invites

C&E WG to consider the Civic Calendar in conjunction with TVBC's to see which events ATC should have a presence at.

Historically ATC Mayor attends, Flag Raising, Remembrance Sunday and Christmas Lights.

An invite/email has also been received regarding The National Saturday Art Club.

6 June 2024 – Beacon lighting for 80 years anniversary of D-Day lighting.



	<p>Should this be added to?</p> <p>It was discussed that we should have an Andover Town Council calendar so that events in the town are not missed.</p> <p>It was discussed that an events calendar should be added to the website.</p> <ul style="list-style-type: none">• Remembrance Sunday – Town Mayor• Pride• Christmas Festival• Carols Round the Tree• Halloween/Bid• Macmillan Coffee morning• Beacon lighting – 6 June <p>DTC to add dates and put in chronological order and add to website (investigate cost).</p> <p>Action: DTC</p>
12	<p>Focus Groups</p> <p>To consider the formation of Focus groups. (HN)</p> <p>Best practice in local government is to have focus groups. This will help ATC to find out what it is doing well and what the public expect from the Town Council.</p> <p>Focus groups will help us to better understand our residents’ reactions to policy and projects.</p> <p>NALC guidance on focus groups (DTC to investigate). How would we invite people to be part of the focus group?</p> <p>Action: DTC</p>
13	<p>Grants budget and publicity</p> <p>To consider the Grants budget and how to publicise the availability of Grants from Andover Town Council more widely.</p> <p>When received, to consider if there is a quicker way to process the requests.</p> <p>It was considered how to publicise for 1 April 2024: F/B, Andover Advertiser, Website.</p> <p>Cllr H Neate and Cllr J Hughes to write an article for Gail to send to Andover Advertiser. Subject to confirmation with Media Policy.</p> <p>DTC to investigate Cllr grants.</p> <p>An addition to the current process was considered this suggested that when a grant first comes in an Officer check and makes sure that all documents have been received and all requirements completed, then sent, via email to a selected group of Councillors for a quick overview and sanity check before going straight to Full Council. The additional step to be added to the existing check list.</p> <p>Check that this falls within the Terms of Reference.</p>



	<p>Action: DTC</p>
14	<p>Public Relations. To consider how to positively promote Andover Town Council.</p> <p>It was suggested that Andover Town Council could do more to increase positive Public Relations. The following was considered:</p> <p>Newsletter – investigate costs and investigate getting advertising to pay for the costs. Investigate an E newsletter.</p> <p>Action: DTC</p> <p>Podcast for Andover Town Council – JH to investigate.</p> <p>Action: JH</p>
15	<p>Co-opting non-Councillor members. It is possible to co-opt members of the public to the Working Group. Investigation to be undertaken on how best to do this. Once co-option complete, contact details, to be added the mailing list for agendas etc.</p> <p>Action: DTC/HN</p>
16	<p>Mission Statement To review and amend for referral back to P&R Committee. Suggested to look at the following: Yateley Town Council: Yateley Town Council is working to make Yateley, Frogmore, and Darby Green ‘a safe and green environment where everyone in the community will have full, healthy lives’.</p> <p>Statement given to P&R:</p> <ul style="list-style-type: none">• The Town Council will ensure that the statutory obligations of the Council are performed efficiently and effectively on behalf of the residents.• The Council will only undertake to deliver projects that fit in with their established policies and that are supported by the local people.• When choosing which events or schemes to embark on, the Council will explore ideas and consult with key stakeholders and residents to be sure of community support. <p>The C&E WG considered this, and the following was suggested.</p>



	<p>“Andover Town Council making life better for residents”.</p> <p>The C&E WG then considered how Andover Town Council could deliver on that mission statement: The following was considered:</p> <p>“Listening, planning, delivering”.</p> <ul style="list-style-type: none">• Listening: engage with our residents via working groups and focus groups.• Planning: manage the budget• Delivering: delivering services and events to our community. <p>Andover Town Council commits to being an Investor in People, ie a good employer.</p> <p>Members to think about the aspirations that they would like Andover Town Council to accomplish and to bring to the next C&E WG meeting on 8 May 2024.</p> <p>Action: All members</p>
17	<p>Hampshire ALC Conference 2024 - Partnerships in Action Anyone want to go to it? Cllr HN has sent an email to all Councillors and has no response.</p> <p>Free Art&Design Club Saturdays – to be added to the website.</p> <p>Action: DTC</p>
18	<p>Work Program It was agreed to remove the following:</p> <ul style="list-style-type: none">• Rooksbury Mills – no progress, so to be removed from programme.• Town Council Crest – complete• Allotment Day – as per discussion. <p>Action: DTC</p>
19	<p>Any other business: Remove the C&E WG Tor from website and replace with one without track changes.</p> <p>Action: TC/HN</p>
20	<p>Format for next meeting – in person</p>



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21 Date for next meeting to be agreed.

Suggestions: Wed 8 May 2024 and Wed 18 September 2024

Incuhive meeting room to be booked and meeting date put in everyone's diary.

Agreed.

Action: DTC



Andover Town Council

To receive and note an update on the Christmas Lights 2024

Item
No.
1

Produced for: C&E Working Group

By: Deputy Town Clerk

Date of Report: 15 Apr 2024

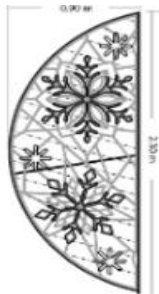
Background:

In the Full Council meeting in January 2024, Full Council approved appointing Blanchere to continue supplying the Christmas Lights Provision after viewing three anonymous quotes. Full Council also approved the full Christmas Lights extension proposal (C 195/01/24).

In the Full Council meeting in February 2024, Full Council approved the motif design for the Christmas Light provision 2024-2028. (C 220/02/24) Council instructed Officers to carry out the work required to make this happen.

Update:

1. In February 2024 a full structural survey was instructed on all the columns involved in the Christmas Lights provision, including the new extension. This was completed and the proposed columns along Western Avenue failed the survey with the agreed motifs IPL135 (3 metres in length). The surveyor was asked to run the report using the smaller motifs of IPL069 (2.3 metres in length), and all columns passed.



IPL069

The DTC has been back to the lighting company to see if there are enough of the IPL069 to use on all the columns and awaits a response.

2. Enerveo have agreed, subject to the structural survey, that all the proposed columns can take a commando socket and subsequent temporary festive lighting.
3. A quote to install commando sockets on all the relevant columns will be requested once the structural survey report is received.
4. Once the quote is approved, Enerveo will be instructed to install commando sockets on the relevant columns.
5. Once the structural survey is received the Deputy Town Clerk, will start applying for the licenses to hang the Christmas Lights.



Andover Town Council

Item
No.
5

To **consider** actions to recommend to Full Council in relation to the Defibrillator located in Waterloo Court within Andover Town Centre.

Produced for: C & E Working Group.

By: Admin Assistant

Date of Report: 9 April 2024

Background:

- In 2018 Andover Town Council undertook a project to increase the number of defibrillators in the town, which were then hosted by and handed over to various Organisations to maintain. Councillor Katherine Bird worked with a small group on the project and dealt with Suppliers and the Organisations taking over the device management once installed.
- During a routine recall from the CU Medical (Manufacturer) in March 2024, it was noticed by the Admin Officer that Defib in Waterloo Court had not been maintained since it went out into the community.
- The Defib is on David Mellor Jewellers' building and were the business who took over 'ownership' of the device, they were in that building and have since moved into The Chantry Centre.
- During the recall of this defibrillator device, we were notified that the battery level was at 1% and that the device was also at its 'end of life'.
- WelMedical (Supplier) notified the Admin Officer that two devices purchased back in 2018 are now at the end of their life and require replacing.
- The first is the defib in Waterloo Court, the second is believed to be located on Bridge Street Methodist Church and managed by the Methodist Church, this recall is yet to take place, so we are unable to confirm this is the second device at the end of life at this time.
- When a defibrillator reaches the end of its life span, the reliability of the device is not guaranteed. It also does not record vital health information which health professionals use to diagnose and treat the patient and Coroners use to determine cause of death.
- Recalls are continuing the devices which have been put into the Community by Andover Town Council.
- The Waterloo Court defibrillator is now out of the cabinet due to its unreliability and 1% battery. No replacement defibrillator has been put into the cabinet.

To consider for recommendation to Full Council:

That Andover Town Councillors discuss what is done with the empty defibrillator cabinet located in Waterloo Court and what is done about the now unusable defibrillator.

Considerations:

- Are there defibrillators in close enough proximity to this area to consider not replacing and moving the cabinet to another location with a greater need. This can be determined by referring to the defibrillator finder online. www.defibfinder.uk
- If the defibrillator is replaced, who will be liable to pay for this?

- The previous Andover Town Council administration decided not to purchase further defibrillators, minutes have been included. *Full Council 29th September 2022 / C103/09/22*
- Permanently removing this device from this location may cause issues if someone goes to use it from memory in an emergency and it is no longer there.
- Other Organisations who were given a defibrillator back in 2018 have taken on the maintenance and cost of these devices.
- No formal contract was drawn up between Andover Town Council and the Organisations receiving the devices to stop this issue happening, so what do we need to put in place to stop this from happening again with the other devices?
- Waterloo Court defibrillator device was never registered on the National Circuit.
www.defibfinder.co.uk
- The Town Council cannot purchase new equipment **and claim back the VAT**, and then donate the equipment to another organisation. The organisation needs to either claim back the VAT themselves when they purchase the items or accept that the VAT cannot be recovered.

Costs:

- £2,040.00 including VAT to replace the device with a new defibrillator.



Andover Town Council

To **consider** for recommendation to Full Council if Andover Town Council should contract with 'TrailTale' for a mobile phone app designed to create a walking / activity trail around Andover.

Item
No.
6

Produced for: C & E Working Group.

By: Admin Assistant

Date of Report: 6 Mar 2024

Background:

- Andover Town Council are committed to improving Andover for the benefit of Andover Residents.
- Schemes that increase visitor numbers to the town and/or improve on current assets, or help make better use of them, are encouraged.
- Of particular benefit to residents is any project that may increase access to the outdoors because of the proven benefits to well-being, mental health, and fitness.
- Website link with more information <https://trailtale.co.uk/>

For consideration for recommendation to Full Council:

That Andover Town Council approve the cost of a 5-year contract for a TrailTale with audio at a cost of £2,950 + VAT.

Considerations:

- The unique service may provide Andover with an increase in people visiting the area.
- Residents will have an opportunity to learn more about Andover's rich culture from a portable device.
- This may appeal to younger people more than seniors but will benefit people of all age groups.
- Picking the scheme with the audio facility is more inclusive.
- TrailTale offer a unique service whereby they thoroughly research and compile interactive walks which people can access via a user-friendly app.
- The TrailTale app is free to download and use, does not require registration, and does not feature adverts.
- TrailTale, they actively work with local historical societies and Museums to ensure the trail is as enriching and as interesting as possible for the end users.
- TrailTale produce 200-400 words for each point of interest, and it has been noted that Andover has in the region of 10-15 points of interest.
- Before the trail goes live, Andover Town council will have the opportunity to review, comment and approve the trail.
- TrailTale promote the area using their website, blogs, and social media.
- Andover Town Council could of course publicise in addition to this.
- Upon completion of the project, the content will become the property of Andover Town Council and full editing rights and amendments will be Andover Town Councils for the duration of the contracted period.
- If Andover Town Council decide to not proceed with the project, will it negatively impact the town at all?

Costs:

- £2,950 excluding VAT – One off payment which covers 5 years of subscription fees, thereafter it is £150 per year to keep the trail live on Tale Trails platform. This includes audio with the trail.
- £2,250 excluding VAT. One off payment which covers 5 years of subscription fees, thereafter it is £150 per year to keep the trail live on Tale Trails platform. This does not include audio for the trail.



Andover Town Council Community & Events Working Group

Community and Events Working Group Work Programme			
Item	Date added	Lead member	Discussions
Christmas Lights	31 st May	TW	<ul style="list-style-type: none"> • Full Council agreed to extend the lighting provision to a full 85 Columns. • Full Structural Survey of all columns has been requested. Paperwork currently been completed. • Three schemes with quotes have been received from Full Council approved company. • C 204/01/24a - It was proposed by Councillor L Gregori and seconded by Councillor S Hardstaff and RESOLVED: FOR – 13, AGAINST – 1, ABSTENTIONS – 0, that the quote for Company 3, a national company, be approved. • Action: Deputy Clerk • It was proposed by Councillor L Gregori and seconded by Councillor K Bird and RESOLVED: FOR – 13, AGAINST – 1, ABSTENTIONS – 0, that Options A, B and C, be approved. • Action: Deputy Clerk
Christmas Tree	31 st May	TW	<ul style="list-style-type: none"> • Tree quote has been requested for 2024.
Christmas Event in conjunction with Christmas lights:		TW	<ul style="list-style-type: none"> • To note that the Christmas Festival/Switch on 2024 will be held on 22 November 2024.
Town Council Crest – banners/gazebo etc.	5 th July	RH/TW/KB	<ul style="list-style-type: none"> • Banners are being investigated by DTC. • Awaiting confirmation of font and size from FC. • Action DTC to write report for Full Council.
Pride Event	7 Sept	JH/MF/TW	<ul style="list-style-type: none"> • Was approved by Full Council and a budget of £5000 set. • MF had meeting with TC to set out schedule. • MF/TC/DTC had meeting with Andover College to establish their input. • MF/HN/TG/DTC had meeting to establish key stakeholders. • MF/TC/DTC had meeting with key stakeholders (BID, TVBC (unable to attend), Illusion Events), to discuss what was needed



Andover Town Council Community & Events Working Group

			<p>and request quotes for infrastructure – report attached (Appendix A)</p> <ul style="list-style-type: none"> MF/TC/TG/DTC to attend wider stakeholder/contractor meeting 16 Feb.
80-year anniversary of the D-Day landings in 2024	7 Sept	KB/TW	<ul style="list-style-type: none"> It was discussed if maybe the existing Beacon could be lit on 6 June 2024 in the memorial garden at the church. To be taken to Full Council for further direction. Mayor to light if agreed.
80-years since the end of WWII in 2025	7 th Sept	HN/KB	<ul style="list-style-type: none"> Needs to be agreed at Full Council. Information to be gathered by KB and HN to be taken to Full Council. Project Initiation document to be forwarded to WG - DC
Advertising Town Council/publicity Comms	7 th Sept	JH	<ul style="list-style-type: none"> To look at increasing ATC profile in Andover