ANDOVER TOWN COUNCIL
Community and Events Committee

Item No. **14**

Produced for: Community & Events Committee	**By:** Community and Events Officer/ Working Group	**Date of Report:** 24th September 2026

Charter Working Group minutes and recommendations

1. Purpose

To report the discussion of the Charter Working Group meeting held on 25th August 2026, set out the options for marking the Charter, and seek Members' agreement to recommend Options 2 and 3 to Full Council.

2. Background

The Charter Working Group met on 25th August 2026 to consider how the Council should mark the Charter, including a permanent commemorative feature and a community event. A budget of **£1,000** is currently assigned to the project.

£1,000	**3**	**4**	**10.30 to 12.30**
current project budget	options for Members	community partners offering support	proposed procession time

3. Summary of Working Group Discussion

Commemorative feature

The Working Group initially discussed a commemorative plinth, with costs starting from **£350** depending on specification. Further discussion suggested a bench similar to those purchased to mark the centenary of the end of the First World War instead, so that the Council adds something of lasting benefit to the town. Those benches have proved resilient and resistant to damage. An information board would be placed nearby to explain the history of the Charter and why the bench is there.

Location

Common Acre is the preferred location. The Working Group asked whether the tennis court end would be better, as it is quieter, and whether the site could be covered by CCTV.

Community event

There is strong local interest in an event, which could become an annual celebration of the town. The following offers of support have been received:

Partner	Offer
Andover Museum	Keen to work with the Council; will help prepare education packs for schools and can arrange activities on the day.
Blackwood Forest, Micheldever	Archery demonstration.
St Mary's Church	Happy to bless the commemorative feature.
Two Bees	Could bring goats.

Nearer the date, market stalls or other activities could also be considered.

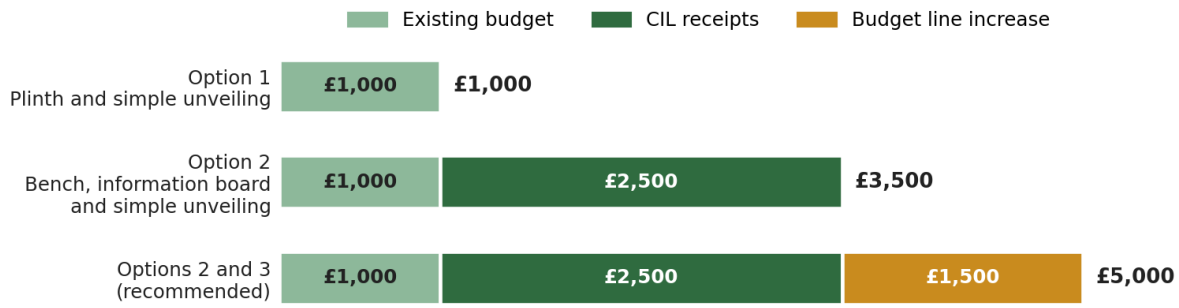
Event arrangements

KB will meet with Officers to book Common Acre and to arrange the closure of the appropriate roads (Bridge Street and the Vigo roundabout) for a procession between 10.30 and 12.30.

4. Options

Option	Description	Indicative cost	Funding
Option 1	Plinth and a simple unveiling, inviting local schools to attend.	Within £1,000	Existing budget
Option 2	Bench, information board and installation, with a simple unveiling.	Around £2,500	CIL receipts already held
Option 3	Option 1 or Option 2, plus a larger event with demonstrations, activities and animals.	Additional £1,500	Increase to the budget line (Full Council)

Indicative cost and funding source by option



The existing £1,000 budget remains allocated to the project under each option and would fund the unveiling. The Working Group favours **Options 2 and 3**: a bench and information board provide a lasting, practical asset for the town, and a larger community event would make the most of the partner support offered and could become an annual celebration.

5. Implications

Financial: Option 2 would be funded from Neighbourhood CIL receipts already held by the Council. Option 3 requires Full Council to increase the budget line by £1,500. Final costs will be confirmed through quotations in line with Financial Regulations.

Legal: Neighbourhood CIL must be spent on infrastructure or on addressing the demands that development places on the area (CIL Regulations 2010, regulation 59C), and must be reported in the Council's annual CIL report. The bench and information board are expected to meet this test. The event element should be funded from the budget line rather than CIL.

Risk and permissions: Road closures for the procession require an application to the highway authority with sufficient notice. Landowner consent will be needed for any permanent installation on Common Acre. Event risk assessments and partners' public liability insurance, including for the archery demonstration and animals, will be required.

Equality: The event would be free and open to all residents, with education packs extending the benefit to local schools. The site and activities will be planned to be accessible.

6. Recommendation

It is recommended that the Committee:

1. **Note** the minutes of the Charter Working Group meeting held on 25th August 2026.
2. **Recommend to Full Council** that Option 2 is approved: the purchase and installation of a commemorative bench and information board on Common Acre, at an indicative cost of £2,500, funded from Neighbourhood CIL receipts already held by the Council.
3. **Recommend to Full Council** that Option 3 is approved: a larger community event to mark the Charter, with the project budget line increased by £1,500.

4. **Instruct Officers** to confirm the location on Common Acre (including CCTV coverage), obtain quotations, and progress the booking of Common Acre, road closures and partner arrangements, subject to Full Council approval.