



ANDOVER TOWN COUNCIL

Assets & Communities Committee Meeting Agenda

Tuesday 13 April 2021

To the Members of the Events Committee:

Councillors D Coole (Chairman), R Meyer (Vice Chairman), N Asamoah, L Banville, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and J Sangster.

You are hereby summoned to attend an Assets & Communities Committee meeting to be held **Virtually via Zoom on Tuesday 13 April 2021 at 6.00 pm** when it is proposed to transact the following business:

T. Warburton

Tor Warburton

Deputy Town Clerk – 7 April 2021

Sign in details for this meeting are:

<https://zoom.us/j/99773945554?pwd=VGZUYU9Jekl0SEFYbnlXTEhZUWlIUT09>

Meeting ID: 997 7394 5554

Passcode: 571535

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS; In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

Item 1: Apologies for Absence	3
Item 2: Declarations of Interest	3
Item 3: Public Participation	3
Item 4: Minutes	3
Item 5: Visit Andover Website	3
Item 6: Future provision of IT	3
Item 7: Christmas Lights 2021	3
Item 8: Council Office Provision	3
Item 9: Actions List	4
Item 10: Promotion of Town Council Business Update	4
Item 11: Public Engagement	4
Item 12: Access to Virtual Meetings	4
Item 13: Town Council Website - Refresh	4
Item 14: Shaw's Walk Street Furniture	5
Item 15: Grant Awards	5
Item 16: Event Funding	5
Item 17: Work Programme	5
Item 18: Items for Consideration at the Next Meeting	5
Item 19: Date of the Next Meeting	5
Appendix A: Minutes of the last meeting.	6
Appendix B: Christmas Lights 2021	14
Appendix C: Council Office Provision	16
Appendix D: Andover Trees United Grant Application	23
Appendix E: A-Fest 2021	30
Appendix F: Work Programme	33

Item 1: Apologies for Absence

To **receive** and **accept** apologies for absence

Item 2: Declarations of Interest

To **receive** and **note** any declarations of interest relevant to the agenda.

Item 3: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

Item 4: Minutes

To **receive** and **agree** the Minutes of the Extraordinary Assets & Communities Committee held on Tuesday 12 January 2021, to be signed by the Chairman as a correct record – Minutes attached at **Appendix A**

Item 5: Visit Andover Website

To **consider** the proposal for a Visit Andover Website and make recommendations to Full Council – report to follow.

Item 6: Future provision of IT

To **note** that Officers are investigating options for the future IT provision for the Town Council but a decision on the Office space needs to be made first in order to understand the requirements.

Item 7: Christmas Lights 2021

To **receive** an update report regarding the provision of Christmas Lights for 2021 – Report attached at **Appendix B**

Item 8: Council Office Provision

To **consider** the future use of the Town Council Offices and to make recommendations to Full Council – Report attached at **Appendix C**

Item 9: Actions List

To **review** the items arising from previous meetings:

Minute number	Action Points	Action
A&C 098/19 Shaw's Walk Street Furniture	Attempts to contact Land Owner	Ongoing
A&C 099/19 Working Groups Terms of Reference	RESOLVED: That the Terms of References for the following Member led Working Groups be approved: <ul style="list-style-type: none">• Independent Access to Street-Level Shops Working Group• Public Toilets Working Group• Andover Cenotaph Working Group• Christmas Lights Working Group• Community Transport Working Group	
A&C 100/19 New Working Groups	RESOLVED: That the following Member led Working Groups be approved: Youth Support Working Group Tourism Working Group Library Support Working Group Blue Skies Working Group Town Twinning Working Group	Terms of References to be bought to a future meeting for approval.

Item 10: Promotion of Town Council Business Update

To **note** that Officers are compiling a report to be brought to the next Assets and Communities Committee Meeting outlining the potential for the promotion of Town Council business via social media and website, for members to review.

Item 11: Public Engagement

To **consider** the promotion of the Town Council via a pop-up gazebo once a month on markets and how, if it is agreed, it will be organised, administered and manned by members.

Item 12: Access to Virtual Meetings

To **note** that only one request has been made for audio access to Virtual Meetings to date and has been accommodated. Legislation governing the ability to hold Virtual Meetings ends on 7th May 2021 after which time Covid safe face to face Committee and Council meetings will be required.

Item 13: Town Council Website – Refresh

To **consider** the following statement from the Website Refresh Working Group:

The Website Refresh Working Group Members, having produced a proposed website sitemap, decided to put the website refresh work on hold, so they could concentrate their efforts on the Visit Andover website.

Recently, Council approved funding to update the existing website so that it complied with transparency regulations requirements. If Council continues in this vein, it will undermine the role and purpose of the Website Refresh Working Group, as well as consuming the available funding for the refreshed website.

Members to **agree** whether or not they want the Website Working Group to progress the website refresh. If not, the Website Refresh Working Group should be disbanded.

Item 14: Shaw's Walk Street Furniture

To **note** that attempts to contact the owner of the land on which Shaw's Walk stands are still on-going. Land registry documents have been acquired and attempts to contact the registered owner have been attempted. Copies can be forwarded to members on request.

Item 15: Grant Awards

To **note** that Officers are trying to contact Mencap for an update on the grant awarded for Makaton provision in Andover in November 2019 and if a response is received before the Committee Meeting a verbal update will be given.

To **consider** a grant request from **Andover Trees United** – attached at **Appendix D**.

Chilbolton pre-school grant awarded in 2020: to **note** that this grant has been returned to the Town Council as the school is set for closure at the end of 2021.

Item 16: Event Funding

To **agree** the release of approved funds for A-Fest 2021 – report attached at **Appendix E**.

Item 17: Work Programme

To **review/update** the Committee Work Programme – attached **Appendix F**.

Item 18: Items for Consideration at the Next Meeting

Members are requested to inform the Clerk of the meeting of any items that they wish to be included on the next Assets & Communities Committee Agenda and to provide the Clerk of the meeting with supporting information at least 10 days prior to the next Assets & Communities Committee meeting, as per Standing Orders, or the items will not be included.

Item 19: Date of the Next Meeting

To **note** the date of the next Assets & Communities Committee meeting, **to be confirmed at the Annual Council meeting to be held in May 2021**.

The Chairman will close the meeting.

Appendix A: Minutes of the last meeting.

A

Time and date

6.00pm on Tuesday, 12 January 2021

Place

Virtual On-Line Meeting via Zoom

Details of Attendance:

Cllr D Coole (Chairman) (P)	Cllr R Meyer (Vice Chairman) (P)		
Cllr N Asamoah (A)	Cllr L Banville (P)	Cllr J Coole (P)	Cllr C Ecclestone (P)
Cllr L Gregori (P)	Cllr R Hughes (P)	Cllr B Long (P)	Cllr J Sangster (P)

Officers Present:

Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk)
Tracy Predeth (Locum Clerk)

Members of the Public: Number of attendees unknown.

Members of the Press: Unknown

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

A&C 091/19 Apologies for Absence

There were no apologies for absence.

A&C 092/19 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

A&C 093/19 Public Participation

There were no comments received from Members of the Public present at the meeting.

A&C 094/19 Temporary Exclusion of the Press and Public

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Members of the Press and Public be temporarily excluded from the meeting at Agenda item 5, due to Commercial sensitivity of the items to be discussed.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville	X		
J Coole	X		
C Ecclestone			X
L Gregori	X		
R Hughes	X		
B Long	X		
J Sangster	X		
TOTAL	8	0	1

RESOLVED: That Members of the Press and Public be temporarily excluded from the meeting at Agenda item 5, due to Commercial sensitivity of the items to be discussed.

A&C 095/19 Project Reports and Recommendations (Commercial in Confidence)

Markets:

Members noted the Lead Member's report.

Transfers of Levy and Non-Levy Services:

Members noted the Lead Member's report.

A&C 096/19 Readmission of the Press and Public

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Members of the Press and Public be re-admitted to the meeting at Agenda item 7.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
B Long	X		
J Sangster	X		
TOTAL	8	0	0

RESOLVED: That Members of the Press and Public be re-admitted to the meeting at Agenda item 7.

A&C 097/19 Minutes

It was proposed by Councillor R Meyer and seconded by Councillor J Coole that the Minutes of the Assets & Communities Committee meeting held on Tuesday 8 December 2020, be signed by the Chairman as a correct record.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
B Long	X		
J Sangster	X		
TOTAL	9	0	0

RESOLVED: That the Minutes of the Assets & Communities Committee meeting held on Tuesday 8 December 2020 be signed by the Chairman as a correct record.

A&C 098/19 Actions List

Members noted the Actions List which contained updates from the last meeting.

Confirmation was requested on whether the payments from the approved grant applications had been made. It was clarified that confirmation would be sought. Members were also advised that the Town Council was still awaiting outstanding information for the Coyote Fitness grant application.

It was noted that Shaw's Walk needed to be added to the Actions List again.

A&C 099/19 Member Led Working Groups' Terms of Reference (TORS)

Members received the Terms of References for the approved Member led Working Groups.

It was commented that the Terms of References did not state any specific method of reporting and how it would take place. It was further commented that the Terms of References should also state a start and finish date with a timetable, which showed when reports would be brought back to the Committee. The start and finish dates would also ensure that any particular task would be completed and not be deleted due to no output.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Terms of References for the following Member led Working Groups be approved:

- Independent Access to Street-Level Shops Working Group
- Public Toilets Working Group

- Andover Cenotaph Working Group
- Christmas Lights Working Group
- Community Transport Working Group

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville		X	
J Coole	X		
C Ecclestone	X		
L Gregori			X
R Hughes			X
B Long	X		
J Sangster	X		
TOTAL	6	1	2

RESOLVED: That the Terms of References for the following Member led Working Groups be approved:

- **Independent Access to Street-Level Shops Working Group**
- **Public Toilets Working Group**
- **Andover Cenotaph Working Group**
- **Christmas Lights Working Group**
- **Community Transport Working Group**

A&C 100/19 New Working Groups

Members considered the new Member led Working Groups.

The chairman was asked to clarify the purpose of a Town Twinning Working Group due to the Town Twinning Association already in statute. The Chairman stated he had previously attended a meeting of the Town Twinning Association and felt that the Town Council could contribute to their existing twinings or the set-up of new ones.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the following Member led Working Groups be approved:

Youth Support Working Group

Tourism Working Group

Library Support Working Group

Blue Skies Working Group

Town Twinning Working Group

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville			X
J Coole	X		
C Ecclestone	X		
L Gregori			X

R Hughes			X
B Long			X
J Sangster	X		
TOTAL	5	0	4

RESOLVED: That the following Member led Working Groups be approved:

Youth Support Working Group

Tourism Working Group

Library Support Working Group

Blue Skies Working Group

Town Twinning Working Group

It was noted that the Members would write and bring back the Terms of References for the Working Groups to the next Assets and Communities Committee meeting for approval.

The Chairman advised that to date, ten members of the Public had come forward and asked to join specific Working Groups. Officers would be delegated to contact them with the details and ensure that a GDPR form would be completed prior to joining the Working Groups.

A&C 101/19 Project Reports and Recommendations

Members received reports prior to the meeting, from the Lead Members of the Visit Andover Website Working Group, Council Website Refresh Working Group and Community Transport Working Group, which detailed the relevant recommendations.

Visit Andover Website Working Group:

It was felt that there was more work to be done by the Visit Andover Website Working Group in order to get the website to a “go live” stage, which involved costs and proposals for the implementation, operation and ongoing maintenance. It was noted that this information would be presented to the Committee by the Working Group, in due course.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the recommendations of the Visit Andover Website Working Group be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
L Banville	X		
J Coole	X		
C Ecclestone	X		
L Gregori	X		
R Hughes	X		
B Long	X		
J Sangster	X		
TOTAL	9	0	0

RESOLVED: That the recommendations of the Visit Andover Website Working Group be approved.

Council Website Refresh Working Group:

Members noted the Council Website Refresh Report.

Community Transport Working Group:

Members raised concerns about the recommendation “C” of setting up an income and expenditure budget line for Community Transport. It was felt that there was no indication of costs involved or where the monies would be coming from and whether there was a demand for the service. It was also commented that the proposed bus routes only seemed to run around the Parish of Andover to the surrounding villages and not inside the Parish of Andover. A suggestion was made that more work was required which involved liaising with other Parish Councils, to ascertain whether they would be prepared to contribute to the Community scheme which covers their areas.

It was proposed by Councillor R Hughes and seconded by Councillor B Long that the recommendation to agree on an income and expenditure budget line for next year’s budget be removed from the Community Transport Working Group recommendations.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone		X	
L Gregori	X		
R Hughes	X		
B Long	X		
J Sangster			X
TOTAL	5	1	1

(Councillors L Banville and J Coole had left the meeting)

RESOLVED: That the recommendation to agree on an income and expenditure budget line for next year’s budget be removed from the Community Transport Working Group recommendations.

It was proposed by Councillor R Meyer and seconded by Councillor D Coole that the Visit Andover Website Working Group and Council Website Refresh Working Group recommendations be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone		X	
L Gregori		X	
R Hughes	X		
B Long	X		
J Sangster			X
TOTAL	4	2	1

RESOLVED: That the Visit Andover Website Working Group and Council Website Refresh

Working Group recommendations be approved.

A&C 102/19 Budget 2021/2022

Members noted the Draft Budget and report.

A suggestion was made to terminate the lease on the Andover Town Council offices. The offices have not been used since March 2020, due to the Coronavirus. It was thought to be unlikely that Officers would be returning to the building in the near future. The value to the taxpayer paying for an empty building, needed to be questioned. There would potentially be an annual saving of £41,000, which could reduce the precept or be used for other community benefits. A Member requested that a report be produced, on the implications of ending the lease, what the liabilities were and the significance on how Members would work with the Officers.

The Chairman advised he would submit an email that was based on the discussion and produce a report on the implications on ending the lease.

It was proposed and seconded that the Draft Budget for the Assets and Communities Committee 2021/2022 be approved. That the Draft Budget be recommended to the Policy and Resources Committee for inclusion in the Town Council's Budget for 2021/2022.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone	X		
L Gregori			X
R Hughes			X
B Long			X
J Sangster	X		
TOTAL	4	0	3

RESOLVED: That the Draft Budget for the Assets and Communities Committee 2021/2022 be approved. That the Draft Budget be recommended to the Policy and Resources Committee for inclusion in the Town Council's Budget for 2021/2022.

It was proposed by Councillor R Meyer and seconded by Councillor C Ecclestone that the meeting be extended beyond the 2-hour time limit by thirty minutes.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
B Long		X	
J Sangster		X	
TOTAL	3	4	0

Motion not carried.

A&C 103/19 Members Zoom Facilities

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the purchase of a Members' Zoom facility/contract be approved.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
D Coole	X		
R Meyer	X		
C Ecclestone	X		
L Gregori		X	
R Hughes		X	
B Long		X	
J Sangster		X	
TOTAL	3	4	0

Motion not carried.

A&C 104/19 Date of the Next Meeting

Members noted the date of the Extraordinary Assets and Communities Meeting on: **Tuesday 9 March 2021, via Zoom starting at 6.00pm.**

The Chairman closed the meeting at 7.59pm.

Update report on Christmas Light provision 2021

Produced for:

Assets and community Committee Meeting

Date of Report:

7 April 2021

Summary of Key Issues

To receive an update on the installation of the Christmas Tree and Christmas Light provision for 2021.

Background:

In 2020 a successful Christmas lights provision was delivered.

In 2020 a full structural survey of all columns was undertaken, including the new columns that will be available for decoration in the new development to the front and back of the Town Mills.

Andover Town Council has two more years in contract with the current lighting providers.

To note for 2021:

- Developers have confirmed that commando sockets will be added to all the new lamp columns in time for the Christmas lights to be installed.
- Members are reminded that the new columns are only structurally able to support lighting wraps rather than motifs and therefore members are asked to decide on a warm white or bright white bulb. (the existing motifs in Bridge Street are bright white). Picture attached, with costs.
- Refurbishment to the front of the Guildhall is underway and Officers have made numerous attempts to contact the Officers at Test Valley Borough Council (TVBC) to open discussion on the replacement of the missing eyebolts.
- Members will need to consider the fencing for the protection of the Christmas tree. The fencing used in 2020 was too light and not fit for purpose. The fencing 'blew' over regularly leaving the Christmas tree and the electrics vulnerable, (as noted in the report taken to this Committee on the 8 December 2020). A heavier fencing needs to be sourced or commissioned.
- Application for a license to hang the Christmas Lights in 2021 will commence in May 2020.

Legal and Policy Implications

Andover Town Council must comply with the following legislation for Christmas Lights;

- Highways Act 1980 Section 178 (with specific attention to subsection (1))
- BS EN 40-3-1:2013 Lighting Columns. Design and verification. Specification for characteristic loads.
- BS EN 40-3-2:2013 Lighting Columns. Design and verification. Verification by testing.
- BS EN 40-3-3:2013 Lighting Columns. Design and verification. Verification by calculation.
- PD 6547:2004+A1: 2009. Guidance on the use of BS EN 40-3-1 and BS EN 40-3-3.
- TR22 Managing a vital asset: Lighting Supports. ILP

- GP03: Code of Practice for Electrical Safety in Highway Electrical Operations. ILP
- BS7671: Requirements for Electrical Installations.
- Traffic Management Act 2004.
- The Construction (Design and Management) Act 2007
- Health and Safety and Work etc Act 1974

Recommendations

- **To note the report.**
- **To instruct Officers/Working Group to source an alternative appropriate safety fencing for around the Christmas Tree.**
- **To approve the colour lighting for the new columns to the front and back of the Town Mills, warm white or bright white.**

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 66B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputytownclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Appendix C: Council Office Provision

C

Produced for: Assets & Communities Committee	Date of Report: March/April 2021	Author: W. Coulter (Town Clerk, DPO, RFO)
--	--	---

Key Issues
To consider options with regard to the future provision of Town Council Offices.

Background
In October 2017 Andover Town Council signed a lease for 68B High Street, Andover and moved in in March 2018 following renovation works to upgrade the space to the minimum requirements in order for Andover Town Council to run operations from the address.
During the early months of 2020, the Coronavirus Pandemic spread across the country and Central Government imposed a national lockdown. All Town Council Staff were told to work from home from 18 March 2020 and the offices were closed.

Current Situation:
Since March 2020 all Officers have been working remotely in order to comply with Government restrictions. When restrictions were eased in the third quarter of 2020 a Risk Assessment was carried out in order to ensure that the offices were safe for the return of the public to the offices. Once the Risk Assessment was completed it became clear that the offices were not suitable to allow for safe entry and egress for members of the public and ensuring that safe distances were maintained at all times within the offices. Shared facilities such as toilets and kitchen would have been extremely difficult and time consuming to manage. Therefore, the offices remained closed and Officers continued to work remotely. Officers have been able to efficiently manage the operation of Andover Town Council whilst working remotely since March 2020.

Meetings
Central Government changed Legislation temporarily to allow 'online' meetings. The Town Council meetings have been held online since June 2020, and have proved to be very successful and far more accessible for members of the public. Moving all meetings online has allowed for more meetings between members and Officers and the continuity of contact has remained and indeed in many cases has been considerably easier.
Members have been able to meet for Working Group meetings with far more ease and regularity, it is hoped that this will continue regardless of any change in Legislation.
Whilst not all public have access to computers and the internet, there is an option for audio dial-in to any

meeting, this however, has only been requested once thus far.

In 2019 a report was undertaken to establish why members of the public required access to the office. It was discovered that nearly 100% of the visitors to the office were Allotment holders. During 2020 all tenancy paperwork and payments have been completed remotely and all Allotment Holders who requested a meeting were met on the Allotment sites where necessary and where guidelines allowed, this arrangement could continue as allotment holders are able to show Officers the issues or concerns that they have, directly on site.

Future Requirements for Office Provision:

At present no-one is certain how long restrictions if any will stay in place, we are in unprecedented times and we should be prepared to function under the current advice for the foreseeable future. Even though restrictions are slowly being lifted, it is widely accepted that Covid19 in one form or another will be around for many years. With this in mind we HAVE to change our working practices to ensure that all remain safe whilst delivering a constant and consistent level of service.

The following are Government guidelines are current as of date of publication of report:

Government information for working environments:

- As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people – i.e., create working bubbles so that if one bubble is self-isolating due to a breakout, the other can continue working.
- Identifying areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones. (ideally each bubble would need a separate entrance to shared facilities or a deep clean carried out between each shift).
- Increase the frequency of cleaning, especially hand touch surfaces, such as table tops, drinks levers, keypads, grab-rails, elevator buttons, light switches, door handles, and any surface or item which is designed to be, or has a high likelihood of being touched. (ideally after every movement of an individual be it staff or public an assessment should be made of contact had with surfaces and a thorough clean undertaken).

Government information for shared facilities within working environments:

- Hand washing facilities or hand sanitiser must be available at the entrance to shared facilities and their use should be supervised.
- Break times should be staggered, so that staff can adhere to social distancing rules.

- Queue points on the floor should be clearly marked to ensure social distancing is possible.
- There should not be any sharing of food and drink by staff who do not share a household.
- Staff to bring in food that remains in their work space and is eaten there – no hot food can realistically be prepared.
- Plates, cutlery and glasses should be handwashed in hot soapy water or washed with detergent in a dishwasher rated for disinfection.
- Kitchen should be thoroughly cleaned after each member of staff use it.
- All doors and windows should remain open wherever possible to allow greater ventilation and prevent touching of window handles (subject to appropriate fly screening).

Bringing the current office provision up to legislative standard:

In order to continue working safely and efficiently within the current offices, the following works would need to be completed, so that the government guidelines, above, can be adhered to:

1. A separate exit from the offices would need to be created, if possible. At this point the entrance to the offices does not allow for social distancing either on entry or exit.
2. Airflow/air exchange within the offices would need to be introduced. Air monitors for each room would help maintain safe levels of fresh air but fully opening windows would need to be investigated and fitted.
3. Sanitary provision will only allow for two members of staff to be in the office at any one time, in order to comply with the 'working bubbles' that legislation requires.
4. Sanitation stations would need to be established and maintained throughout the offices.
5. The cleaning contract would need to be amended to incorporate a deep clean every evening after the offices were closed.
6. The Officers would need to continuously clean shared areas after single use.
7. PPE will need to be purchased and installed in the public areas. At minimum, screens will need to be added to the reception area and staff will need personal PPE to protect themselves from each other and members of the public.

Staff shifts:

In order to comply with the government guidelines and to ensure staff cover of the offices at all times there would need to be two 'bubbles' of staff, the recommendation would be that the management staff (Town Clerk, Deputy Town Clerk and Committee Officer) work on Mondays and Fridays in the office and remotely on Tuesday, Wednesday and Thursday as they have done for the past year. The Allotment Officers would maintain their current working days in the office of Tuesday, Wednesday and Thursday. Members are reminded that with the current entrance/exit it would be almost impossible to have members of the public in the offices at the same time as staff (see above).

In the event that either bubble has to self-isolate the other bubble can continue to cover the work remotely, thus minimising the risk of exposure to staff and public alike.

Staff are currently undergoing the course of vaccinations and should all (with the exception of one member of staff) have had both jabs by the end of June 2021. Members are aware that although the vaccinations protect against serious illness it does not stop contagion or contamination.

A risk assessment has been completed incorporating the guidelines above and the offices in the current format would pose significant risk to all users without the upgrades to allow safe entry and exit and air flow.

Alternative Office Working Practices:**Alternative 1:**

Contact has been made with Test Valley Borough Council (TVBC) to enquire if a room can be maintained at Beech Hurst for the use of Andover Town Council and initial enquiries have been made into the serviced offices available in Andover as an alternative option. These could be used as a 'hot desk' space for staff and the facilities available at Beech Hurst or the serviced office complex can be accessed for meetings with the public and Members.

Committee and Council meetings will be held in public (location to be confirmed in line with Government guidance).

In this scenario Andover Town Council could utilise the stringent measures that TVBC/serviced offices have implemented to ensure a safe working environment for staff and visitors.

Members should note that the bubbles previously suggested would still need to be in operation to ensure an unbroken service to the public.

Alternative 2:

All staff continue to work remotely as they have done for the past year, using technology for meetings with members and public. Committee and Council meetings will be held in public (location to be confirmed in

line with Government guidance).

If this alternative is chosen then Officers could investigate if TVBC would have a room that can be used if considered absolutely necessary for the odd ad hoc meeting.

Financial Implications per annum:

Retaining the Current Office at 68B High Street:

Total: £62,061.84

Rent £12,000, phones £4,000, electricity £6,000, Water £300, Business Rates £5,000, Sanitary provision £162, Water cooler ~ £120, photocopier £4300, Office sundries £200, Stationary £1000, Postage £2,000, Office and Equipment maintenance £3,600, Waste removal £550.

PPE costs for the office:

(these are just basic costs for personal protection these do not include bringing the office up to required safety standards, that would be an additional cost to be investigated and confirmed)

Safety Screens x 2 - £300, Safety signs - £60, Caution tape and barriers/signs - £200, Visors for all staff - £70 (to be replaced as necessary), Masks for all staff - £35 (to be replaced as necessary), Gloves for all staff - £14 (to be replaced as necessary)

Hand Sanitizer - £75 (to be replaced as necessary), Tissues - £10 (to be replaced as necessary)

It is not known how often the Visors, masks, gloves and hand sanitizer will require replacement/replenishment but it will be an on-going cost.

Total initial cost: £764 per annum

Cleaning equipment and supplies will also be required

This will be approximately: £1,728 per annum

If Members are minded to contract a cleaner to clean the offices at the end of every day the cost will be in the region of £20,337.84 per annum.

Staff cannot be expected to spend the amount of time needed to clean the offices themselves whilst maintaining a consistent level of service.

Works to update the office to comply with Legislative Guidelines costs are unknown, it may not be possible to add an exit or increase air flow within the building under tenancy agreement but could run in to **tens of thousands of pounds.**

Alternative 1 (Rented serviced room plus meeting venue hire):

Total: £12,630

Rent to TVBC or a serviced office space in the region of £6,720 (plus pay as you go service costs e.g. internet) home working costs (as below) £5,910

No additional cost to the Town Council to make working environment Covid 19 safe.

Alternative 2 (remote working plus venue hire):

Total: £5,910

Phone and internet support £2,500 (proportion of internet costs for Staff and Members if remote working is decided on), Office sundry costs for staff £1, 440, postage £770 and venue hire cost £1,200

No additional cost to the Town Council to make working environment Covid 19 safe.

Costs are as accurate as possible at the time this report was published.

Legal and Policy Implications

The Town Council has a duty of care to provide the Town Council staff with the equipment and environment to enable them to carry out their jobs efficiently and safely.

The Guidelines and the Law on the Coronavirus is changing on a daily basis. The Infection rate, at the time of writing this report is coming down but the effect on the infection rate as lockdown is eased is yet unknown.

At the time of writing, the advice from central government is to continue to work from home where possible.

Four members of staff have now had the first inoculation vaccine but it must be reiterated that the vaccination will not stop infection of Covid19 it just lessens the severity and those vaccinated are still able to transmit the virus.

Recommendations:

- **To consider the report in its entirety.**
- **To consider and recommend to Full Council future working provision for the Town Council.**

Note from Town Clerk

The Town Council has a duty of care to ensure the welfare and health and safety of its staff and the community for whom it works. All scientific guidance leads to the fact that Covid 19 in its various and emerging variants is going to be present and high risk for the public for the foreseeable future. As a consequence, the recommendations remain, urging caution across the board. By reviewing and considering alternative working practices the Town Council will not only considerably reduce its operational costs that could be channelled back into a community that desperately needs it, but allows the Council to future proof its working environment and thereby mitigate any further risk to all that it has a responsibility for.

Completed 6 April 2021

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, First Floor Offices, 68B High Street, Andover, Hants. SP10 1NG.

Tel: 01264 335592

Website: www.andovertc.gov.uk

Distribution: To all Councillors

ANDOVER TOWN COUNCIL

GRANT FUNDING APPLICATION FORM

Part 1 – Organisation Details

Name of applicant
Organisation:

Andover Trees United

Project Name:

The Cabin

Project Location:

Harmony Woods

Project Start Date:

July 2021

Project Completion
Date:

December 2021

Total Cost of
Project:

100990

Funding
Requested:

2000

Contact Name:

Wendy Davis

Registered Charity

Yes

No

Registration No?

1167574

If No, state type of organisation:

N/A

Organisation
Address:

Provided but removed as per GDPR

Email Address:

wendy.davis@andovertrees.org.uk

Telephone Number:

Provided but removed as per GDPR

Organisation's bank account address:

Provided but removed as per GDPR

If your application is successful, to whom would you like the cheque payable?

Andover Trees United

Please provide the following information:

Please tick

- A location plan or site plan, if applicable
- Copy of organisation's latest certified accounts
- Copy of constitution or set of rules

- Evidence of any permissions or consents



PART 2 – BUDGET DETAILS

Costs

Please provide a breakdown of the costs of the project *(please continue on a separate sheet if necessary)*

Item	Cost £	VAT £	TOTAL £
Timber framing (locally felled timber; costs to Carpenters' Fellowship)	27000	0	27000
Roof, end walls, windows, flooring	35766.67	7153.33	42920
Converting & adapting the existing steel containers	6000	1200	7200
Renewable energy system, insulation	11191.67	2238.33	13430
Misc. costs e.g. volunteer expenses, additional insurance, building control, plant hire, contingencies	8700	1740	10440
TOTAL PROJECT COSTS	£88658.34	£12331.66	£100990

Tell us about any other funding that you might receive for this project.

Have you applied for funding in respect of this project to any other organisation (including Local Authorities)? Please give details of to whom and for how much. *(please continue on a separate sheet if necessary)*

	Amount applied for	Outcome of application or state when outcome will be known

Hampshire County Council	22000	Secured
Test Valley Borough Council	25000	Secured
Town or Parish Council	2000	<i>This application</i>
(Please state which Town or Parish Council) Andover Town Council		
National Lottery	20000	Pending
(Please state which fund) Postcode Lottery		
Other (please provide details)	13000 (various)	Secured
	20000 (various)	Pending

PART 3 – GRANT PROPOSAL

Description of Activity – Please provide a brief description of the activities to be funded by the proposed grant.

Funding from you would help us to build an off-grid sustainable 'Cabin', in woodland planted by the Andover community over the last decade, to increase access to activities & training. This low-impact, off-grid classroom & community space will provide facilitated, all-year-round, nature conservation activities in the community wood, enabling us to maintain existing people-connections to the wood (fostered as a result of having helped to plant it), as well as creating new ones. The project will allow us to develop our response to the climate emergency through continued community tree planting & training in woodland management & conservation, as well promote sustainability, empowering people to take their own positive actions in response to prevailing environmental crises. The build will demonstrate sustainability, using hand-processed timber from locally felled trees and repurposing steel containers; a solar system will generate & store power; a rainwater system will feed the nearby wildlife pond. The Carpenters Fellowship, consisting of experts from across the country, will involve the community in the timber framing.

Details of Activity – Please provide additional details in support of your application, including why the grant is needed.

The completed facility will provide a field study centre for local schools, support & advance our rewilding & nature- and arts-based community engagement activities, develop new skills, improve the health and wellbeing of participants; it will initiate conversations, raise awareness of & promote sustainability.

The need for a base from which volunteering, conservation & community activities could be run, was determined by consultations in 2016 & 2020. The project is written into our business plan & has backing from Parish, Borough and County authorities. Our planning consultation, 2018-19, yielded 300 signatures from the general public, letters of support from 8 schools, 2 youth organisations & 7 interest groups. Young people told us that this will help to nurture next-generation conservation leaders.

The project is essential to developing our conservation and public engagement work. We will engage with more people through a greater range of activities, irrespective of weather & meet a growing demand from a range of interest groups to be in nature, help look after it, learn about the climate crisis & do something about it. Spending time in and actively engaging with the natural world has proven health and wellbeing benefits. Despite volunteers' enthusiasm to run more sessions and develop services, uncertain weather-conditions & a lack of electricity prevent it. The project will address this, as well as help to secure the wood & reduce night-time anti-social behaviour with lighting & security systems.

<https://www.andovertrees.org.uk/the-cabin>

Please provide a general description of the people in Andover who will benefit:

30 schools/ educational establishments, children and young people from nursery age to 6th form
College students: continued tree planting; local field study centre and woodland classroom; work experience and training opportunities; enjoyable experiences

All local residents: continued tree planting; improved local environment, improved opportunities for volunteering in nature; training opportunities

Families and youth organisations: nature-based activities at weekends, after school and during school holidays

At risk groups: support for social prescribing, health and wellbeing benefits, reduced social isolation

At risk young people: the facility will allow the charity to expand its programme of support for at-risk young people, currently delivered on a one-morning-a-week basis for up to 3 young people in partnership with Harrow Way Community School

Approximately **how many** local residents will benefit?

4500 directly per annum; all local residents indirectly

Your financial Situation

All application must be accompanied by the following financial information. **If you do not supply this information your application will not be considered.**

- A copy of your latest approved statement of income and expenditure or other financial report which indicates your financial position
- Photocopy of bank statements covering the last year
- A statement of your capital assets if any.

DECLARATION

This grant aid application should be signed by **two** members of your Organisation's Committee, one of whom must be the Chairman, Honorary Secretary or Honorary Treasurer.

We hereby certify that the information supplied in this application is correct and we confirm that any grant awarded by the Council will be spent only on the purpose for which it was given.

Signed:	Date: 19-03-21
Position in organisation: Trustee	
Signed:	Date: 20/3/21
Position in organisation: Treasurer	

Please return the form to:

Committee Officer

Andover Town Council, First Floor Offices, 68B, High Street, Andover, Hampshire SP10 1NG

Telephone No: 01264 335592

OR

Electronic copies to: **info@andovertc.co.uk**

Please refer to the Grants Guidelines when completing this application.

All sections of this form must be completed. Failure to complete the form will result in rejection of the application.

Applicants are advised that this form and the information contained in it will be included as part of the Town Council's public records.

FOR OFFICE USE ONLY

Date received.....

Grant awarded.....

A-Fest 2020

2020 was a challenging year for everyone, which was why it was even more important to run A-Fest, showing the amazing range of things on offer for young people in the Andover area. It is important to the organisations who have not been able to run their usual events, or sessions.

We were hoping that it would be a physical event. There was a huge response to A-Fest online, we very quickly booked up all of the available slots for organisations and local businesses, and everyone was very understanding in finding ways to do interviews, set up information and working in a difficult situation.

In order to have the new system work, we had to invest in a website, secure online co-working space, as well as buying in the specialist time of someone who had already done a live cast.

We decided to work with Dmitrijs Meiksans as he was able to add in a youth perspective to a youth event.

There were also expenses associated with meeting in a Covid-secure way, as our office was closed, and not available. There were also costs for services and stalls that we had paid before lockdown, such as licenses, and booking a stage. We are working on negotiating these costs against future physical events. When we are able to have physical events in Andover High Street.

The day itself was set up to have a number of pre-recorded interviews, and videos alongside some live interviews. We worked hard to have a balance of youth lead initiatives and activities for young people from 5- 18 years-old.

We set up in The Rockhouse, which were very kind in agreeing to host us in a Covid safe way, and began broadcasting A-Fest from there. There were, unfortunately some technical issues which meant that we had to transfer mid-morning to The White Hart.

This solved some of the technical issues, although it became obvious that we could not run the live interviews while live casting, and so we had to set up a second computer to do the live interviews, and then copy them across to the live casting computer to be used.

In the run up to the event we invested in social media advertising with help from Cat Randle.

For the first of this type of event, the reach was as we would have wanted. On the week of A-Fest, reached over 10,000 on Facebook, and 5,000 on Instagram.

On the day we had thirty organisations and music acts as part of the event, all of the videos from this are now available on YouTube, and will go out regularly via Facebook, to increase the impact of the event,

We had 511 views on YouTube on the day, and the views have continued to grow; and as at today there are 690 views, with an organic growth of between six and ten views per week. This resource will continue without advertising to keep promoting Andover in 2020.

A-Fest was covered by the Andover Advertiser, Hampshire TV and Test Valley Gazette, which raised awareness for the festival across the region.

Moving forwards, the website to continue signposting people to organisations is in development, and should be launched by the end of March, and as agreed, with them we will be highlighting the videos from a range of organisations to make sure they continue to benefit from their association with A-Fest.

Budget	Budget Price exc VAT	VAT	Budget Price inc VAT	Actual Price exc VAT	VAT	Actual Price inc VAT
First Aid, Security and Stage	1008.33	201.7	1210	333.33	67	400
Licences and legalities	181.67	36.33	218	45.40	9.1	54.48
Promotion including website	312.83	62.57	375.4	1047.93	210	1257.51
Attractions	1500.00	300	1800	0.00	0	0
Sessional time	416.67	83.33	500	1666.67	333	2000
Contingency	341.95	68.39	410.34	0.00	0	0
Travel and Subsistence	0.00	0.00	0.00	200.62	40	240.74
Online secure shared workspace	0.00	0.00	0.00	247.06	49	296.47
Total	3761.45	752.3	4513.74	3541	708	4249.2

Appendix F: Work Programme

F

Date of Meeting	ITEM	Requested by	Purpose of Item
8 December 2020	To receive and review the amended Media Policy and Social Media policy.		
8 December 2020	To discuss Levy and Non-Levy Items		
8 December 2020	Receive a written update report on the online A-Fest that happened in May 2020		Written report to be circulated prior to agenda being sent
8 December 2020	To receive an update report on the Christmas Lights	Cttee	
8 December 2020	To receive a report on Shaw's Walk Street Furniture		
8 December 2020	To make final adjustments to Budget if necessary	Stat	
12 January 2021	To receive the Terms and References for the following Working Groups: <ul style="list-style-type: none"> • Independent Access to Street-Level Shops • Public Toilets • Andover Cenotaph • Community Transport • Christmas Lights 	Chair	
12 January 2021	To review Final Budget 2021/2022	Chair	
13 April 2021	Websites and Social Media: <ol style="list-style-type: none"> a. To receive a verbal update from the Lead Member on the Council Website Refresh and the Visit Andover Website. b. To note a written Report from the Town Clerk on the Council's future use of its Website and Facebook Page to promote Council/Committee matters, will be brought to a future Assets & Communities Meeting. 	Chair	
13 April 2021	To receive a report on A-Fest	Cttee	
13 April 2021	To receive a report on Christmas Lights 2021	Cttee	
13 April 2021	To receive a report on Council Office Provision	Cttee	
13 April 2021	To consider a Grant Application from Andover Trees United	Cttee	