



ANDOVER TOWN COUNCIL

Community and Events Committee Agenda

Wednesday 20 July 2022

To the duly elected Members of the Community & Events Committee:

Cllr N Asamoah, Cllr L Banville, Cllr C Ecclestone, Cllr N Long, Cllr R Meyer, Cllr J Sangster and Cllr D Treadwell (copies to all other Members of Andover Town Council).

You are hereby summoned to attend a **Community and Events Committee Meeting** to be held at the **Upper Guildhall, High Street, Andover** on **Wednesday, 20 July 2022 at 6.30pm**, when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter
Town Clerk – 14 July 2022



ANDOVER TOWN COUNCIL

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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.

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Item 1: APPOINTMENT OF CHAIRMAN

To **appoint** a Chairman of the Committee for the Municipal Year 2022/2023.

Item 2: APPOINTMENT OF VICE-CHAIRMAN

To **appoint** a Vice Chairman of the Committee for the Municipal Year 2022/2023.

Item 3: APOLOGIES FOR ABSENCE

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

Item 4: DECLARATIONS OF INTEREST

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

Item 5: PUBLIC PARTICIPATON

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 6: MOTIONS

To receive and vote on motions received in writing 10 clear days prior to the meeting as per Standing Order 9 (b).

Motion for the provision of careers' fairs.

Proposed by:

Cllr J Sangster

Seconded by:

Cllr D Treadwell.

To promote and support the wide range of employment and career opportunities that exist amongst Andover's businesses, the Community and Events Committee resolves to recommend to Full Council to:

- Approve a virement from Operational Reserves of up to £2000 excluding VAT, towards the provision of employment and careers fairs for Science, Engineering and Technology (SET), and Logistics, in March/April 2023.

- Appoint an Employment and Careers Working Group that reports to the Community & Events Committee, comprising up to five Members, appoints the Chairman, with three Members required for a meeting to be quorate. The Group is to provide updates at future Council meetings, on the proposed employment and careers fairs.
- The Group is authorised to liaise with external organisations and individuals, to identify help to finance, run and participate in the fairs. All financial and contractual matters are to be carried out by the Town Clerk.

Instructs the Town Clerk to:

- Action all financial and contractual matters required for the fairs.
- Nominate an Officer to liaise and advise the Working Group as required.

Item 7: CHRSITMAS LIGHTS 2022

To **receive** and **note** an update report on the Christmas Light provision for 2022 and **approve** next steps for Christmas Lights provision for 2023-2026 - attached at **Appendix A (Page 6)**

Item 8: GRANTS

To **receive** and **approve** the following grant applications – report attached at **Appendix B (Page 9)**

- Andover Festival of Motoring
- Spotlight UK
- Youth In Test Valley Awards
- Youth Services for Andover Town (Unity)

Item 9: WORKING GROUPS

To **consider** and **approve** the following Members-led Working Groups and associated Terms of Reference attached at **Appendix C (Page 15)**

- Youth Support.
- Website
- Library Support.
- Independent Access
- Christmas Lights/Event Provision
- Community Transport
- Career Fairs

To **invite** members to join the Working Groups, once approved.

Item 10: COMMITTEE WORK PROGRAMME

Members to **consider** a Programme of Works at **Appendix D (Page 22)**

Item 11: DATE OF NEXT MEETING

Members are requested to **note** the date of the next meeting: **Wednesday 19 October 2022**, at **The Lights, Andover, starting at 6.30pm.**

The Chairman will close the meeting.

Appendix A: Christmas Tree and Christmas Light provision for 2022/23 and 2023/26

A

Christmas Lights provision

Produced for:

Community and Events Committee

Date of Report:

4 July 2022

Summary of Key Issues

To receive an update on the Christmas Tree and Christmas Light provision for 2022

To consider the Christmas Light Provision for 2023-2026.

Update on Christmas Lights 2022:

The Christmas Tree has been ordered for delivery November 2022.

The application process for licenses to hang the festive lighting has started for the Christmas Lights Provision 2022. The provision will be the same as 2021/2022.

The same fencing as used last year will be ordered to place around the tree.

Members are asked to consider the fencing provision for the next 4 contractual years.

Christmas Light Provision 2023-2026:

Members are requested to consider if the scope of the Christmas Lights provision should be extended.

If the scheme is to be extended, then members need to consider adding commando sockets to more columns in order to accommodate a motif. The following columns, within the centre of town, do not currently have commando sockets:

(Please see attached maps)

Newbury Street:	3 columns
High Street (upper):	3 columns
Waterloo Court:	7 columns
Waterloo Court (historic):	3 columns
Lower High Street:	3 columns
Globe cut through:	3 columns

Potential total: 22 columns

Members may also like to consider, the columns in the car parks:

Black Swan Yard Carpark:	9 columns
Black Swan Yard (road):	6 columns
Black Swan Yard (alley):	3 columns
George Yard car park:	10 columns
George Yard (road):	7 columns
George Yard (alley):	3 columns

Potential total: 38 columns

If all columns were done: 60 in total

Current provision: 36 in total
Total cost (circa): £18,000

Members to **note** that not all available columns will be suitable for commando sockets.

Andover Town Council will be able to use CIL money to cover the additional infrastructure for the columns.

Each commando socket would cost circa £300 and would have to be installed by Enviro (SSE), price confirmation pending.

Christmas Light Provision contract 2023-2026

Members are asked to note that the current Christmas Lights contract comes to an end in January 2023.

The Council must appoint a provider to continue the provision for the next four contractual years. It is estimated that the next Christmas Lights provision will exceed the £25,000 per year limit set by central government for local government contract provision and therefore the process of requesting quotes for contracts will need to be different. The process is set out below:

- When the Council is proposing to enter into any contract for goods and services the Officers should first estimate the value of the contract. Various laws impose requirements on councils' contracts, according to the contract's estimated value.
- The "Contracts Finder Advertising Rules" in Part 4 of the Public Contracts Regulations 2015 (SI 2015 No 102) apply to all contracts valued above £25,000 and below the relevant EU Threshold.
- It is estimated that the contract for the supply of Christmas Lights from 2023 – 2026 will be greater than £25,000 but less than the EU Threshold of £118,113.

Therefore, the Council must carry out the following:

1. If the Council advertises a contract award opportunity, it must also publish information about that contract award opportunity on the Contracts Finder within 24 hours of the time it advertises the opportunity in any other way (reg. 110);
2. It cannot include a pre-qualification stage in the procurement (reg. 111); and
3. Whether or not it advertised the contract opportunity, it must publish on Contracts Finder the following details of the contract *award*:
 - The name of the contractor
 - The date on which the contract was entered into
 - The value of the contract
 - Whether the contract is a SME or VCSE

Unless publication would impede law, enforcement or would otherwise be contrary to the public interest; would prejudice the legitimate commercial interests of a particular economic operator, whether public or private; or might prejudice fair competition between economic operators (reg. 112).

<https://www.gov.uk/contracts-finder>

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 to engage with Enerveo to confirm which columns are suitable for commando sockets.**
- To instruct Officers to add suitable columns to the scheme and to bring back accurate costings to the next Committee meeting. Costings to include installation of commando sockets and structural survey.**
- Once extended scheme is agreed to instruct the Officers to action the installation of commando sockets to agreed columns.**
- Once extended scheme is agreed to instruct the Officers to action the process to source a Contract for the Christmas Lights provision 2023-2026.**

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 B: Grants

B

Produced for: Community and Events Committee	Date of Report: 14/07/2022	Author of Report: Micha Young
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Summary of Key Issues:

To consider received grant applications for recommendation to Full Council.

Andover Festival of Motoring

Description of Activity:

Our Andover Community Interest Company (CIC) is hosting the 6th Anniversary of the Andover Festival of Motoring on Sunday 28th August, from 1000-1600hrs. This year's event is the first since Covid-19 stopped all events in 2020 and will be held in Andover Town Centre. The event is free to the Public and a small entry fee for display vehicles that will go towards the event costs/donations. The plan is for some 300 cars, motorbikes, buses, military, farming and commercial vehicles to be on display. Subject to funding, there will be character vehicles such as the Batmobile, Chitty Chitty Bang Bang and the Flintstones and we hope to provide "super car" rides. Local "Cosplay" groups will be taking part as favourite film characters such as Iron Man, Super Girl, Star Wars Storm Troopers, Batman and the Joker.

Details of Activity:

Large free-to-public events like these are expensive to hold and we are reliant on sponsorship, donations, grants and income generated on the day. The grant funding will go towards the cost of providing this event.

People in Andover who will benefit:

The Andover Festival of Motoring is an annual fixture that Andover residents and visitors can attend for free and which help improve the health and wellbeing of the community. It will benefit all ages and not only does it encourage families and friends to come together and enjoy the festival, it is also a Unique Selling Point that helps promote Andover as a destination for high quality Festivals. By holding it within the Town Centre, the public are also able to shop in the wide variety of business offering. The decision not to provide food/drink stalls within the Town Centre will encourage people to use the existing businesses, which will ensure the money is spent locally. Were the Festival not to take place, residents and visitors would lose out on the opportunity to participate in a community focused event at the heart of the Town. Town Centre businesses would lose out on much needed income that would be generated from the residents and visitors attending the event. Local charities/community groups would lose out from the donations that would be raised by the event. Andover would lose out on being known as the destination for motoring events in Hampshire.

Funding Applied for:

Andover Town Council	£735
Hampshire County Council	£1,000
Test Valley Borough Council	£1,000
Sponsors	£2,500
Other Income	£3,000

Status: **To be confirmed**

BUDGET DETAILS

Costs

ITEM	COST	VAT	TOTAL
Administration	£300		
Insurance	£600		
Character Cars	£4,000		
Marketing (leaflets, posters)	£575		
Banners x 2	£275		
Security, First Aid, Radios	£1,649		
Road Signage	£150		
Sponsorship posters	£0		
Contingency	£200		
Refreshments for Volunteers	£75		
TVBC Costs	£100		
Street Cleaning	£100		
Prizes, etc	£250		
TOTAL PROJECT COSTS	£8,274.00		

Spotlight UK

Description of Activity:

Free family fun day for around 500 children from across Andover and this will pay to hire inflatables for the day.

Details of Activity:

Spotlight UK has been working in Basingstoke for 13 years in April and works with young people and across Andover, Portsmouth, Farnborough, Newbury and Reading for 5 years.

We want to run a free family fun day for children from vulnerable and disadvantaged backgrounds. To help improve confidence, self-esteem and mental health. We will be offering this event to families from low income, children in care, young carers, children affected by domestic abuse, families affected by mental health issues or loss of separation.

Our view is that we can't take away the past, but we can create new memories. We therefore want to run an event that can encourage families to spend some quality time together away from the stresses of life away from home.

People in Andover who will benefit:

We will invite families from Andover C of E, Vigo, Ampert, Anton Juniors and Cheriton amongst others.

Funding Applied for:

Andover Town Council: **£2,000**

Other funding applied for: n/a

BUDGET DETAILS

Costs

ITEM	COST	VAT	TOTAL
Hire of inflatables, bouncy castles	£2,000	£0	£2,000
TOTAL PROJECT COSTS:	£2,000		

Youth in Test Valley Awards

Description of Activity:

With this project, we are hoping to enable young people from across the Borough to discover their own entrepreneurial spirits, and identify key young people who are showing the most determination to become future leaders within the Borough, by demonstrating their skills through a variety of rounds as part of the contest, such as their ability to lead, work as part of a team and effectively communicate.

Initially, young people will either be able to nominate themselves or have a responsible adult/teacher/parent nominate them, whereby they then form as part of a "talent pool", there are then a variety of rounds to eliminate young people off, as a way to identify the young people that perform the best each round, as agreed by a different panel of judges each round, comprised of a variety of local leaders in politics, business and other industries as appropriate to each round.

At the end, there are then a handful of young people at the end of the rounds, who are then invited to a finale to complete a task under time-pressure in time for a live audience in the evening, whereby the final young person is identified as the winner, and receives potential investment and mentorship.

Details of Activity:

We hope to work closely with Test Valley Borough Council, Hampshire County Council, Hampshire Chamber of Commerce, the Andover BID, Andover and Romsey networking groups, local businesses, stakeholders and more to really bring this project to life.

The grant is required to be able to cover the project-based costs of doing so.

We have forwarded the Town Clerk and the Deputy Clerk copies of the project proposal, a more detailed budget (as it was required to condense two budget headings into one for the purpose of hitting it into the application form), a breakdown of the amounts we have asked from the five largest Parishes in terms of their populations of young people, and how we have calculated this (this has been done as a result of feedback from previous grants that the Director of the CIC has applied for).

People in Andover who will benefit:

Young people within Andover, specifically.

Funding applied for:

Andover Town Council	£650
Hampshire County Council	£1,000 (Will be applying from Cllr Donnelley)
Test Valley Borough Council	£1,000 (Cllr support has been granted, application to be submitted asap)
Town/Parish Council	£1,000 (Romsey, Valley Park, Romsey Extra and North Baddesley)
Other (please provide details)	£500 (Local businesses sponsoring the event)

BUDGET DETAILS

Costs

ITEM	COST	VAT	TOTAL
Venue hire for sessions/workshops	£900		
Sessional time	£800		
Promotional material	£300		
Licences and legalities (insurance)	£300		
Travel cost and food	£350		
Investment for winning young person	£500	(strictly from business sponsorship)	
Contingency costs (10%)	£350		
TOTAL PROJECT COSTS:	£3,500		

Youth Services for Andover Town

Description of Activity:

In partnership with Dmitrijs Meiksans MYP, the Member of the Youth Parliament for Northwest Hampshire, we ran a large-scale consultation with young people aged 11-16 on the current state of youth provision in Andover and surrounding areas. 883 young people took part:

- 271 were from year 7 (11-12 yrs)
- 153 from year 8 (12-13 yrs)
- 111 from year 9 (13-14 yrs)
- 197 from year 10 (14-15 yrs)
- 151 from year 11 (15-16 yrs)

Some of the issues raised will take a while and a lot of multi-agency cooperation to address. However, it is important to follow up such a consultation with some quick wins to reassure young people that the consultation was meaningful and so promote a positive engagement in local democracy. Unity is in the ideal position to respond quickly on behalf of the community. This project is designed as the first step in responding to the views expressed by young people. We will address three of the questions asked:

Do you think there is enough for young people to do?

What kinds of things do you want to see happen in your local community?

Do you want to do more in your local community? (in the context of young people's volunteering)

We will ensure that the project complements the existing patchwork of youth provision so that it adds to the whole in a coherent way.

Details of Activity:

883 young people took part in the consultation.

In the "stuff to do" questions, 492 (55.7%) of young people said that there is not enough to do outside the home. The suggestions made include some that would require long-term investment in infrastructure (e.g.: more shops, upgraded town centre), but some could be addressed quite quickly. Examples of the latter include:

- More opportunities for us to get involved in
- More youth clubs appealing to all
- Places to hang out - safe spaces
- Events
- Fairs

In relation to volunteering, 153 said that they already volunteer – a surprisingly high number, but still only 17.3%. When asked whether they'd like to do more, however, 495 (56.1%) said that they would. The fact that more than half of young people in Andover would like to give as well as receive is heartening. It represents a significant untapped pool of potential voluntary activity and shows a widespread desire amongst young people to engage positively with their community.

We propose to pilot a flexible, responsive programme of pop-up events, based on known patterns of where young people currently like to hang out but expanding to other locations depending on demand. These will be announced via social media, word of mouth and on our website and those of other youth providers.

Because of our position at the heart of the voluntary sector, we have a very detailed understanding of existing activity that could be drawn upon to create an attractive series of activities that will not only entertain young people but also promote positive health and wellbeing and provide a platform for the greater engagement in community that they are asking for. Some of the activities will involve “repurposing” existing provision from partner organisations, some will be completely new.

It would be impossible to provide a comprehensive list here. It would also be contrary to the spirit of the pilot which aims to respond to what young people tell us they want rather than providing a set menu of choices. However, it might help flesh the proposal out a bit to illustrate some possibilities:

- Sessions on healthy eating by mimicking popular TV cooking programmes
- Use of our town centre allotment to encourage sustainable lifestyles and develop art and craft skills
- Walk and talk sessions led by qualified mental health first-aiders
- Creative arts (e.g., music, street dance and art)
- Use of our transport fleet to run environmental activities outside the town centre
- Impromptu sports events

Since we run the Test Valley Volunteer Centre, we can take the opportunity of every encounter with young people to enable them to offer their skills and energy to a variety of community groups. For example, we have received Big Lottery funding to help older residents improve their digital literacy. We are providing basic teaching, but practice makes perfect; young people who are growing up in a world in which digital communication is the norm are well placed to help older people practice and reinforce their use of technology.

This is just one example. The point is to take an asset-based approach based on what young people can do and how they'd like to help. It is important to stress that we have rigorous safeguarding policies and procedures to ensure the safety of all such activity.

People in Andover Who Will Benefit:

Beneficiaries would include more than 2,000 young people aged 12 - 24 living in the Andover Town Council catchment. The multiplier effect of this work would resonate across the entire community from participants to their families and other siblings; charities and community groups and their service users engaging with the young people as volunteers; Schools would see an improvement in the way young people engage with the community, creating new ideas, learning new skills and improving communication.

Funding Applied For:

Andover Town Council	£7,500
Hampshire County Council	£1,000 (Outcome expected by the end of July)

Test Valley Borough Council £1,200 (Outcome of request for Councillor grants expected by the end of July)
We will use £1,800 of our core funding for the volunteer centre to contribute to this project.)

BUDGET DETAILS

Costs

ITEM	COST	VAT	TOTAL
Running pop-up events	£7,000	£0	£7,000
Consumables	£1,000	£200	£1,200
Volunteer activity (inc DBS checks)	£3,000	£0	£3,000
Transport	£500	£0	£500
TOTAL PROJECT COSTS:	£11,500	£200	£11,700

Legal and Policy Implications

Andover Town Council must comply with its own Grants Policy.

Recommendations:

To consider and approve for recommendation to Full Council.

Note: The person to contact about this report is Micha Young (Committee Officer), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk Distribution: To all Council

Andover Town Council – Youth Support Working Group Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Youth Support Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.
4. **Age Range of Youths.** The proposed age range of youths is 12-16 years of age (up to age 24 for disabled).

Tasks

5. To document the current Youth Support provided by Local Authorities and Community/Charitable Organisations.
6. To identify the role(s) the Council could play in contributing towards and/or providing Youth Support.
7. To identify potential categories of youths and their potential mental and physical health benefits from using Youth Support.
8. To identify the types of Youth Support that the Council could provide.
9. To identify costed options for Youth Support.
10. To identify sources of funding to contribute towards the provision of Youth Support.
11. To liaise with other Local Authorities and landowners regarding the requirements, permissions, processes, etc., needed to establish Youth Support.
12. To recommend to the Community and Events Committee:
 - a. The Council's contribution and/or involvement in the provision of Youth Support.
 - b. Costed proposals and funding options for Youth Support.

Andover Town Council – Town Council and Visit Andover Websites Working Group

Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Town Council and Visit Andover Websites Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.

Tasks

4. To identify potential categories of users of the Town Council and Visit Andover websites.
5. To identify costed incentives/promotions to encourage website users to use the Town Council and Visit Andover websites more, and to visit Andover.
6. To develop a dummy Town Council website, ready to go live once approved.
7. To identify costed Town Council website development/operating/maintenance options.
8. To identify potential sources of funding to contribute towards the ongoing maintenance of the Town Council and Visit Andover websites.
9. To identify potential income from the Town Council and Visit Andover websites.
10. To liaise with other Local Authorities, businesses and landowners regarding their featuring, appearance and promotions on the Town Council and Visit Andover websites.
11. To recommend to the Community and Events Committee:
 - a. A Town Council website that is recommended for approval and commissioning.
 - b. Costed proposals for the Town Council website's development, operation and maintenance.
 - c. Funding income/expenditure options for the Town Council and Visit Andover websites.

Andover Town Council – Library Support Working Group Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Library Support Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.

Tasks

4. To identify potential categories of library users, their potential mental and physical health benefits from using the service.
5. To identify the types of Library Support that would benefit residents and visitors.
6. To identify costed operating/maintenance options
7. To identify sources of funding to contribute towards the provision of Library Support.
8. To liaise with other Local Authorities regarding the requirements, permissions, processes, etc., needed to provide Library Support.
9. To recommend to the Community and Events Committee:
 - a. Costed proposals for Library Support, application processes, operation and maintenance.
 - b. Funding options for Library Support.

Andover Town Council – Independent Access Working Group Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Independent Access Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.

Tasks

4. To identify potential categories of users requiring Independent Access to street-level shops and their average weekly spend in Town Centre businesses.
5. To identify any categories of users discouraged from visiting Andover due to lack of Independent Access to street-level shops and any other restrictions.
6. To identify costed incentives/promotions to encourage users to visit Andover.
7. To identify costed incentives/promotions to encourage street-level businesses to install/operate systems to enable Independent Access.
8. To identify Independent Access systems and suppliers.
9. To identify Council and other funding streams that might be able to contribute towards the provision of Independent Access systems.
10. To liaise with other Local Authorities, businesses and landowners, regarding the provision of Independent Access systems for their street-level properties.
11. To recommend to the Community and Events Committee:
 - a. A Scheme for Independent Access to Street-Level Shops.
 - b. Costed proposals for the introduction of the Scheme.

Andover Town Council – Christmas Lights and Events Working Group Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Christmas Lights and Events Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.

Tasks

4. To carry out an audit of the current Christmas Lights and Events provision within Andover Town Centre.
5. To carry out public consultation (via press release, website and social media) on whether/how the Christmas Lights and Events provision within Andover Town Centre could be improved.
6. To review the public consultation feedback on the current Christmas Lights and Events provision and how they can be improved for 2023-2026.
7. To explore alternative 2023-2026 Christmas Lighting Displays and Christmas Events to be organised by the Town Council.
8. To liaise with the appropriate Local Authorities, organisations and property owners, concerning any restrictions and permissions required for introducing additional and more creative Christmas Lights displays (including laser displays, lighting on buildings, in trees, across the Streets and Lanes) and new Christmas Events.
9. To identify and prepare costed proposals for new Andover Town Centre Christmas Lights Displays and Events.
10. To recommend to the Community and Events Committee:
 - a. Costed proposals for new Andover Town Centre Christmas Lights Displays and new Christmas Events to be organised by the Town Council.

Andover Town Council - Community Transport Working Group Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Community Transport Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.

Tasks

4. To identify potential users of a community transport service, the potential mental and physical health benefits from using the service, the potential users average weekly financial spend in Town Centre businesses, etc.
5. To identify local community transport routes/dates/times that could contribute:
 - a. Mental and physical health benefits for Andover residents and other Parishes.
 - b. Economic benefits for Andover Town Centre businesses.
6. To identify possible funding streams to finance the setting up and ongoing maintenance of the community transport service.
7. To liaise with other Local Authorities to consider their involvement in a future community transport service that would benefit their residents.
8. To liaise with other Local Authorities and Landowners regarding the requirements, permissions, processes, etc, needed to establish the community transport routes.
9. To recommend to the Community and Events Committee:
 - a. Costed proposals for individual community transport routes, application processes, operation and maintenance.
 - b. Funding options for individual community transport routes.

Andover Town Council – Careers Fairs Working Group Terms of Reference

Composition and Delegated Authority

1. The Terms of Reference for the Careers Fairs Working Group are below.
2. **Composition.** Any Member, Officer and non-Cllr interested in getting involved, may be invited to join the Working Group. The Community and Events Committee will appoint the Working Group and will approve non-Cllrs who have requested to join the Working Group. The Working Group Members will appoint a Lead Member.
3. **Delegated Authority.** The Working Group has no delegated authority to make decisions or incur expenditure, on behalf of the Community and Events Committee.

Tasks

4. To identify potential categories of residents that would benefit from specific careers fairs.
5. To identify businesses that would support and attend specific careers fairs.
6. To identify suitable locations, dates and timings to hold the Careers Fairs.
7. To confirm the feasibility of holding the first Careers Fairs in March/April 2023.
8. To produce a costed Careers Fairs Project Plan(s).
9. To identify sources of funding to contribute towards the provision of Careers Fairs.
10. To liaise with other Local Authorities and landowners regarding the requirements, permissions, processes, etc., needed to deliver Careers Fairs.
11. To recommend to the Community and Events Committee:
 - a. Costed proposals for Careers Fairs in March/April 2023.
 - b. Funding options for Careers Fairs.

Appendix D: Committee Work Programme

D

COMMUNITY and EVENTS WORK PROGRAMME: July 2022

Date of Meeting	ITEM	Requested by	Purpose of Item