

# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the Members of the **Assets and Amenities Committee**:

Cllrs V Pond (Chairman), R Kidd (Vice-Chairman), K Bird, C Ecclestone, L Bird, A Cotter, L Gregori, S Hardstaff, R Hughes, G McBride, M Mumford and B Long.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ASSETS AND AMENITIES Committee** to be held at The Upper Guildhall, High Street, Andover on Thursday 12 April 2018 at 7.00 pm when it is proposed to transact the following business:-

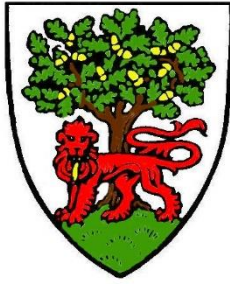
Tor Warburton – Committee Officer (training)

5 April 2018

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- 1 **APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
  - 2 **DECLARATIONS OF INTEREST**  
To receive and note any declarations of interest relevant to the agenda.
  - 3 **MINUTES**  
To receive and agree the minutes of the Assets and Amenities Committee meeting held on 1 February 2018 – attached at **Appendix A**.
  - 4 **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 will be given, 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.
  - 5 **WORKING GROUPS**  
To note the Asset and Amenities Committee Working Groups, to confirm current and active Working Groups, to formally disband working groups that are no longer operating – attached at **Appendix B**.
  - 6 **COMMUNITY RIGHT TO BID**  
To note updated list – attached at **Appendix C**.
  - 7 **DEFIBRILATORS**  
Insurance details have been checked and, further to the previous misunderstanding, it is confirmed that all defibrillators are now separately covered on the Town Council insurance. No further action required.
  - 8 **TERMS OF REFERENCE**  
To confirm new Terms of Reference – **attached at Appendix D**
  - 9 **REPORTS FROM WORKING GROUPS**  
To receive reports from Working Groups.
  - 10 **COMMITTEE WORK PROGRAMME**  
To discuss items on the current Committee Work Programme and to make changes as necessary – attached at **Appendix E**.
  - 11 **DATE OF NEXT MEETING**

To note the date of the next Committee Meeting – **Thursday 7 June 2018 at 7pm** to be held in The Town Council Offices, 68B High Street, Andover SP10 1NG.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

*Constantia Basis Virtutum*

## Minutes of Assets and Amenities Committee

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### Time and date

7.00pm on Thursday 1 February 2017

### Place

Upper Guildhall, High Street, Andover

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Details of Attendance:

#### Town Councillors

Cllr V Pond (P) – Chairman		
Cllr R Kidd (P) – Vice Chairman		
Cllr A Cotter (P)	Cllr L Gregori (P)	Cllr B Long (P)
Cllr G McBride (P)	Cllr K Bird (P)	Cllr C Ecclestone (P)
Cllr M Mumford (P)	Cllr S Hardstaff (A)	

Officer: Tor Warburton (Committee Officer – Taking the minutes (Training))

Other Cllrs present: Cllr Z Brooks

Members of the Public: 0

The Chairperson started the meeting at 7.00pm.

#### **AA 044/17 APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr S Hardstaff.

#### **AA045/17 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **AA046/17 MINUTES**

It was proposed by Cllr B Long and seconded by Cllr K Bird that the minutes of the Assets and Amenities Committee meeting held on the 7 December 2017 be received and signed by the Chairman as a correct record.

A vote was taken that was unanimous.

**RESOLVED: that the minutes of the Assets and Amenities Committee meeting held on the 7 December 2017 be received and signed by the Chairman as a correct record.**

**AA047/17 PUBLIC PARTICIPATION**

There were no members of the public present.

**AA048/17 FREEDOM OF INFORMATION CODE OF CONDUCT CONSULTATION**

The Freedom of Information code of conduct was discussed and it was agreed that there were no comments on it as it was fundamentally a very good document.

It was proposed by Cllr K Bird and seconded by Cllr C Ecclestone that the committee is satisfied with the Freedom of Information Code of Conduct as it stood and therefore no formal response was required to the consultation.

A vote was taken which was unanimous.

**RESOLVED: that the committee was satisfied with the Freedom of Information Code of Conduct as it stood so no formal response required to the formal consultation.**

**AA049/17 COMMUNITY RIGHT TO BID**

A verbal report was received. It was highlighted that Councillors were asked to send maps of land or buildings that they wanted included in the Community Right to Bid, but none were received.

King Arthurs Hall had been submitted.

The Guildhall had been submitted.

Cllr K Bird reminded members that if there was anything in their wards that they wished submitted please send maps with the areas clearly labelled and Cllr K Bird would submit.

Cllr K Bird to re-circulate the updated list.

**AA050/17 OFFICE ACCOMODATION**

The report was noted and thanks was given to Cllr Pond regarding work done on office move.

**AA051/17 REPORTS FROM WORKING GROUP**

**The following reports were received and noted:**

Railways – minutes from the last minute attached Appendix A

**AA052/17 COMMITTEE WORK PROGRAMME**

Cllr C Ecclestone asked what was happening with the defibrillators and was informed that the monies from David Mellor have been received. Cllr C Ecclestone agreed to look into insurance for the defibrillators and this was added to the work programme.

M Mumford left 7.21pm.

M Mumford returned at 7.23pm.

Cllr C Ecclestone is keen to restart the HCC Working Group, Committee Office to send over names of previous members and Cllr C Ecclestone to create Terms of Reference. This was added to the work programme.

Cllr L Gregori noted that the undertaking of the Bus Shelters had not been decided yet. It was agreed that a list of the locations of the Bus Shelters should be obtained. This was added to the work programme.

The Chairman closed the meeting at 7.29pm

Chairman

Date

**LUDGERSHALL to ANDOVER RAILWAY  
STEERING GROUP**

**Minutes of the Ludgershall to Andover Railway Steering Group held on Tuesday  
23<sup>rd</sup> January 2018 in Ludgershall Council Chambers, Memorial Hall at 2pm**

<b>Present:</b>	Owen White LTC	Brian Cordery LTC
	Christopher Ecclestone ATC	Mick Williams LTC
	Tony Pickernell LTC & TCAP	Mike Giles LTC
	Tom Rolt.	Christopher williams -Wilts Council
	Jan Budzynski -TVBC	

	<u>Agenda Item</u>	<u>Action</u>
<b>1</b>	<b><u>Apologies</u></b> were received from Horace Prickett, Wiltshire Council and Paddy Bradley, Swindon & Wiltshire LEP	
<b>2</b>	Mr J Budzynski was introduced to the committee as a representative of Test Valley Borough Council and Cllr David Drew, TVBC also offered his support. <b><u>Minutes</u></b> from the previous meeting arranged by Claire Perry MP had been distributed. <b><u>Matters arising</u></b> – All relevant paperwork had been forwarded to Paddy Bradley Swindon & Wiltshire LEP prior to a Feasibility Study being arranged. MP for North West Hampshire Kit Malthouse has also offered his support and help for this excellent project.	
<b>3.</b>	The committee discussed the way forward, Tim Rolt gave details of the Hampshire M3 LEP phone number 01962846755 and contact name Kevin Travers on 07721128904 it was agreed a meeting between Hampshire & Swindon/Wiltshire LEP should be arranged. Aspiration long-term is to have the route from Ludgershall/Andover/Basingstoke and maybe extend as far as Reading but work to re-instate the Ludgershall to Andover passenger service is priority and any addition to the route could be added at a later date with extra halts/stations etc being part of a business plan. Two locations in Ludgershall have been identified as possible sites for a car park.	O. White

4.	<p>Tony Pickernell asked if MoD had given permission to use the line for a new passenger service, the discussion at previous meeting stated MoD have a National Freight contract with Network Rail and that there is a run around loop on the network rail side of MoD railhead at Ludgershall. O White will contact Claire Perry MP and Mr A Couper Johnston, Network rail for clarification on this point.</p> <p>A feasibility study to be carried out by both LEP's as the route is cross borders- it needs to be customer based and to talk with MoD on their future use of the line.</p>	O. White
5.	<p>With the rebasing of approximately 20,000 military personnel to Salisbury Plain in 2019, this route would provide a wider rail infrastructure to the eastern end of Salisbury Plain. Ludgershall has up to 1,000 new homes earmarked and Andover also has large housing developments which are required by government so without job opportunities both Towns could become dormitory Towns. It was agreed Business Economic officers from Wiltshire Council Tim Martiensen and Test Valley Borough Council David Drew should be contacted to arrange discussions on possible business opportunities.</p> <p>The rush hour traffic through Ludgershall is bad even before the new dwellings are occupied so this new shuttle service at peak times could help the traffic situation.</p>	O.White & C.Ecclestone

There being no further business to discuss the meeting closed at 14.50.

ANDOVER TOWN COUNCIL – WORKING GROUPS 2017

COMMUNITY ENGAGEMENT COMMITTEE								
Grants	Website	WW1 Commemoration	Emergency Plan	Christmas Lights (Publicity)	Business Plan	Andover Challenges Programme	Proms in the Park	A-Fest
B Long	B Long	K Bird	J Msonthi	B Long		Geoff McBride	R Rowles	K Bird
A Cotter	R Hughes	B Long	R Rowles	A Cotter			M Mumford	G McBride
R Hughes	K Bird	S Hardstaff	B Long	V Pond			A Cotter	
R Rowles	R Rowles	V Pond	V Pond	K Bird			S Hardstaff	N Violet
	L Gregori	R Rowles	L Gregori	R Rowles				R Belle
ASSETS & AMENITIES COMMITTEE								
	Boundary Review	Cemeteries	Market Management	Defibrillator	Hospitality		Community Right to Bid	Christmas Lights (Purchasing)
	V Pond	S Hardstaff	C Ecclestone	K Bird	K Bird		J Msonthi	B Long
	B Long	L Gregori	B Long	C Ecclestone	C Ecclestone		R Rowles	A Cotter
	C Ecclestone		R Rowles	R Hughes	M Mumford		B Long	V Pond
	K Bird		L Gregori	B Long	R Rowles		L Gregori	K Bird
	R Hughes		K Bird	R Rowles			K Bird	R Rowles
	L Gates							
	C Bartholomew							
	R Rowles							

POLICY & RESOURCES COMMITTEE								
Council Operations	Earmarked Reserves	Office Accommodation	Review of Committees					
J Msonthi	Town Clerk	L Gates	L Gates					
R Rowles	L Gates	V Pond	S Hardstaff					
B Long	L Gregori	K Bird	K Bird					
L Gates	S Hardstaff	C Ecclestone	A Fitchet					
L Gregori		S Hardstaff	P Crossman					
R Hughes								
C Ecclestone								
K Bird								
WORKING GROUPS ON HOLD								
Bus Shelters								
C Ecclestone								
S Hardstaff								
L Gates								
B Carpenter								
R Rowles								



Suggestions	Written up	Land search	Sent off	Accepted	Refused
64 High Street	X	x	Sep-16		x
Andover College	x	x	Sep-16	x	
Andover Leisure Centre	X	x	Sep-16	x	
Andover War Memorial Hospital	X	x	Sep-16	x	
Anton Lakes Nature Reserve	X	x	Sep-16		
Charlton Lakes	x	x	Sep-16		
King Arthurs Way Community Hall	x				
King George Recreation Ground	x		Sep-16	x	
London Road Sports Ground	x	x	May-17	x	
Phoenix Park	x	x	Sep-16		
Portway Infants School					
St Ann's Community Centre	x	x	Sep-16	x	
The Angel Inn	x	x	May-17	x	
The Magistrates Court	x	x	Sep-16		x
The Phoenix Centre	x	x	Sep-16	x	
Phonix Park, Pilgrims Way	x	x	May-17	x	
The Rendezvous	x	x	Sep-16	x	
Vigo Primary School	x		Sep-16	x	
Vigo Recreation Ground	x	x	May-17	x	
Andover CE School					
Andover Golf Club					
Balksbury School					
Chantry Centre					
Football Pitch					
Harroway Community School					
Icknield School					
Knights Enham School					
Longmeadow Community Centre					
Norman Gate School					
Picket Twenty Community Centre					
Pilgrims Cross School					
Roman Way Primary School					
Rosewood Gardens					
Saxon Fields					
The Guildhall					
The Lights					
Walworth Road Recreational Facilities					
Portway Junior School					
Picket Twenty Recreation Ground	x				

needs re-more info	Re-sent	Accepted Date
	-	
	May-17	Jul-17
	-	
	-	
X	Help!	VP
x	May-17	
	May-17	
	May-17	Jul-17
	May-17	Jul-17
	May-17	
	May-17	Jul-17
	May-17	Jul-17
	-	
	May-17	Jul-17
		Jul-17
	May-17	Jul-17
	-	
	May-17	Jul-17

Help! SH

Help! VP  
Help! VP

Help! BL

**ANDOVER TOWN COUNCIL**  
**ASSETS & COMMUNITIES COMMITTEE**  
**DRAFT TERMS OF REFERENCE**

This committee will comprise of up to 10 Members of the Council.

The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

**Terms of Reference**

To address and where appropriate, formulate policy regarding Assets provided by the Council and develop schemes and projects for Town Development. To address and where appropriate, formulate policy regarding public relations and public engagement by the Council and develop schemes and projects for ongoing publicity of council activities;

To develop, monitor and or review the following and make recommendations to Full Council if projects fall outside delegated Budget as per Standing Orders:

Assets & Amenities

1. To investigate the possible management/ownership of assets in Andover
2. To investigate and exercise the Town Council's Community Right to Bid
3. To support Andover and promote local facilities, including conferences and local shopping
4. To ensure the proper management of the property and amenities owned, controlled or provided by the Town Council
5. To maintain an overview of the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness
6. To negotiate the transfer or management of assets to Andover Town Council from Principal Authorities and other local councils under the guidance of the Responsible Officer.
7. To develop and manage the Christmas Lights

Communications

1. To develop strategy on media relations, and to formulate policy on public participation.
2. To act as a channel for communication with external partners
3. To oversee the maintenance and development of the Council's Website
4. To monitor the Resilience Plan for Andover (managed by other authorities) and ensure Andover Town Council is kept up to date with any actions required.

Business Plan

1. To organise and oversee the Business Plan process throughout the year.
2. To encourage the citizens of Andover to play a major role in shaping the future Business Plan
3. To review progress of current elements of the Business Plan and suggest modifications to Full Council

Events

1. To Co-ordinate and monitor any events the Council conducts or takes part in and to ensure that such activity is publicised

2. To ensure the Working Group, organising the event, provides regular update reports and project plan to ensure funding is correctly spent.

### Grants

1. To oversee and publicise the Smaller Grant Funding the Council releases each year.
2. To oversee and publicise the Community Grant Funding the Council releases each year.
3. To appoint a Working Group to assess applications for funding.
4. To make decisions for awarding both Smaller Grants and Community Grants on behalf of the Council, within the Grant budget.

### Office

1. To monitor management of the Town Council Offices
2. To ensure that the Offices are kept in a manner to provide a community assets to Andover
3. To monitor expenditure for the running of the Town Council Offices.

### Finance

To be responsible for the following Budget Heads and approve expenditure accordingly:

#### **INCOME**

- 3025/1 – Mayors Charities
- 3025/2 – Grants – A-Fest
- 3025/3 – Grants – Shilling Fair
- 3025/4 – Sponsorship
- 3025/5 – A-Fest Event
- 3025/6 – Shilling Fair Event
- 3025/7 – Mayors Events
- 3025/8 – Youth Council
- 3025/9 – Defibrillator

#### **EXPENDITURE**

- 4700 – Town Centre Development*
  - 4700/1 – Notice Boards
  - 4700/2 – Christmas Lights
  - 4700/3 – A-Fest
  - 4700/4 – Shilling Fair
  - 4700/5 – Youth Council
  - 4700/6 – Town Centre Management
  - 4700/7 – Projects
- 4701 – Website*
  - 4701/1 – Website Hosting
  - 4701/2 – Email Provision
  - 4701/3 – Newsletter
- 4702 – Town Mayor*
  - 4702/1 – Town Mayor Badge & Regalia
  - 4702/2 – Town Mayors Allowance
- 4703 – Grants*
  - 4703/1 – Small Grants

- 4703/2 – Community/Larger Grants
- 4703/3 – Grants Section 137
- 4704 – Assets
- 4704/1 – New Building Fund
- 4704/2 – Bus Shelters
- 4705 – Offices
- 4705/1 – Office Sundries
- 4705/2 – Rent-Office
- 4705/3 – Rates-Office
- 4705/4 – Water Rates-Office
- 4705/5 – Gas & Electricity-Office
- 4705/6 – Telephone & Broadband
- 4705/7 – Photocopying
- 4705/8 – Stationery
- 4705/9 – Postage
- 4705/10 – Office & Equipment Maintenance
- 4705/11 – New Equipment & Furniture
- 4705/12 – Waste Removal

### Urgent Matters

To provide any two elected members, normally the Chairman and the Vice Chairman of the Assets & Communities Committee to be consulted by the Town Clerk to deal with urgent matters in relation to the Terms of Reference of the Assets & Communities Committee which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council or Committee meeting.

**ASSETS & AMENITIES WORK PROGRAMME: 12 April 2018**

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
7 June 2018	Update on Office Accommodation			
7 June 2018	Update on Lengthsman scheme			
7 June 2018	Bus Shelters – to receive list of locations.			
7 June 2018	Vigo recreation park tree compound			
7 June 2018	FOUNTAINS – update from Cllr B Long			
7 June 2018	HCC Markets – to receive update and Terms of Reference			