

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 19 October 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
13 October 2017

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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 13 July 2017 – 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 **BUDGET**
To consider and approve the Assets & Amenities Budget for 2018/2019 for recommendation to the Policy and Resources Committee to include in the Council's Budget for 2018/2019. Report attached at **Appendix B**
 - 6 **VIGO PARK TREE**
To receive an update on the tree in Vigo Park and consider adding a plaque and guard to it.
 - 7 **ASSET AND AMENITIES COMMITTEE/COMMUNITY ENGAGEMENT COMMITTEE**
To discuss the possibility of combining the two Committees and to make any recommendations to the Policy and Resources Committee.
 - 8 **CURRENT PROJECTS**
 - Community Right to Bid
 - HCC Markets
 - Fountain
 - Ludgershall Railway

- Tree Vigo Park

Update reports have not been received.

9 **BUS SHELTERS**

To receive an update on the current status of the Bus Shelter negotiations – report attached at **Appendix C**

10 **CHRISTMAS LIGHTS**

To receive an update on the Christmas Lights – report attached at **Appendix D**

11 **OFFICE ACCOMMODATION**

To note the addition of Cllr Lyn Bird to the Office Move Working Group and to receive an update report – attached at **Appendix E**

12 **REPORTS FROM WORKING GROUPS**

To receive reports from Working Groups.

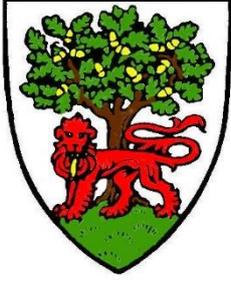
13 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix F**

14 **DATE OF NEXT MEETING**

To note the date of the next Assets and Amenities Committee Meeting – **Thursday 7 December 2017 at 7pm** to be held in The Guildhall, High Street, Andover.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Assets and Amenities Committee

Time and date

7.00pm on Thursday 13 July 2017

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Town Councillors

Cllr V Pond (P) – Chairman

Cllr R Kidd (A) – Vice Chairman

Cllr S Hardstaff (A)

Cllr A Cotter (A)

Cllr R Hughes (P) – left 8.05pm

Cllr G McBride (P)

Cllr L Gregori (P)

Cllr L Bird (P)

Cllr K Bird (arrived 7.08pm) (P)

Cllr B Long (P)

Cllr C Ecclestone (A)

Cllr M Mumford (P)

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

Other Cllrs present: Cllr Z Brooks (HCC)

Members of the Public: 0

AA 001/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr R Kidd.

AA002/17 DECLARATIONS OF INTEREST

There were no declarations of interest

AA003/17 MINUTES

The minutes of the Assets and Amenities Committee meeting held on 4 May 2017 were received and accepted as an accurate record.

Proposed by Cllr G McBride and seconded by Cllr L Gregori. Members voted unanimously to accept the minutes as a correct record.

RESOLVED: The minutes of the Assets and Amenities Committee meeting held on 4 May 2017 were signed by the Chairman as a true record of the meeting.

The minutes of the Assets and Amenities Committee meeting held 11 May 2017 were received and accepted as an accurate record.

Proposed by Cllr G McBride and seconded by Cllr R Hughes. Members voted unanimously to accept the minutes as a correct record.

RESOLVED: The minutes of the Assets and Amenities Committee meeting held on 11 May 2017 were signed by the Chairman as a true record of the meeting.

AA004/17

PUBLIC PARTICIPATION

There were no members of the public present and no questions asked.

AA005/17

COMMUNITY RIGHT TO BID

An update report was noted and Cllr B Long gave an explanation of the process for the benefit of new Committee members. Cllrs were requested to think about what they had in their wards that they might like added to the list. It was agreed that the Guildhall should be added to the list. Again, the Committee was asked if anyone else would like to help with the submitting of applications. It was pointed out that it does not take long but help would be appreciated.

AA006/17

LENGTHSMAN SCHEME

County Cllr Z Brooks was asked if we were one of the 38 parishes on the waiting list for the Lengthsman Scheme. Cllr Z Brooks confirmed that we were not. Cllr Z Brooks informed the Committee that each participating parish is awarded £1000. In some areas parishes team up and pool their £1,000. It was suggested that the Committee look into whether this can be done for the Andover Parish.

It was proposed by Cllr V Pond and seconded by Cllr B Long that the Committee task officers to look at the Lengthsman Sceme with a view to possibly taking on the delegation of footpaths, hedges, bushes etc from Hampshire County Council.

A vote was taken which was unanimous.

RESOLVED: that the Committee task officers to look at the Lengthsman Scheme with a view to possibly taking on the delegation of footpaths, hedges, bushes etc from Hampshire County Council.

AA007/17

LUDGERSHALL RAILWAY

It was agreed to defer this item until the next meeting.

AA008/17

LAMP FOUNTAIN

Cllr K Bird proposed and Cllr M Mumford seconded that Councillors pursue this project further and bring a report back to Committee.

A vote was taken which was unanimous.

RESOLVED: that Councillors pursue this project further and bring a report back to Committee.

AA009/17

HCC MARKETS

It was suggested that the Working Group be reinstated to review what was achieved previously and investigate taking this project further, perhaps with a view for Andover Town Council to take on the contract for the market at the end of the contract with TVBC.

AA010/17

COMMITTEE WORK PROGRAMME

The members received and reviewed the Committee Work Programme. There were no additions.

AA011/17

TREE FOR VIGO PARK

Cllr B Long asked that the Committee be aware of the funding for the tree and that she would go back to Noel Preece regarding where the tree is to be located, possibly on the Vigo roundabout. Cllr B Long will bring report back to next meeting.

AA012/17

BUS SHELTERS

The Town Clerk had meeting with the Leader of Test Valley Borough Council and discussed the Bus Shelters. The Leader would chase the Test Valley Borough Council officers to complete their audit of the bus shelters. The Leader is corresponding with the Town Clerk to keep the Town Council abreast of progress. It was agreed that this should be added to the next agenda for an update.

AA013/17

CHRISTMAS LIGHTS

Update was received. The Committee agreed that the Working Group needs to investigate if the new regulations will affect the Town Council's future Christmas lights, specifically the plaque on the front of the Guildhall.

AA014/17

REPORTS FROM WORKING GROUPS

Cemeteries – No report

Office Move – Members noted that negotiations for 68B The High Street were still on-going.

AA015/17

COMMITTEE WORK PROGRAMME

Was reviewed and it was agreed that adding a guard and a plaque to the Oak Tree in Vigo Park should be added to the next agenda.

AA016/17

DATE OF NEXT MEETING

Members noted the date of the next Assets and Amenities Committee meeting, Thursday 19 October 2017.

The Chairman closed the meeting at 8.21pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Assets & Amenities Draft Budget Report

A & A Draft Budget	
Produced for: Assets & Amenities Committee	Date of Report: Wednesday 11 October 2017
Summary of Key Issues To consider the Draft Budget for the Assets & Amenities Committee for 2018/2019. To recommend the Draft Budget for the Assets & Amenities Committee for 2018/2019 to the Policy and Resources Committee for inclusion in the Council Budget for 2018/2019.	
Current Situation Each year the Town Council must agree its Budget for the following financial year. Each Committee has responsibility for specific Budget Heads, as laid out in the Terms of Reference. The Budget Heads for the Assets & Amenities Committee are: Bus Shelters Christmas Lights (Purchase) New Building Fund Notice Boards	
Budget by Budget Head Bus Shelters As covered in the bus Shelter report, the Town Council is set to take over the Asset of Bus Shelters in Andover come April 2018. Provision has been made in the Budget to cover the costs for running and maintaining the Bus Shelters. The monies laid out under this Budget Head do not cover staffing costs as the committee has no power over staffing. There are £10,000 set aside in Earmarked Reserves for Bus Shelters but it is suggested that these remain in Earmarked Reserves for any emergency repairs and to start replacing Bus Shelters, as needed.	
Christmas Lights (Purchase) A Budget of £22,000 is set aside to cover the costs of the rental of the Christmas Lights each year, expansion of the scheme and upgrade and expansion of the infrastructure. For instance, during 2017/2018 digital switches have been purchased which will allow the switching on of the lights from an app on a smart phone. This will be rolled out during 2018/2019 to allow all the lighting units to be switched on remotely.	
New Building Fund This Budget Head is for setting aside monies to enable the Town Council to purchase its own building for office use. It was set up in the 2015/2016 budget and at the end of this financial year will total £112,000. It is suggested that the	

amount be reduced in this Budget Head for this year as there are other requirements on the overall Budget. It is suggested that £38,000 be set aside on this Budget Head, bringing the total fund, at the end of the financial year 2018/2019 to £150,000.

Notice Boards

No monies have been set aside in this Budget Head for some years. However, members may wish to consider monies to be included in this Budget Head as mention has been made to set up notice boards in each Ward. The Landlord of the new office premises has also indicated that the Town Council could place a smaller notice board at the side of the new front door on the new building.

A double size notice board will cost in the region of £2,500, including delivery and installation.

Additional Requests to the Budget

2 additional requests have been submitted to the Town Clerk. Tourist Information provision and Maintenance of Footpaths and Rights of Way.

The Tourist Information provision should come under the Community Engagement Committee and therefore has not been included in this Budget.

The Maintenance of Footpaths and Rights of way is an ongoing discussion project. It may be possible that the Town Council could take over the maintenance of the footpaths and rights of way in and around Andover. However, consideration must be given to resources for the provision of this service. No costs have yet been considered and it is worth noting that the Allotment Committee is currently considering whether to recommend that in the longer term, the Town Council directly employs a grounds maintenance person to maintain the allotments. If that does happen, the footpaths and rights of way could be included in that job specification.

It is suggested that provision for this service should be included with the Allotments provision, possibly under staff costs rather than as a separate line item.

Process for Agreeing and Recommending the Budget

The Assets & Amenities Committee need to consider the figures contained within the proposed Draft Budget and consider whether they will be sufficient to cover the cost of the service. If members wish to make changes this should be proposed as an amendment and agreed upon before approving the whole budget.

Once the whole budget has been agreed, it must then be recommended to the Policy and Resources Committee for inclusion in the Town Council's Budget for 2018/2019.

Financial Implications

The Financial Implications are included within the report.

Legal and Policy Implications

The Town Council has a Legal Duty under the Local Government Act 1972 to approve its Budget for the following financial year. The Local Government Financial Year runs from 1st April to 31st March.

It is a requirement of Local Government Budgets that Income and Expenditure must be considered separately and only be considered as the overall Budget, as the Precept (when agreed in January) will make up any shortfall.

Recommendations

To approve the Draft Budget for the Assets & Amenities Committee 2018/2019.

To recommend the Draft Budget to the Policy & Resources Committee for inclusion in the Town Council's Budget for 2018/2019.

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: townclerk@andover-tc.gov.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

	Previous Year's Net	Budget 2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
INCOME							
Assets Income							
Bus Shelters					£5,000.00		
TOTAL	£0.00	£0.00	£0.00	£0.00	£5,000.00	£0.00	£0.00

TOTAL Assets

EXPENTITURE

	Previous Year's Net	Budget 2017/2018	Actual Net	Balance	PROPOSED BUDGET 2018/2019	Known Income/ Expenditure to 20.10.2017	Projected Balance @ 31.03.2018
PROJECTS							
Town Centre Development							
Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Christmas Lights	£0.00	£22,000.00	£2,284.80	£19,715.20	£22,000.00	£2,284.80	£0.00
New Building Fund	£0.00	£56,000.00	£0.00	£56,000.00	£38,000.00	£0.00	£56,000.00
Bus Shelters	£0.00	£0.00	£0.00	£0.00	£12,000.00	£0.00	£0.00
TOTAL	£0.00	£78,000.00	£2,284.80	£75,715.20	£72,000.00	£2,284.80	£56,000.00



ANDOVER TOWN COUNCIL

C

Bus Shelters Report

Bus Shelters	
Produced for: Assets & Amenities Committee	Date of Report: Tuesday 10 October 2017
Summary of Key Issues To receive an update on the transfer of the asset, Bus Shelters in Andover from Test Valley Borough Council to the Town Council.	
Current Situation Early in September 2017 the Town Clerk had a meeting with Mr S Raw from Test Valley Borough Council to discuss the continuation of the transfer of the Bus Shelters in Andover to the Town Council.	
Contracts Currently Test Valley Borough have 2 contracts covering the Bus Shelters. One for Maintenance and one for Advertising. There are only 14 Bus Shelters included in the Advertising Contract. The Contract comes to an end in November 2017 and Test Valley are therefore negotiating a new contract. The contract will be for 3 years only and will pass to the Town Council once all the transfers have been completed. The Maintenance Contract is for a year only and covers all the Bus Shelters to be transferred. This will also pass to the Town Council once all the transfers have been completed.	
Time Frame for Transfer The Town Clerk discussed with Mr Raw the implications of taking over the Bus Shelters including costs, maintenance and staffing. It was agreed that although the Town Council has £10,000 held in Earmarked Reserves it would be prudent to include costs in the 2018/2019 and for the transfer to take place after the 1 April 2018 to ensure the Town Council has sufficient time to ensure staff are in place to provide the administration for the service.	
Final Costs The Town Clerk is still waiting to receive the final updated costs from Test Valley Borough Council. However the monies set aside in the Budget should be sufficient to cover the costs. Additional Insurance will be needed for the Bus Shelters and this will be an additional cost. A quote is being sought from the Town Council insurance provider.	

Financial Implications

The Town Council has £10,000 in Earmarked Reserves. It is recommended that this remains in Reserves as it is anticipated that each Bus Shelter will cost £7,000 to replace.

The current anticipated income from the Advertising Contract is approximately £5,000 per annum.

The Maintenance Contract and other costs for the Bus Shelters is in the region of £12,500 per annum which has been reflected in the Budget.

Legal and Policy Implications

The Town Council has the Power to Provide Bus Shelters – Power to provide and maintain Bus Shelters on roads or land adjoining roads in the Council’s area – Local Government (Miscellaneous Provisions) Act 1953, s 4.

Recommendations

To note the update report.

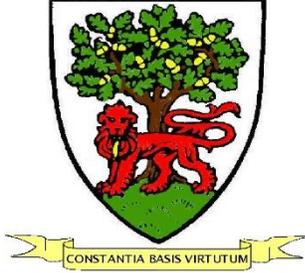
Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

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Distribution: To all Councillors



Christmas Lights Report

Christmas Lights	
Produced for: Assets & Amenities Committee	Date of Report: Wednesday 11 October 2017
Summary of Key Issues To receive an update on the repairs and additions made to the Christmas Light Scheme.	
Current Situation Early in 2017 the Officers requested Scottish and Southern Electric (SSE) to repair faulty commando switches to 4 of the lamp columns in the High Street and to add commando sockets to the lamp columns in Bridge Street along the river to The Town Mills. The Officers also asked Blachere (the Christmas Lights Provider) to add remote switches to the existing lighting scheme for 14 key lamp columns.	
Update SSE have carried out the repairs and the additions. The lamp columns for the remote switch-on have been agreed with Blachere and they will be added to the current lighting scheme.	
Recommendations To note the update report.	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

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Office Move Report for A&A October 2017

It has been a long haul to get to this point and a number of councillors have worked hard in sourcing and viewing practically every suitable office/shop accommodation close to the High Street, to either initially buy or more realistically rent in our chosen location.

The Town Council signed our portion of the initial paperwork on 7th September 2017 and the Town Clerk has worked extremely hard in finalising so that we exchanged on Friday 6th October, when monies were paid to our Solicitors.

The keys to 68b High Street were collected by the Committee Officer Mrs V Warburton (VW) on Tuesday 10th October. Cllr Pond and VW took the opportunity of visiting the new premises as the first of the selected builders had an appointment to view at 2pm that afternoon. Whilst the front door key worked eventually, we were not able to access the three offices on the right as no key had been provided for this door.

The second builder arrived with his electrician for his appointment at 3 pm and both builders will be back in touch to make further viewings once we can access the other offices and to bring along further trades as deemed necessary for their quotation.

A third builder has his appointment on Friday morning at 10 am. Whilst I was hoping to have 4 quotations to review, the final one is proving a little difficult to secure.

Once all builders have completed their visits, they will be given a fortnight to submit their quotations and we hope to commence work as soon after that as possible.

No dates can be given now as all three have work in hand. They know I want all the work to be completed before the end of our financial year – 31st March 2018 (also the date on which I leave on holiday). The small matter of everything being closed for a fortnight at Christmas and New Year is already casting its long shadow.

As we are on a limited budget it is important to concentrate on the power sockets and USB ports needed by the staff and to install the stairlift, CCTV. The current heating of the offices is by night storage heaters we need to look at upgrading these and making sure that the system can cope with this upgrade. Additional toilets are needed as the current two are not enough. The ventilation is also to be looked at. At the end of the build programme the front ramp to the offices will be built and possibly the front door moved back.

ASSETS & AMENITIES WORK PROGRAMME: 19 October 2017

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
19 October 2017	Assets & Amenities Budget 2018/2019	STAT	To consider the items to be included in the A7A Budget for 018/2019 for recommendation to the P&R Committee	
19 October 2017				
7 December 2017	To receive written report on Community Right to Bid			
7 December 2017	To receive written report on Fountain			
7 December 2017	To receive written report on HCC Markets			
7 December 2017	To receive written report on Ludgershall Railway – 8 June meeting			
7 December 2017	To receive written report on Vigo Park Tree			
7 December 2017				