

# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

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

Cllrs V Pond (Chairman), Rev. A Fitchet (Vice Chairman), K Bird, L Bird, C Bartholomew, L Gregori, R Hughes, R Kidd, B Long, M Mumford (copies to all other Members of the Council).

You are hereby summoned to attend a meeting of the **ASSETS AND COMMUNITIES Committee** to be held at **The Andover Town Council Offices, 68B High Street, Andover on Thursday 31 January 2019 at 7.00 pm** when it is proposed to transact the following business:-

*T Warburton*

Tor Warburton – Deputy Clerk  
25 January 2019

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***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 recording by members of the public.***

**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 Communities Committee meeting held on 6 December 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 AREA TEAMS AND THE RIGHTS OF WAY VEGETATION PRIORITY CUTTING LISTS FOR YOUR PARISH - 2019**

To receive suggestions and decide on response to Area Teams as to which areas in Andover require attention.

**6 CHRISTMAS LIGHTS**

To receive an update on the Christmas Lights 2018.

To approve arrangements for Christmas Lights provision 2019 -2023 – Christmas Lights report attached at **Appendix B**.

**7 PROJECT PLAN/BUSINESS PLAN**

To receive a report on the Project Plan/Business Plan following consultation with Standing Committees – attached at **Appendix C.**

**8 CHAPEL ARTS PROJECT**

To consider the Chapel Arts Project, following approval from full Council to award funding.

To confirm Town Council representatives for the project and how reports will be presented to Committee to audit how the funding is spent.

**9 SHILLING FAIR**

To receive and note a report on the Shilling Fair that took place in August 2018 – attached at **Appendix D.**

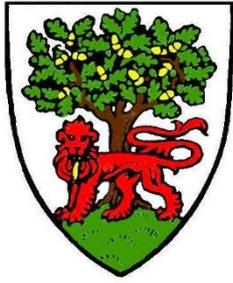
**10 COMMITTEE WORK PROGRAMME**

To note items on the current Committee Work Programme and to request additions as necessary – attached at **Appendix E.**

**11 DATE OF NEXT MEETING**

To note the date of the next Committee Meeting – **Thursday 14 February 2019 at 7pm** to be held in The Town Council Offices, 68B High Street, Andover.

The Chairman will close the meeting.



*Constantia Basis Virtutum*

## Minutes of Assets and Communities Committee

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### Time and date

7.00pm on Thursday 6 December 2018

### Place

Andover Town Council Offices, 68B High Street, Andover

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Details of Attendance:

#### Town Councillors

Cllr V Pond (Chairman) – (P)

Cllr Revd A Fitchet (Vice Chairman) – (P)

Cllr C Bartholomew (A)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr L Bird (P)

Cllr K Bird (P) arrived at 7.04pm

Cllr R Kidd (P) arrived at 7.24pm

Cllr M Mumford (A)

Cllr B Long (P)

#### Officers Present:

Tor Warburton (Deputy Town Clerk) (Taking the minutes)

Michelle Young (Committee & GDPR Officer) (Training)

**Members of the Public:** None

#### AC 044/18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr M Mumford.

#### AC 045/18 DECLARATIONS OF INTEREST

There were no declarations of interests.

#### AC 046/18 MINUTES

It was proposed by Cllr B Long and seconded by Cllr Revd A Fitchet that the Minutes of the Assets and Communities Committee meeting held on Thursday 25 October 2018 be agreed and signed by the Chairman as a correct record.

A vote was taken: Unanimous.

**RESOLVED: That the Minutes of the Assets and Communities Committee meeting held on Thursday 25 October 2018 be agreed and signed by the Chairman as a correct record.**

#### AC 047/18 PUBLIC PARTICIPATION

There were no Members of the Public who wished to make a statement.

**AC 048/18 THE PARISH AND TOWN COUNCIL FUND**

Members noted that funding for the Parish and Town Councils is now available from Hampshire County Council, in partnership with Hampshire Association of Local Councils (HALC). More information about the fund and how to apply will be available on the County Council's website.

**AC 049/18 AREA TEAMS AND THE RIGHTS OF WAY VEGETATION PRIORITY CUTTING LISTS FOR YOUR PARISH - 2019**

(Cllr K Bird left at 7.05pm)

Members received copies of maps relevant to their Parishes with an action to walk their areas and note all pathways. Any concerns would be discussed at the next Assets & Communities Committee meeting. Members noted that a final list of areas requiring attention must be received by the Area Teams by end of February 2019.

(Cllr K Bird returned at 7.07pm)

**AC 050/18 EVENTS**

Members discussed the budget for pending events in 2019.

It was proposed by Cllr K Bird and seconded by Cllr Revd A Fitchet that the sum of £5,000 be assigned to the Budget line for future events.

A vote was taken which was unanimous.

**RESOLVED: That the sum of £5,000 be assigned to the Budget line for future events.**

(Cllr R Kidd arrives at 7.24pm)

(Cllr A Fitchet left at 7.27pm)

**AC 051/18 CHRISTMAS LIGHTS**

Members received and noted an updated report on the Christmas Lights.

**AC 052/18 215 – WW1 COMMEMORATION EVENT**

Members received and noted the updated report on the 215 – WW1 Commemoration Event.

Members discussed the need to express Thanks to all involved leading up to and on the day for their support.

It was proposed by Cllr K Bird and seconded by Cllr L Gregori that Cllr K Bird investigates memento gifts to be given to named helpers on the day by way of thanks and to advertise the Town Council.

A vote was taken which was unanimous.

**RESOLVED: That Cllr K Bird investigates memento gifts to be given to named helpers on the day by way of thanks and to advertise the Town Council.**

Members were concerned that the event took place in November 2018 and the 'Thank You' gifts would not be issued until January 2019.

It was proposed by Cllr B Long and seconded by Cllr V Pond that the following recommendations be agreed:

To formally thank the volunteers from the day, and the companies who supported the project:

- John Ritchie from The Art room for substantive management of participants
- Andover Scouts for installation, and unremitting dedication throughout the day
- Commercial Lighting Ltd for their time in the manufacturing of the lighting and installation and support on the day
- Andover Radio for the soundscape for the evening event and ongoing support
- Tracy Mepham for photographing and documenting the event
- Oakwood for cutting the figures and advice
- Test Valley Borough Council for financial support
- Hampshire County Councillors covering Andover for financial support
- Tesco Groundworks for financial support
- Andover Town Council officers for all of the logistical, legal and practical support, both in the run up to the event as well as on the day
- Andover Town Councillors for all of the support on the day
- The working group from Andover Town Council who worked together over the last two years to make this event happen.

A vote was taken which was unanimous.

**RESOLVED: To formally thank the volunteers from the day, and the companies who supported the project:**

- John Ritchie from The Art room for substantive management of participants
- Andover Scouts for installation, and unremitting dedication throughout the day
- Commercial Lighting Ltd for their time in the manufacturing of the lighting and installation and support on the day
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- Tesco Groundworks for financial support
- Andover Town Council officers for all of the logistical, legal and practical support, both in the run up to the event as well as on the day
- Andover Town Councillors for all of the support on the day
- The working group from Andover Town Council who worked together over the last two years to make this event happen.

#### **AC 053/18 RED BOX PROJECT**

Members considered the 'Red Box' Project and how the Town Council could support it.

It was proposed by Cllr K Bird and seconded by Cllr L Gregori that the following recommendations be made:

- Andover Town Council supports the work of The Red Box Project and its aims to prevent young women from missing out on their education because they cannot afford the products, they need during their period
- A donation box to be put in the Andover Town Council offices.
- Cllr K Bird will work with The Red Box Project to submit a small grant application.

A vote was taken, 5 for and 1 against.

**RESOLVED: That the following recommendations be made:**

- **Andover Town Council supports the work of The Red Box Project and its aims to prevent young women from missing out on their education because they cannot afford the products, they need during their period**
- **A donation box to be put in the Andover Town Council offices.**
- **Cllr K Bird will work with The Red Box Project to submit a small grant application.**

#### **AC 054/18 BUDGET**

Members considered the Budget 2019/2020 for the Assets and Communities Committee for the final time prior to recommending to the Policy and Resources Committee.

It was proposed by Cllr B Long and seconded by Cllr L Bird that the Budget for Assets and Communities be recommended to the Policy and Resources Committee for inclusion into the Town Council Budget 2019/2020.

A vote was taken which was unanimous.

**RESOLVED: That the Budget for Assets and Communities be recommended to the Policy and Resources Committee for inclusion into the Town Council Budget 2019/2020.**

#### **AC 055/18 LENGTHSMAN SCHEME**

Members noted that a request had been made that the Lengthsman Scheme be included as an agenda item at the next meeting of the Test Valley Association of Parish & Town Councils. Cllr V Pond asked Cllr B Long to provide a report to be brought to the next Assets and Communities Committee meeting.

#### **AC 056/18 VICTORIAN FOUNTAIN**

Members suggested forming a Working Group to carry out research as to whether the Victorian Drinking Fountain could be brought back into use. Officers were asked to send out a volunteer request to all Councillors, to join the Working Group and request a response from the email to Test Valley Borough Council regarding the fountain.

**AC 057/18 COMMITTEE WORK PROGRAMME**

Members noted the items on the current Committee Work Programme and requested the following additional items to be added:

31 January 2019 – Wording for Christmas Tree Plaque

31 January 2019 – Update to the 16 Name Plaque

31 January 2019 – Thanking people memento gifts, 215 Report

31 January 2019 – Update on the separate electric supply for the Christmas Tree lights

Members requested the following Item amendments be made to the Committee Work Programme:  
AFEST 2019 to read – To receive and note a written report on AFEST to include footfall if available from 2018.

Project Plan/Scheme of Delegation to read – Project Plan/Business Plan

**AC 058/18 DATE OF NEXT MEETING**

It was noted that the date of the next meeting was Thursday 31 January 2019 at 7pm in the Town Council Offices, 68b High Street, Andover.

The Chairman closed the meeting at 8.15pm

Chairman

Date



# ANDOVER TOWN COUNCIL

# B

## Christmas Lights Report

Christmas Lights	
<b>Produced for:</b> Assets & Communities Committee	<b>Date of Report:</b> 24 January 2019
<b>Summary of Key Issues</b> <ul style="list-style-type: none"> <li>• To receive an update on the Christmas Lights Scheme for 2018.</li> <li>• To approve action for the tender process for Christmas Lights 2019-2023</li> <li>• Update on electrical supply for the Christmas Tree.</li> </ul>	
<b>Current Situation</b> <u>Removal of Christmas Lights (Scheme 2018)</u> <ol style="list-style-type: none"> <li>1. The Lights were switched off and removed by 14 January 2019.</li> <li>2. The Christmas tree was removed in the early hours of 15 January 2019.</li> </ol> <u>Tender Process for Christmas Lights Provision 2019-2023</u> Two tenders have been received for the Christmas Light provision 2019 – 2023. One of the Contractors approached to provide a tender confirmed they were unable to supply a reliable remote switch, which is needed to enable the Town Council to abide by the regulations for the installation and use of Christmas Lights. Officers are awaiting a third tender.	
<b>Tender for Christmas Light provision 2019-2023</b> It is suggested that the Christmas Lights Working Group meet, prior to the next Assets and Communities Committee meeting, to formulate recommendations for the provision of the Christmas Lights 2019-2023. The recommendations will be considered by the Committee. Officers have found difficulties sourcing contractors who can provide the appropriate equipment to allow the Town Council to abide by the Regulations for installing and operating Christmas Lights. It is suggested that, if the third tender is not received in time, the Working Group make their recommendations on the two tenders that have been received.	

### **Electrical Supply for Christmas Tree Lights**

Members will recall that a specific electricity supply has to be provided for the Christmas Tree. The new regulations for the separate electricity supply come into force from the end of January 2019. This means that the Town Council must have a separate electricity supply in place by November 2019 when the Christmas Tree is installed for Christmas 2019.

After an extensive search a company has been sourced who are able to put a door and electrical sockets in the existing metal bollard nearest the Christmas Tree location. A quote has been received for works to be carried out. A meeting was held with Mr Paul Cass and Mrs Margaret Bennet of Test Valley Borough Council (TVBC). At the meeting it was agreed that TVBC would remove the bollard in order for the works to be carried out. They will then reinstate it once the work is done.

Mr Cass will provide a cost for works to remove the bollard and to run electricity from a main supply to the new electrical sockets. TVBC will carry out the works as the bollard is located within the Listed area adjacent to the Guildhall and any work carried out must be done without removing any of the listed cobbles.

### **Legal and Policy implications**

Andover Town Council has to 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
- GPO3: 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 update on the Christmas Lights removal.
- To delegate to the Christmas Lights Working Group to formulate recommendations for a preferred supplier to be presented at the next Assets and Communities Committee meeting on 14 February 2019.
- To note the progress on providing a separate electricity source for the Christmas Tree, which must be in place prior to November 2019.

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: [deputyclerk@andovertc.co.uk](mailto:deputyclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

### Update of work done for the Business Plan 2019

On 7<sup>th</sup> June 2018 Cllr Barbara Long and Cllr Bartholomew were tasked by the Assets and Communities committee to look at the budget and previous minutes to establish which projects have been agreed upon through the Town Council committees, have been costed and have money allocated. These, along with projects already in place would form a Project Plan for following two years. This will be a living document which could be changed but it would be able to direct officers to be aware of agreed projects.

An initial report of Andover Town Council Projects were presented at the next meeting showing projects that possibly are still active and identifying if they had funds allocated. This document is shown at appendix 1.

Cllr Long explained the report had been put together using the original business plan and details of one-off projects as well as projects which now occur annually.

The comments from the Assets and Communities committee:

1) Once this draft is compiled it should be sent to the other committees to review. It would be helpful to have more detail about each project and ensure items are not left off the plan.

Action: an email was sent by Cllr Barbara Long to ask if there were further project. This was just a preliminary request. The report still needs to be sent to other committees.

2) The Business Plan needs to cover everything the Council does for example: Annual Report, projects, allotments, officer's statutory work, planning committee and all committee work.

Action : Barbara and Tor, Deputy Clerk have identified much of the ongoing work of the Town Council identifying what needs to be done in each month, the essentials and statutory duties and the planning and lead in times to agreed projects and tasks. For example the Christmas Lights preparation takes from January to December.

See Appendix 2

Action: To do the planning in more detail and with greater accuracy it could be considered whether planning management software is needed to enable the use of a Gantt chart. This would need to be discussed with the officers and a system identified along with the cost before it is considered further.

3) The implication of the work required under the heading of The Andover Levy. This could be considerable.

4) It also needs to be noted that a change in legislation can also be a burden on staff time and costs such as the work required to comply with GDPR and work for the new council boundaries.

5) It was discussed whether projects should come under headings to help indicate if a diversity of projects were being taken on and whether they could tick several boxes in terms of identified needs of the town.

Action: This could be looked at as a separate piece of work

6) The current Andover Town Council Business Plan version 1.3 dated 10/02/2012 is on the Town Council website. Further discussion is needed with Councillors and Officers to check how the work done by Cllr Long and Cllr Bartholomew it fits with the original Business Plan and if anything else needs to be done before handing it back to officers to complete the Actions and putting this into the format of a Business Plan.

Notes compiled by Cllr Bartholomew 14/1/19



## Initial Report of Andover Town Council Projects

Cllr C Bartholomew and Cllr B Long met to look at projects that had been put forward over the last

Project	Earmarked reserves	2018 Budget	Expected budget
<b>Annual Projects</b>			
Christmas Lights		20000.00	
Shilling Fair		2000.00	
A fest	698.00	3000.00	
Challenge Programme	3000.00	3000.00	
Festival of Motoring		400.00	
Youth Council		2000.00	
Town Centre Manager / BID	2000.00		
Newsletter / communication			
Website/communication			
Small project grants		1000.00	
<b>One off projects</b>			
WW1 Project 215		5000.00	
Tote bags			
Notice Boards	2500.00		
Defibrillators		5000.00	
Chairman's Regalia	3000.00		
Bus Shelters	10000.00		
New Community Building	112000.00	40000.00	
<b>Others considered</b>			
Public meetings on town concerns (X2)			200.00
WW1 Service to mark end of WW1			
Historical Commemoration e.g. Blue plaque			
Leaflets			
Badges for councillors following election			150.00
Allotments Awards funding			

two Business Plans that had been discussed in 2014 and 2016 by Andover Town Councillors.

The following table lists projects that possibly are still active and if funds are allocated to those projects

It was felt that the projects should link with the future headings as outlined in Andover Vision

1. Community & Diversity
2. Green recreational Spaces & Natural Environment

# G

3. Andover Town Centre USP – heritage / Retail

4. Science / Technology Enterprise

5. Information on Wayfinding Project

We also discussed that the outdoor Gym Equipment had been picked up by TVBC but felt it could still be funded through CIL money.

Should Licensing for Charity Collections / Charity Pitch be included.

It was felt that councillors should consider if there are other projects to be brought forward. Also more details needs to be added to each project



		Projects	
01/01/2019			
07/01/2019			
14/01/2019			
21/01/2019			
28/01/2019			
04/02/2019			
11/02/2019			
18/02/2019			
25/02/2019			
04/03/2019			
11/03/2019			
18/03/2019			
25/03/2019			
01/04/2019			
08/04/2019			
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26/08/2019			
02/09/2019			
09/09/2019			
16/09/2019			
23/09/2019			
30/09/2019			
07/10/2019			
14/10/2019			
21/10/2019			
28/10/2019			
04/11/2019			
11/11/2019			
18/11/2019			
25/11/2019			
02/12/2019			
09/12/2019			
16/12/2019			
23/12/2019			
30/12/2019			

## Andover Shilling Fair 2018 Post-event Report

### EVENT OVERVIEW

Andover Shilling Fair is an annual event celebrating the town's Heritage. To differentiate this event to others around the area, the theme of the event is the Georgian (1740-1830) and Regency (1811-1820) periods. This also ties in with Hampshire-wide Jane Austen links.

The main aims of the event are to boost footfall to the Town Centre, encourage neighbourhood cohesion and enhance community spirit by providing a number of fun heritage based activities for all ages to take part in and enjoy together.

Approximately 4,000 visitors attended the event throughout the day, despite inclement weather.

### EVENT AIMS

1. Driving higher footfall into Andover town centre, increasing trade for town centre businesses
2. Providing a free town centre event for the local community whilst also attracting those from further afield
3. Developing an annual event which becomes increasingly popular and diverse year on year
4. Encouraging businesses and the local community to participate in the event

### ACTIVITIES IN 2018

1. Food, drink & craft market – 35 stalls in total, a variety of types of stall that were new to Andover. Stallholders were in costume and decorated their stalls in the theme.
2. Hampshire Regency Dancers – a costumed dance group who led workshops for the public on the day.
3. The Dandy Chargers – Costumed performers on wooden 'obby 'osses' roaming throughout the town centre.
4. Music – Local musicians were invited to play.
5. Craft activities – The Art Room gave positive feedback. Each activity was well used by families, with approx. 150 people taking part in each activity.
6. Donkey Rides – Donkey rides were popular and added to the historic feel of the event.
7. Street theatre – Rhubarb Theatre were well received by visitors and definitely added to the ambience of the event with their walkabout characters
8. Morris dancers – encourage visitors to join in
9. Heritage Tours – The tours were at capacity
10. Traditional fairground Rides – popular and bring an income stream.

Potential activities for future years:

- Birds of Prey display
- Re-enactment of the Taskers Riot
- Retailers in fancy dress
- Themed window displays in independent retailers, organisations and businesses
- Georgian Procession, led by Postal Coach & Horses
- Mummers Play

- Music and talks inside local businesses / venues
- Rural craft displays

### EVENT MANAGEMENT & STAKEHOLDERS

The event was owned and managed by a new Shilling Fair Committee made up of Cllr Barbara Long and Jenny Atherton from FUSE Projects.

Invoice processing was supplied by Andover Town Council, who added the event to their current Public Liability Insurance (at a small additional cost, charged to the event committee). The financial stakeholders were Andover Town Council, Test Valley Borough Council and FUSE Projects.



*Project Management*



*Management - Cllr Long  
Grant finance  
Admin support  
Invoicing  
PLI*



*Grant finance  
Creative programming  
Graphic design, marketing, publicity*



### EVENT DATE & TIME

The event took place on Sunday 12<sup>th</sup> August. The event was open to the public between 10am – 4pm, with set-up from 7am. The times of the event coincided with retailer opening hours (to avoid vehicles on High Street).

In 2019 we recommend that the event is run on the same weekend and runs between 10am and 4pm.

### EVENT LOCATION

The event took place along the pedestrianised area of the town centre, from the parking bays to the loop around the Guildhall.

The event worked well on the High Street, which met our aims and objectives. The event should remain on the High Street in future years.

### BUDGET

The total event cost was £6,000. The total income was £6,308.

We achieved the event within budget, with approx. £308 remaining in Andover Town Council's account for the 2019 event.

## APPENDIX D

FUSE Projects was responsible for managing and monitoring the budget, in line with Andover Town Council procurement guidelines. The budget was available at all times to the Shilling Fair Committee. All grant income was paid directly to ATC. ATC paid suppliers directly from this budget.

Grant income was spent directly on event activities and infrastructure. All commercial income was used to pay for project management of the event. FUSE Projects was responsible for raising all commercial sponsorship and income.

FUSE Projects had to cover all costs upfront and claim them back from Andover Town Council. This facility may be unavailable in 2019 and all grants may need to be in hand pre-event so that suppliers can be paid in a timely manner.

### MARKETING & PROMOTION

Graphic design was supplied by a local business, with marketing and publicity managed by FUSE Projects. PR included: dedicated website, 2500 flyers, roadside banners, high profile Facebook campaign (with boosted posts), press releases, event listings on 20 websites and local word of mouth.

### FINAL RECOMMENDATIONS FOR FUTURE SHILLING FAIR

- The event should remain on the same weekend of the year in 2019.
- Grants and financial support must be confirmed by early 2019.
- The committee administration / management procedures should remain the same.

# APPENDIX E

## ASSETS AND COMMUNITIES WORK PROGRAMME: 31 January 2019

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
14 February 2019	Lengthsman scheme			
14 February 2019	To receive Markets Terms of Reference in correct format			
14 February 2019	<b>AFEST 2018</b> To receive and note a written report on AFEST 2018, to include footfall if available.			
14 February 2019	Progress report on Corporate Risk Assessment Action Plan.			
14 February 2019	Event reports		To receive Project Plans for planned events in 2019	
14 February 2019	Victorian Fountain – working group mandate/terms of reference to be brought to Committee for approval.			
14 February 2019	To consider Christmas Light supplier tenders			