

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 25 October 2018 at 7.00 pm** when it is proposed to transact the following business:-

T Warburton

Tor Warburton – Deputy Clerk

19 October 2018

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 12 July 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 EVENTS 2019

To consider events for 2019 to be included in the budget and to ensure sufficient resources.

6 BUDGET

To consider a draft budget for 2019/2020 to recommend to the Policy & Resources Committee – Draft Budget and report attached at **Appendix B**.

7 CHRISTMAS LIGHTS

To receive an update on the Christmas Lights 2018 – update report attached at **Appendix C**.

8 215 – WW1 COMMEMORATION EVENT

To receive an update report on the WW1 Commemoration event – update report attached at **Appendix D**.

9 NEW LANDMARK FOR THE COMMUNITY

To note, following further research, Andover Town is too large to qualify for this project.

10 GRANT

To note a feedback report from The Harmonium Singers following the Grant awarded – attached at **Appendix E**.

11 **RISK ASSESSMENT**

Officers are following the Corporate Risk Assessment Action Plan as delegated at Assets and Communities Committee (12 July 2018) and a full progress report will be brought to the next Assets and Communities Committee Meeting.

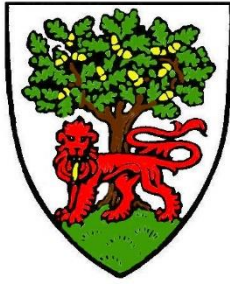
12 **COMMITTEE WORK PROGRAMME**

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

13 **DATE OF NEXT MEETING**

To note the date of the next Committee Meeting – **Thursday 6 December 2018 at 7pm** to be held in The Town Council Offices, 68B High Street, Andover.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Assets and Communities Committee

Time and date

7.00pm on Thursday 12 July 2018

Place

Andover Town Council Offices, 68B High Street, Andover

Details of Attendance:

Town Councillors

Cllr V Pond (P) – Chairman		
Cllr A Fitchet (P) – Vice Chairman		
Cllr C Bartholomew (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr L Bird (P)	Cllr K Bird (P) arrived at 7.10pm	Cllr R Kidd (P)
Cllr M Mumford (P)	Cllr B Long (P)	

Officers Present: Tor Warburton (Deputy Clerk – Taking the minutes (Training))
Wendy Coulter (Town Clerk)

Members of the Public: 1

AC 015/18 DECLARATIONS OF INTEREST

There were no declarations of interests.

AC 016/18 MINUTES

It was proposed by Cllr B Long and seconded by Cllr M Mumford that the Minutes of the Assets and Communities Committee meeting held on Thursday 7th June 2018 be agreed and signed by the Chairman as a correct record.

A vote was taken: 8 For, 1 Abstention.

RESOLVED: that the Minutes of the Assets and Communities Committee meeting held on Thursday 7th June 2018 be agreed and signed by the Chairman as a correct record.

AC 017/18 PUBLIC PARTICIPATION

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

AC 018/18 JUBILEE TREE GUARD

Members received and noted a written update report (attached to record minutes).

Members noted that Cllr B Long had contacted Test Valley Borough Council and the 600mm diameter tree guard was the only one suitable. Cllr Long to forward quote once Kieran Beattie has supplied.

It was proposed by Cllr L Gregori and seconded by Cllr M Mumford to delegate the decision on tree guard and plaque to the Town Clerk. A vote was taken which was unanimous.

RESOLVED: that the decision on the tree guard and plaque be delegated to the Town Clerk.

AC 019/18 WW1 COMMEMORATIVE CHRISTMAS TREE

Members received and noted a written update report (attached to record minutes).

Quotes have been sought for the supply of the tree and the planting of it. It was noted that the tree would be planted on the roundabout, on top of the grass area, at the bottom of Vigo Road. Members were asked to consider placement of a plaque if there was sufficient Budget. Noted.

AC 020/18 ANDOVER TOWN BAND CD

Members received and noted a written report in support of Andover Town Band producing a CD to publicise Andover (attached to record minutes).

Members agreed that it was a very positive idea but could not give the requested £3,000. Members agreed that Andover Town Band could use the Andover Town logo. It was suggested that a response was sent to Andover Town Band stating the Town Council's enthusiasm for the idea and to suggest that Andover Town Band apply for other grant funding.

(Cllr K Bird left the meeting at 7.24pm.)

AC 022/18 CHRISTMAS LIGHTS

Members noted an update on the Christmas Lights:

- Members received and noted the quote for the Structural Survey of all the lamp columns at £1,260 plus VAT.
- Officers were meeting with Christmas Lights Suppliers to obtain quotes for the next 4-year contract. Once three quotes had been received, an updated report would be made to the Assets and Communities Committee for review and recommendation to Full Council.
- All licence applications had been submitted, responses were awaited.

Members gave a vote of thanks for all the reports to Cllr B Long.

Cllr A Fitchet proposed and Cllr M Mumford seconded that the update be noted and the structural survey cost be approved and Officers delegated to implement it.

A vote was taken which was unanimous.

RESOLVED: that the update be noted and the structural survey cost of £1,260 + VAT be approved and Officers delegated to implement the work.

(Cllr K Bird returned to the meeting at 7.27pm)

AC 023/18 215 – WW1 COMMEMORATION EVENT

Cllr K Bird reported that:

- the project was going as expected.
- the funding was coming in.
- they were waiting to hear from Test Valley Borough Council to find where stakes could be placed in Vigo Recreation Ground.
- all schools spoken to were on board.
- John Ritchie is employed to make the artistic decisions to enable the project to work. Cllr K Bird asked that this be formally agreed.
- Deputy Clerk would assist with the Risk Assessment

Cllr K Bird proposed and Cllr L Bird seconded that John Ritchie be delegated to make artistic decisions for the project and to allow the committee to continue to progress the project.

A vote was taken which was unanimous.

RESOLVED: that John Ritchie be delegated to make artistic decisions for the project and to allow the committee to continue to progress the project.

AC 024/18 PROJECT PLAN/SCHEME OF DELEGATION

Members received and noted the written report on the Project Plan (attached to record minutes).

Cllr B Long explained how the report had been put together:

- The original Business Plan had been considered, then a list had been made of all projects in Earmarked Reserves or a Budget previously agreed.
- One-off projects were listed
- Additional possible projects were listed.

It was suggested that the Project Plan could be linked to the Andover Vision Headings

It was noted that some of the projects are now on the CIL list.

Cllr L Gregori thanked Cllr B Long and Cllr B Carpenter for putting the draft project plan together. Cllr L Gregori suggested that other Committees be asked to review and add to as necessary.

Cllr K Bird thanked the councillors for doing the work and noted that if it was to be a Business Plan it really ought to cover everything including, for example, the annual report, projects, allotments, officers statutory work.

It was agreed that the draft Business Plan be added to the agendas for other committees.

AC 025/18 DEFIBRILLATORS

Members received and noted an update written report (attached to record minutes).
Members discussed match funding a defibrillator for Picket Twenty and possibly securing a defibrillator outright for Finkley Down Farm. After further discussion it was agreed that Finkley Down Farm was not within the Parish boundary and therefore could not be funded.

Cllr L Gregori proposed and Cllr A Fitchet seconded that match funding be given for the defibrillator at Picket Twenty.

A vote was taken which was unanimous.

RESOLVED: that match funding be given for the defibrillator at Picket Twenty.

AC 026/18 SHILLING FAIR

Members received and noted an update written report (attached to record minutes).
Members were reminded that those that chose to dress up would be required to stay all day.

AC 027/18 GRANT

Members received and noted the Grants Working Group recommendation to grant the sum of £300 to The Harmonium Singers for the WW1 Commemoration Concert.

Members commented that the application fitted the criteria.

Cllr L Gregori proposed and Cllr A Fitchet seconded that the recommendation for a grant of £300 to The Harmonium Singers be approved.

A vote was taken which was unanimous.

RESOLVED: that a grant of £300 be awarded to The Harmonium Singers for a WW1 event.

AC 028/18 RISK ASSESSMENT

Members received and reviewed the Action Plan from the Corporate Risk Assessment.

Cllr A Fitchet proposed and Cllr K Bird seconded that a progress report be delegated to the Officers to provide at the next Assets & Communities committee meeting.

A vote was taken which was 9 for and 1 abstention.

RESOLVED: that a progress report be delegated to the Officers to provide at the next Assets and Communities Committee meeting.

AC 029/18 COMMITTEE WORK PROGRAMME

It was agreed that the following items be added to the work programme:

Final report on 215

Festival of Motoring

A-Fest report in October

Lengthman Scheme – December meeting

A member suggested there may be a need to have a committee meeting to just receive the reports.

AC 030/18 DATE OF NEXT MEETING

Noted.

The Chairman closed the meeting at 8.28pm

Chairman

Date



ANDOVER TOWN COUNCIL

B

Assets & Communities DRAFT BUDGET 2019/2020

Summary

- Explanation of the Draft Budget 2019/2020
- To seek a recommendation from the Assets & Communities Committee for the Budget for 2019/2020 to the Policy and Resources Committee.

Background

Each year the Town Council must approve a Budget for the forthcoming year.

Each Committee is requested to review its Budget to make recommendations to the Policy and Resources Committee who will make a final recommendation to full Council for the final Budget in order to set the Precept.

Draft Budget 2019/2020

Attached at Annex 1 is a Draft Budget for 2019/2020.

Members may wish to consider the following:

4700/2 – Christmas Lights – The Contract for current Christmas Light Supplier ends this year. A new contract will be required for 2019. This may mean transfer costs to collect/deliver the Town Council's Christmas Lights from one supplier to another. Additional costs may be incurred. It is suggested that an additional £1,000 be added to the budget.

4700/5 – Youth Council – For various reasons the Youth Council has not be so active during 2018/2019. It is unlikely the funds will be spent in this financial year. It is suggested that no budget be set aside for 2019/2020 but it be recommended to full Council to place into Earmarked Reserves the unused monies from 2018/2019 should the Youth Council continue their projects in 2019/2020.

4700/9 – Andover Challenges – It is unlikely there will be an Andover Challenges programme initiated during 2018/2019. It is suggested that it be recommended to full Council that the monies from 2018/2019 be set aside in Earmarked Reserves so that the project can continue in 2019/2020 but no budget be allocated for 2019/2020.

4700/10 – WW1 (215 Project) – The event will not run in 2019/2020 therefore no budget has been allocated.

The monies for the Shilling Fair and A-Fest have been maintained at the same level as both events will be running in 2019/2020.

The monies for the Town Centre Manager have been set at £3,000 as agreed by full Council.

Monies have been set aside again for the Festival of Motoring to assist with Insurance costs.

Legal and Policy Implications

The Town Council must set and agree a Budget each year prior to setting its Precept Local Government Finance Act 1992 s.41.

Financial Implications

The financial implications are set out at **Annex 1**.

Recommendation

The Committee to agree a Budget to recommend to the Policy and Resources Committee for inclusion in the Council's Budget 2019/2020.

Note: The person to contact about this report is Wendy Coulter (Town Clerk, RFO, DPO) , Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Date of Report: Friday 19 October 2018

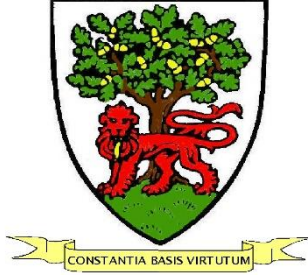
DRAFT ASSETS & COMMUNITIES BUDGET 2019/2020

		Previous Year's Net	Budget 2018/2019	Actual Net 2018/2019	Balance	PROPOSED BUDGET 2019/2020
INCOME						
Assets & Communities						
3025 Town Development						
3025/1	Income from Events	£0.00	£0.00	£20.00	£20.00	£0.00
3025/2	Grants	£3,912.00	£0.00	£0.00	£0.00	£0.00
3025/3	Sponsorship	£0.00	£0.00	£0.00	£0.00	£0.00
3025/4	Proms in the Park	£2,138.13	£0.00	£0.00	£0.00	£0.00
3025/5	A-Fest	£2,415.00	£0.00	£130.00	£130.00	£0.00
3025/6	Shilling Fair	£215.00	£0.00	£500.00	£500.00	£0.00
3025 TOTAL		£8,680.13	£0.00	£650.00	£650.00	£0.00
Total Assets & Communities		£8,680.13	£0.00	£650.00	£650.00	£0.00

EXPENTITURE

		Previous Year's Net	Budget 2018/2019	Actual Net 2018/2019	Balance	PROPOSED BUDGET 2019/2020
Assets & Communities						
4700 Town Development						
4700/1	Notice Boards	£0.00	£0.00	£0.00	£0.00	£0.00
4700/2	Christmas Lights	£19,959.92	£20,000.00	£7,646.05	£12,353.95	£20,000.00
4700/3	A-fest	£4,125.18	£3,000.00	£994.95	£2,005.05	£3,000.00
4700/4	Shilling Fair	£3,261.88	£2,000.00	£3,592.58	£-1,592.58	£2,000.00
4700/5	Youth Council	£21.50	£2,000.00	£122.28	£1,877.72	£0.00
4700/6	Town Centre Management	£0.00	£4,000.00	£0.00	£4,000.00	£3,000.00
4700/7	Projects	£5,600.20	£0.00	£10.00	£-10.00	£0.00
4700/8	Andover Health & Wellbeing	£6,812.27	£0.00	£0.00	£0.00	£0.00
4700/9	Andover Challenges	£0.00	£3,000.00	£3,000.00	£0.00	£0.00

4700/10	WW1 Event (215)	£2,813.75	£5,000.00	£4,393.45	£606.55	£0.00
4700/11	Festival of Motoring	£0.00	£400.00	£313.60	£86.40	£400.00
4700/12	Defibrillator Provision	£0.00	£5,000.00	£0.00	£5,000.00	£5,000.00
4700/13	Proms in the Park	£2,367.50	£0.00	£0.00	£0.00	£0.00
	4700 Total	<u>£44,962.20</u>	<u>£44,400.00</u>	<u>£20,072.91</u>	<u>£24,327.09</u>	<u>£33,400.00</u>
	Total Assets & Communitites	£44,962.20	£44,400.00	£20,072.91	£24,327.09	£33,400.00



Christmas Lights Report

Christmas Lights	
Produced for: Assets & Communities Committee	Date of Report: 18 October 2018
Summary of Key Issues To receive an update on the Christmas Lights Scheme for 2018.	
Current Situation <ol style="list-style-type: none"> 1. The Licence to attach Festive Lighting 2018 has been received. 2. The Structural Survey has been completed successfully. Members to note that Lamp Column 14 on Bridge Street, has not received permission to have a Festive Light attached to it as it has a faulty electric cover. SSE are investigating and it is hoped they approve the lamp column before the Christmas Lights installation. 3. The Christmas Tree has been ordered and will be delivered on either 2/3 or 4 November 2018 – to be confirmed. As per insurance, Officers will be present during delivery. 4. The Christmas Lights will be installed on 4/5 November 2018. As per insurance and installation requirements, Officers will be present during installation. 5. The application for a new power socket for the Christmas tree in 2019 is on-going and will be progressed further after this year's Christmas Lights Switch On. 6. Officers have met with two companies to obtain quotes for the next 4 year's Christmas Lights provision and are currently investigating a third. All quotes are hoped to be received by February 2019 and will be submitted to the Working Group before recommendation to Committee. 	
Legal and Policy implications Andover Town Council has to comply with the following legislation for Christmas Lights; <ul style="list-style-type: none"> • 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. 	

- | |
|---|
| <ul style="list-style-type: none">• The Construction (Design and Management) Act 2007• Health and Safety and Work etc Act 1974 |
| Recommendations <ul style="list-style-type: none">• To note the update report. |

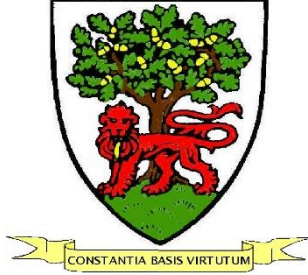
Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors



215 Report

215	
Produced for: Assets & Communities Committee	Date of Report: 12 October 2018
Summary of Key Issues To receive an update on the 215 Project.	
Current Situation <ul style="list-style-type: none"> • All figures are now adopted, and most have been collected from The Artroom, where the rest are stored. A list of organisations who have signed up is below. • Grants have been awarded from TVBC, Hampshire County Councillors Zilliah Brooks, Martin Boiles, Kirsty North and Andrew Gibson, and Tesco, which when match funded from ATC will cover all of the costs. • We are delighted to have Commercial Lighting Systems Ltd from Southampton arranging the lighting for the event, and they have got some wonderful ideas on how to give the event the best possible effect. • John Ritchie is working on the soundscape for the event, which will add an extra dimension to the event. • Publicity is going well, with coverage on Love Andover, That’s Salisbury TV, and other local sites. • There is a warm invitation extended to all Councillors to be there, as well as a need for volunteers on the night. 	
Recommendations <ul style="list-style-type: none"> • To note the update report. 	

Note: The person to contact about this report is Cllr K Bird, Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Email: CllrKBird@andovertc.co.uk

Website: www.andover-tc.gov.uk

Distribution: To all Councillors

Report to Andover Town Council

Andover Small Grants 2018/19

The Harmonium Singers

Concert on 14th July 2018

In July 2018 Andover Town Council Awarded £300 to The Harmonium Singers to help with the mounting of a choral concert to commemorate the end of World War 1. The Council had previously awarded £300 for a concert in 2014 to mark to start of the war, so it was pleasing to have this support again for the second part of the project. The cheque was presented at the full Council meeting on 6th September.

Once again the intention was to mark this significant anniversary in a thoughtful, moving and yet uplifting way, using St Mary's Church as an ideal venue. As far as we know this is the only specific event in the town for this anniversary.

The choir usually has quite low costs for concerts, however this event called for an instrumental ensemble of six players to accompany the choir in the Rutter Requiem for the second half. In the first half we read short biographies of some of the composers affected by the war and sang choral items by them. This seemed to have a powerful effect on the audience as it highlighted the horrors they experienced, the injuries inflicted and, in some cases, how their lives were tragically cut short.

Having players of professional standard was key to making the evening a success, and making it out-of-the-ordinary. The Town Council grant went a long way to covering these costs, which avoided the possibility of choir funds being seriously depleted and therefore impacting on our running costs for the coming year. Our member subscriptions just cover regular running costs such as rehearsal venue hire and music.

Fortunately, the choir was able to raise £500 itself from a quiz night which, together with the council grant, met most of the concert expenses.

On the night we achieved an audience of about 150 and the comments afterwards were very favourable. As an amateur choir we do our best to achieve excellent results but there is no doubt the instrumentalists injected a dose of professionalism into the proceedings.

In summary this was a very successful cultural event for the town, especially given Andover's location and military connections. The grant from Andover Town Council helped a local group to unite the community in an act of commemoration.

A video is available on YouTube (accessible via the choir's website) featuring an item from the first half with three of the instrumentalists accompanying the choir. It includes some lovely shots of St Mary's both inside and out, with some spectacular drone footage. All of which, we hope, reflects well on Andover as a town. A report appeared in the Andover Advertiser on 20 July (see below).

Musical Director, The Harmonium Singers
14th September 2018

www.harmoniumsingers.org.uk

Andover Advertiser cutting on next page

'Thoughtfully chosen' songs at concert for worthy cause

REVIEW:

The Harmonium Singers, John Rutter's *Requiem* and Other Reflections on WW1, St. Mary's Church, Andover

IT'S the law of unintended consequences: global warming allowing England to produce world-class sparkling wines, Donald Trump making Boris Johnson's hair look stylish - unforeseen consequences both. Top of the list, though, is WW1, which spawned some of the finest music of the last century.

Combat Stress is a mental

health charity supporting service personnel, and Saturday's concert by The Harmonium Singers raised money for this cause, with a thoughtful programme that featured wartime composers whose lives were impacted by WW1, before a second half performance of John Rutter's *Requiem*.

Evening sunlight bathed St. Mary's Church as the choir got proceedings underway with a heart-warming rendition of Hubert Parry's *Crossing The Bar*, their harmonies soaring and floating above us as they began the concert from the nave behind the audience.

Pieces by Stanford, Ireland and Francis Warren followed, the latter's *Ave Verum Corpus* given a charming, lilting portrayal by these delightful local singers.

As befits a wartime American, Samuel Barber arrived late in the proceedings, before the choir wrapped up the first half with Parry's *My Soul, There Is A Country*.

For many, of course, John Rutter was the bums on seats name in the programme and, in the second half, The Harmonium Singers were joined by a quartet of instrumentalists to perform his delightful *Requiem*.

With so many great recordings of this moving piece, you have to be brave to take it on, but the choir brought joy and sensitivity to the performance, most particularly during the Sanctus, where Jenny Broome provided twinkling, heavenly support on harp.

Perhaps only 100 years of reflection can allow us to see any good coming from the carnage of this awful war. But, as Berthold Auerbach said, "music washes away from the soul, the dust of everyday life." Who could have foreseen that as a consequence of WW1?

By Chris Parkinson-Brown

01264 338723 email leisuredesk@andoveradvertiser.co.uk Fax: 01264 338723 andoveradv

Andover Advertiser, 20 July 2018

ASSETS AND COMMUNITIES WORK PROGRAMME: 25 OCTOBER 2018

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
6 December 2018	Lengthsman scheme			
6 December	To receive Markets Terms of Reference in correct format			
6 December	SHILLING FAIR - To receive and note a report on the Shilling Fair that happened in August 2018 – attached at Appendix H .			
6 December	PROJECT PLAN/SCHEME OF DELEGATION - To receive and note a written report on the Project Plan.			
6 December	AFEST 2018 To receive and note a written report on AFEST 2018, to include footfall if available.			
6 December	Progress report on Corporate Risk Assessment Action Plan.			
6 December 2018	Final review of Budget for 2019/2020	P&R	To make any requested adjustments to final budget for recommendation to P&R Committee	
6 December 2018	Event reports		To receive Project Plans for planned events in 2019	