ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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

Cllrs K Bird, L Bird, C Bartholomew, Rev. A Fitchet, L Gregori, R Hughes, R Kidd, B Long, M Mumford, V Pond.
(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 7 June 2018 at 7.00 pm** when it is proposed to transact the following business:-

T Warburton
Tor Warburton – Deputy Clerk (training)
1 June 2018

Prior to the start of the meeting there will be a presentation from Maggie Shelton and Richard Bloor from Watercress & Winterbournes Landscape Partnership Project

---

1 **CHAIRMAN OF COMMITTEE**
To Elect a Chairman of the Assets and Communities Committee for the Municipal Year 2018/2019.

2 **VICE CHAIR OF COMMITTEE**
To Elect a Vice Chairman of the Assets and Communities Committee for the Municipal Year 2018/2019.

3 **APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.

4 **DECLARATIONS OF INTEREST**
To receive and note any declarations of interest relevant to the agenda.

5 **MINUTES**
To receive and agree the minutes of the Assets and Amenities Committee meeting held on 12 April 2018 and the Community Engagement Committee Meeting held on 26 April 2018. To receive and confirm corrected minutes from Assets and Amenities Committee on 1 February 2018 to be re-signed - attached at **Appendix A.**

6 **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.

7 **GRANTS WORKING GROUP**
To review and approve the Grants Working Group Mandate, deferred from the last Community Engagement Committee Meeting – Attached at **Appendix B**.

8 **A-FEST**
To receive a report on A-Fest – **to follow.**

9 **BUS SHELTERS**
To note a map of Bus Shelter locations – attached at **Appendix C.**

10 **VICTORIAN LAMP/FOUNTAIN**

To receive an update report on the Victorian Lamp/Fountain – attached at **Appendix D.**

11 **MARKETS WORKING GROUP**

To receive an update report and to receive and approve the Terms of Reference for the Markets Working Group – attached at **Appendix E.**

12 **215 – WW1 COMMEMORATION EVENT**

To receive an update report on the WW1 Commemoration event – **to follow.**

13 **PROJECT PLAN/SCHEME OF DELEGATION**

To confirm with the Committee the projects it wishes to address over the next 2 years.
Projects must be within the Terms of Reference of the Committee
Once projects have been agreed a project plan to be provided by each Working Group.

14 **REPORTS FROM WORKING GROUPS**

To receive reports from Working Groups.

15 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee Work Programme and to make changes as necessary – attached at **Appendix F.**

16 **DATE OF NEXT MEETING**

To note the date of the next Committee Meeting **– Thursday 12 July 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 Amenities Committee

Time and date
7.00pm on Thursday 12 April 2017

Place
Upper Guildhall, High Street, Andover

Details of Attendance:

Town Councillors

Cllr V Pond (A) – 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 (A)	Cllr C Ecclestone (P)
Cllr M Mumford (P)	Cllr S Hardstaff (P)	Cllr R Hughes (P)

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

Other Cllrs present: Cllr J Lovall

Members of the Public: 2

The Chairperson started the meeting at 7.00pm.

AA 053/17 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs V Pond and K Bird.

AA054/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

AA055/17 MINUTES

It was proposed by Cllr G McBride and seconded by Cllr C Ecclestone that the minutes of the Assets and Amenities Committee meeting held on the 1 February 2018 with agreed amendments be received and signed by the Chairman as a correct record.

A vote was taken 8 For and 1 abstention.

RESOLVED: that the minutes of the Assets and Amenities Committee meeting held on the 1 February 2018 with agreed amendments be received and signed by the Chairman as a correct record.

AA056/17 PUBLIC PARTICIPATION

A member of the public asked why the sound system was not being used and also wanted to know where the information was that was requested regarding the money spent on hiring the Guildhall for the Town Council meetings. It was also asked why the meeting was not held in the new Andover Town Council Offices. Apologies were given for not using the sound system and it was rectified immediately. The Committee Officer assured the member of the public that the answers to the other questions would be sent in writing within 10 working days.

AA057/17 WORKING GROUPS

The Committee reviewed the list of Working Groups for the Assets and Amenities Committee
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.

The following was suggested:

Boundary Review – remain active for now
Cemeteries – disband
Market Management – active (ToR to be reviewed at next meeting)
Defibrillators – active
Hospitality – disband
Community Right to Bid – active
Tourist Board – active
Christmas lights (purchasing) – active

It was reiterated that at a previous meeting it had been voted on and passed that if any Working Group fails to submit a report for two consecutive meetings then that Working Group would be considered not active and disbanded.

The Committee Officer was asked to put together a list of the active Working Groups with their Terms of Reference for review at the next meeting.

Cllr M Mumford left the room 7.20pm

Cllr L Gregori proposed and Cllr C Ecclestone seconded that the Committee accept the amended Working Group list.

A vote was taken which was unanimous.

RESOLVED: that the Committee accept the amended Working Group list.

AA058/17 COMMUNITY RIGHT TO BID

Cllr M Mumford returned 7.21pm
The list of bids was received and it was noted that The Guildhall was not listed.
It was agreed that an updated list be brought to the next meeting amended to include an 'as at' date.

AA059/17 DEFIBRILATORS

Responsibility for insuring the defibrillators within Andover were discussed.
Cllr McBride left at 7.25pm.
Cllr S Hardstaff confirmed that the two defibrillators that Andover Town council have already paid and installed are covered by the Andover Town Council insurance, however, a Defibrillator Policy has been agreed which stipulates that the applicants for future defibrillators, will insure the defibrillators themselves.

AA060/17 TERMS OF REFERENCE

The proposed Terms of Reference for the agreed combined Asset and Amenities and Community Engagement Committee were reviewed and the following proposals were made:

It was proposed by Cllr L Gregori and seconded by Cllr C Ecclestone that point 4705 in the Finance section be removed and added to the Policy and Resources Committee budget head.

A vote was taken, which was unanimous.

RESOLVED: that point 4705 in the Finance section be removed and added to the Policy and Resources Committee budget head.

It was proposed by Cllr L Gregori and seconded by Cllr C Ecclestone that whole section entitled Offices be removed and added to the Policy and Resources Terms of Reference.

A vote was taken, which was unanimous

RESOLVED: that whole section entitled Offices be removed and added to the Policy and Resources Terms of Reference.

It was proposed by Cllr B Long and seconded by Cllr S Hardstaff that point 4 of the Grants section be replaced with '4. To make decisions for awarding both Smaller Grants, Community Grants and Andover Challenges Programme on behalf of the Council, within the Grant budget.'.

A vote was taken, which was unanimous.

RESOLVED: that point 4 of the Grants section be replaced with '4. To make decisions for awarding both Smaller Grants, Community Grants and Andover Challenges Programme on behalf of the Council, within the Grant budget.'.

It was proposed by Cllr B Long and seconded by Cllr M Mumford that the proposed Terms of Reference for the combined Assets and Amenities and Community Engagement Committee be accepted with the agreed amendments.

A vote was taken, which was unanimous.

RESOLVED: that the proposed Terms of Reference for the combined Assets and Amenities and Community Engagement Committee be accepted with the agreed amendments.

AA061/17 REPORTS FROM WORKING GROUP

The following reports were received and noted:

Railways – report was received and noted. Analysis report had been commissioned by SWLEP. Attached at Appendix A.

AA062/17 COMMITTEE WORK PROGRAMME

The Shilling Fair and AFest were added to the Work Programme for the meeting

AA062/17 DATE OF NEXT MEETING

Noted.

The Chairman closed the meeting at 8.07pm

Chairman Date

ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Community Engagement Committee

Time and date
Thursday 26 April 2018 at 7.00pm.

Place
Upper Guildhall, High Street, Andover

Councillors Present:

Revd. Andy Fitchet (Chairman) (P)	Katherine Bird (P) (7.02pm)	Richard Rowles (A)
Luigi Gregori (P)	Robin Hughes (P) (7.12pm)	Barbara Long (A)
Geoff McBride (P)	Richard Kidd (P)	Michael Mumford (P)
Paul Crossman (P)	Lynn Bird (A)	

Borough/County Councillors in attendance: Cllr Z Brooks, Cllr J Lovall

Other Andover Town Councillors present: Cllr S Hardstaff, Cllr L Gates.

Officers in attendance: Tor Warburton – Committee Officer (taking the minutes)

Members of the Public: 2

CE 048/17 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr B Long and the Committee received and accepted the resignation from this Committee from Cllr R Rowles.

CE 049/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

CE 050/17 MINUTES

It was proposed by Cllr M Mumford and seconded by Cllr R Kidd that the minutes of the Community Engagement Committee meeting held on 15 February 2018 be agreed and signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: that the minutes of the Community Engagement Committee meeting held on 15 February 2018 be agreed and signed by the Chairman as a correct record.

CE 051/17 PUBLIC PARTICIPATION

A statement was received from the Watercress and Winterbournes Community Catchments Officer regarding the Hampshire and Isle of Wight Wildlife Trust, who together with 16 partner organisations, have embarked on an ambitious project called Watercress & Winterbournes. The Upper Anton is one of

the seven streams covered by the project and she was keen to engage with the wider community around Andover.

CE 052/17 WORKING GROUP MEMBERSHIP

It was agreed that the Grants Working Group needed more members so the rest of the Councillors will be asked if they wish to join.

The Committee heard that the Andover Challenges Programme is to be discussed with the Town Clerk.

Cllr K Bird proposed and Cllr R Kidd seconded that the Website and Business Plan Working Groups be disbanded.

A vote was taken, which was unanimous.

RESOLVED: that the Website and Business Plan Working Groups be disbanded.

Cllr R Hughes arrived 7.12pm

The Committee considered the current mandates.

It was proposed by Cllr K Bird and seconded by Cllr R Kidd that the mandates for the AFest and Andover Challenges Programme Working Groups be renewed and that the review of the mandate for the Grants Working Group be deferred.

A vote was taken, which was unanimous.

RESOLVED: that the mandates for the AFest and Andover Challenges Programme Working Groups be renewed and that the review of the mandate for the Grants Working Group be deferred.

Amended Working Group membership attached to record minutes.

CE 053/17 A-FEST

A written update report was received and noted.

A vote of thanks was given to Cllr K Bird for all her work on the event.

CE 054/17 TERMS OF REFERENCE

The draft Terms of Reference for the new amalgamated Committee were received and reviewed.

It was proposed by Cllr P Crossman and seconded by Cllr M Mumford that the Committee accept the draft Terms of Reference with the amendments made by the Assets and Amenities Committee.

A vote was taken, which was unanimous.

RESOLVED: that the Committee accept the draft Terms of Reference with the amendments made by the Assets and Amenities Committee.

CE 055/17 REPORTS FROM WORKING GROUPS

None of the Working Groups had met since the previous meeting therefore no reports were received.

CE 056/17 COMMITTEE WORK PROGRAMME

It was agreed that an update report for the WW1 Commemoration event be added to the next Agenda.

CE 057/17 Noted

Meeting closed at 7.22pm

Chairman …… Date ……..

ANDOVER TOWN COUNCIL

A

Constantia Basis Virtutum

Minutes of Assets and Amenities Committee

Time and date
7.00pm on Thursday 1 February 2017

Place
Upper Guildhall, High Street, Andover

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. Town Clerk 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 Markets Working Group, Committee Officer 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 and brought to Committee. This was added to the work programme.

The Chairman closed the meeting at 7.29pm

Chairman Date

Grants Working Group Mandate

Name of working group: Grants Working Group

Responsible authority: Full council through Community Engagement committee

Background.
£1,000 is allocated within the Town Council Budget for grants to be made payable to groups within the Andover Parish for community benefit. Applications will be invited throughout the year and will be considered by the working group for recommendations to the Community Engagement Committee for approval by Full Council.

Composition of working group: Barbara Long, Alan Cotter, Robin Hughes, Richard Rowles

Aim. The working group is to provide a report on recommendations of grant applications received, for approval of grant payments in order to facilitate a decision by full Council through the Community Engagement committee.

Deliverables. The output of the working group is generally a report or set of reports with recommendations that can be voted on by council or committee with implementation by officers. A work plan should be constructed at the first meeting allocating tasks, setting deadlines, and setting dates for delivery of reports. The work plan will be modified over time but will form a key element of interim reporting back to Council or Community Engagement Committee. The report (which may amount to a business case) is to contain:

a. Clear set of recommendations covering any proposed action;

b. A summary of the working group activities that led to the recommendations:

c. Costs;

d. Benefits;

e. Identified risks; and

f. Stakeholder considerations (including communications plan if required).

Constraints. Members should be mindful that they have no executive power. Members cannot enter into any relationship which could be regarded as contractual or involves negotiations.

Confidentiality. Working groups should be aware of sensitivities over sensitive material whether personal or commercial, and should adopt best practice.

Bus Shelter Locations, Andover Town Council

Test Valley Borough Council

THIS PLOT IS REPRODUCED FROM ORDNANCE SURVEY MATERIAL WITH THE PERMISSION OF ORDNANCE SURVEY ON BEHALF OF THE CONTROLLER OF HER MAJESTY'S STATIONERY OFFICE @ CROWN COPYRIGHT.UNAUTHORISED REPRODUCTION INFRINGES CROWN COPYRIGHTAND MAY LEAD TO PROSECUTION OR CIVIL PROCEEDINGS.TEST VALLEY BOROUGH COUNCIL LICENCE No. 100006096 2017

Legend

Bus Shelters

- Advertising
- Non Advertising

2712-0103
2712-0106
2712-0101
2712-0105
2712-0102
2712-0104
2712-0022
2712-0119
2712-0111
2712-0114
2712-0113
2712-0023
2712-0025
2712-0118
2712-0115
2712-0024
2712-0019
2712-0049
2712-0063
2712-0048
2712-0047
2712-0064
2712-0002
2712-0124
2712-0125
2712-0121
2712-0030
2712-0110
2712-0122
2712-0016
2712-0116
2712-0029
2712-0127
2712-0037
2712-0120
2712-0108
2712-0109
2712-0065
2712-0035
2712-0036
2712-0107
2712-0034
2712-0059
2712-0021
2712-0027

Report re Victorian drinking Fountain

I had a meeting with Paul Cass to discuss why the Victorian Drinking Fountain is not working and what needed to be done to get it working again.

Unfortunately, Paul Cass was called away and I met with Stuart Bacon.

There re a number if legislations re drinking Fountains and because of the risk of Legionella Disease TVBC would not want to re-establish the Victorian Lampstand as a drinking Fountain.

There are not so many legislations re ornamental fountains, but it was not felt that the Victorian lamp could be used as an ornamental fountain.

He was unsure if the actual lamp part was working, so would need to establish if the lamp is lit in the evening.

Barbara Long

Terms of Reference – Markets Working Group

A working group reporting to the Assets & Amenities Committees of the Andover Town Council.

2.1. To seek to operate and regulate all markets under Food Act 1984 s50-61 & Andover Market Rights.

2.2. To advise Council on the protection of the market rights.

2.3. To advise Council on the Market Policy.

2.4. To work in partnership to provide additional markets including a covered market, Christmas market, farmers' markets and charity markets and to promote related events as determined by Council.

2.5. To determine discretions under the Markets Policy.

APPENDIX F

ASSETS AND COMMUNITIES WORK PROGRAMME: 7 June 2018

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
7 June 2018	To receive a report on A-Fest			
7 June 2018	Bus Shelters – to receive list of locations.	CE		
12 July 2018	Update on Lengthsman scheme			
12 July 2018	Vigo recreation park tree guard			
12 July 2018	To receive an update report on The Shilling Fair			
12 July 2018	NEW LANDMARK FOR THE COMMUNITY To review information gathered on the initiative and agree the next step			
25 October 2018	Draft Budget for 2019/2020	P&R	To consider a draft budget for 2019/2020 to recommend to the Policy & Resources Committee	
25 October 2018	Events for 2019		To consider events for 2019 to allow for resources and budgets	
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	