



To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at **The Upper Guildhall on Thursday 31 March 2016 at 7.00 pm** when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to be 'Wendy R Coulter', is written over a light blue rectangular background.

Wendy R Coulter
Town Clerk – 23 March 2016

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

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

The Chairman to sign as a correct record the minutes of the Town Council meeting held on 25 February 2016 – **(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 REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS

To receive any reports from Borough and County Councillors from the Andover Wards.

For clarification: Reports are;

- Information and updates regarding Andover with which the Councillor has been involved
- News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards.

Reports are not;

- Comments on the evening's meeting
- Comments on Andover Town Council policies or procedures
- Press releases.

Items which are not reports can be forwarded to the Town Clerk for circulation.

6 QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS

To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.

7 **CHAIRMAN'S ANNOUNCEMENTS**

To receive the Chairman's Announcements.

8 **YOUTH COUNCIL UPDATE**

To receive an update on the activities of the Andover Youth Council.

9 **COMMITTEE MINUTES**

To receive and note the attached Minutes of the under-mentioned committees:

15 February 2016 - Planning Committee – **Appendix B.**

7 March 2016 – Planning Committee – **Appendix C.**

21 January 2016 – Allotments Sub-Committee – **Appendix D.**

10 **MOTIONS FROM TOWN COUNCILLORS**

Motion from Cllr Richard Rowles

Preamble:

The markets that operate in Andover High Street have been a real draw for the Town of Andover but could be more effective, Hampshire County Council own the land, Test Valley Borough Council are "licensees", they collect rubbish for the markets and allow a market consortium to manage the market. The consortium pay Test Valley Borough Council for the privilege of organising the market.

Motion:

That the Town Clerk to contact Hampshire County Council, and arrange for the proposer and the Town Clerk to attend meetings to facilitate an agreement to adopt the market for the people of Andover by Andover Town Council.

Motion from Cllr C Ecclestone

"That the Andover Town Council requests of Test Valley Borough Council the redrawing of the Parish of Andover's boundaries to include the area of Abbotts Ann Parish (known as Burghclere Down) within the borders of the Town of Andover. Andover Town Council requests that this measure take effect (subject to the agreement of Abbotts Ann Parish Council) from the 6th of April 2017".

11 **REPORT ON INCIDENT IN TOWN COUNCIL OFFICES – 24 FEBRUARY 2016**

To receive a report from the Town Clerk on an incident in the Town Council offices on 24 February 2016.

To approve the actions taken following the investigation.

The report will be presented at the meeting.

12 **CHAIRMAN ELECT**

The Town Council is not properly constituted until it has appointed a Chairman. This is done, as the first business at the Annual Chairman Making Meeting. (Local Government Act 1972, ss 14(1), 15(2), 33(2).

However, for the smooth running of the Administration of the Council, Members are requested to nominate a Chairman Elect for the Chairman Making on 12 May 2016.

13 **CONFIRMATION OF COUNCILLORS ON COMMITTEES**

To confirm that Cllr Michael Mumford will be a Member of the Policy and Resources Committee.

14 **COUNCIL AND COMMITTEE STRUCTURE**

To consider the recommendation of the Policy and Resources Committee regarding the proposed Structure for the Town Council and its Committees. Committee Structure and Terms of Reference for Committees attached at **Appendix E.**

The new Committee Structure will come into effect from the Chairman Making Meeting on 12 May 2016.

15 **DATES OF MEETINGS**

To approve the dates of the Council and Committee meetings for the remaining year, including dates for the new Committees – List of dates attached at **Appendix F.**

16 **STANDING ORDERS REVIEW**

To consider the recommendation of the Policy and Resources Committee with regard to amendments to the Standing Orders of the Council – **Revised Standing Orders to follow.**

"Amendment to Standing Orders, SO No 19 -

The Council Chairman shall have the right to attend and contribute to a debate of any committee which they are not already a Member. In this 'ex-officio' capacity they shall have no voting rights or the ability to propose motions, neither shall they form part of the quorum" – proposed by Cllr B Long and seconded by Cllr R Hughes.

17 **FINANCE**

To receive and approve the list of payments up to 29 March 2016 – papers to follow.

18 **QUESTIONS FROM COUNCILLORS**

To receive questions from Councillors as per Standing Order No 8, provided three clear working days' notice of the question has been given to the Town Clerk.

19 **REPORTS FROM TOWN COUNCILLORS**

To receive any reports from Town Council Members.

20 **DATE OF NEXT COUNCIL MEETING**

To note the date of the next Council meeting, the Annual Chairman Making, **Thursday 12 May 2016**, in the Upper Guildhall, starting at 7pm.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

8.04pm on Thursday 25 February 2016

Place

The Upper Guildhall, High Street, Andover

Details of Attendance:

Town Councillors

Cllr V Pond (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr C Bartholomew (P)

Cllr C Ecclestone (P)

Cllr K Hughes (P)

Cllr G McBride (A)

Cllr A Fitchet (P)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr R Hughes (P)

Cllr J Msonthi (P)

Cllr B Carpenter (P)

Cllr L Gregori (P)

Cllr M James (P)

Cllr M Mumford (P)

Cllr A Cotter (P)

Cllr S Hardstaff (P)

Cllr D Marriner (A)

Cllr R Rowles (A)

County Councillors

Cllr T Rolt (P)

Cllr Z Brooks (P)

Borough Councillors

Cllr I Andersen (P)

Cllr K Hamilton (P)

Cllr J Lovell (P)

Officer: Wendy Coulter (Town Clerk) (P) (Taking the minutes)

Members of the Public: 4

Prior to the start of the Town Council meeting, Members of the Town Council heard presentations from MIND, MENCAP and Markway School. The Presentations lasted an hour and Members were given the opportunity to ask questions at the end of each presentation.

C132/15 Apologies for Absence

Apologies for absence were received from Councillors G McBride, D Marriner and R Rowles.

C133/15 Declarations of Interest

There were no declarations of interest.

C134/15 Minutes

The Minutes of the Council meetings held on 18 November 2015 and 14th January 2016 and the Extraordinary Council Meeting held on 11th February 2016 were agreed and signed by the Chairman as a correct record.

C135/15 Public Participation

Mr R Kidd – Andover Resident

There are a number of Test Valley Borough Councillors representing Andover, it might be a good idea for them to devise a rota system for them to attend the Andover Town Council meetings. Cllr Hook does not attend any meetings and the Local MP has also been asked to attend the meetings.

Mr N Long – Andover Resident

1. As a resident of Andover I have some concerns over the amount that the Andover Town Council Precept will be raised by, decided at your last meeting. Will this Council state what extra services they will be providing with this extra money and when they intend to start doing so? Will this be published on the Council's website? I do hope that the Council will be more professional and quicker in dealing with these matters.

Town Council Response –

The Town Council has put aside at least £63,000 for the elections in 2019 (as this is what it would have cost in 2015) however this still will not be sufficient to cover the costs so the Budget for the elections has been increased.

The Town Council will potentially be taking on the Bus Shelters in 2016. It is anticipated that this will be from September 2016. Monies are required to run these therefore a new Budget has been created to cover this cost.

The Town Council will be producing a regular newsletter and increasing the number of events held during 2016 and 2017. These will take effect from the new Council year in May 2016.

The Town Council will be taking on a new member of staff to assist with the increasing number of committees and responsibilities, therefore the Staffing budget had to be increased.

The Town Council will need to find new premises in the near future as the current offices are not "Equality Compliant", therefore monies have been set aside to assist with the rent/purchase of new offices.

The Reserves that the Town Council holds are recommended to be at least half a years running costs, ours are well below this level and we have a duty to ensure that the reserves are adequate, therefore monies have been set aside for Reserves.

The Council's Budget is published on the Town Council's website along with press releases regarding the explanation for the Precept increase.

2. I look forward to hearing item 8 on your agenda, the Youth Council, as I have still not had an update from Cllr McBride if the decision has been made that the Andover Youth Council will be at last "open and democratic meeting" for members of the public to attend and hear what the youth of Andover want.

Response from the Andover Youth Council Advisory Group –

Our youth Councillors are currently not elected rather co-opted, however we hope they will be elected in the not too distant future. However because of this the young people are currently putting themselves forward to be on the youth council in a way which doesn't thrust them into the public eye in a way elections would. Therefore the young people, have not put themselves forward for open public scrutiny, rather if a member of the public has an issue with the Andover Youth Council they must bring that to the Advisory Panel who will then raise it with the Andover Youth Council at an appropriate time. We work very hard to allow the young people to dictate the meetings, direction and purpose of the Andover Youth Council. This would be hindered if individuals of the community started to question and scrutinise the youth council. We must remember these are not 35 year old adults but 14-18yr olds who, would struggle with how to keep the power and control of a meeting if members of the public was sat watching or questioning.

These are the reasons the Andover Youth Council meetings will not be a public meeting, at least, until the youth councillors are elected.

3. When will the public know what the Town Council are doing about the Andover Levy, as I believe that this went to the Council's P&R Committee on the 22 October 2015?

Response from Andover Town Council –

The Town Council is still in negotiations with Test Valley Borough Council over the Levy. It is a very complicated issue. As soon as the Town Council can release information about the negotiations it will do so.

4. Motion from Cllr Ecclestone. Appendix D

This motion seems to be full of waffle from the Cllrs own personal thoughts and quite a few mistakes as well. If you look at Valley Leisure or Test Valley Borough Council websites you will find that the management contract is due to expire in April 2017, not 2016. There was a TVBC Cabinet paper in October 2014 by Dave Tasker to reduce the council subsidy to this. He also means that the size of the pool should be 50 metres not 25 metres. Does he not realise that the site is not large enough to accommodate a pool of this size? TVBC are I believe, collecting 106 monies' for a new pool in Andover. Valley Leisure has invested over £500k into services in the past year. Valley Leisure sites have been graded as excellent by Quest, within the top 10% across the UK. For your information, Quest is recognised by Sports England. Valley Leisure has also been host to some large events recently, British powerlifting championship & the Ju-Jitsu World Championships. More than 1 million visits are made to Valley Leisure sites each year. I feel that the Councillor should be highlighting the good things about this and not be so negative in his outlook. For information, Valley Leisure runs the Andover Leisure Centre, Romsey Rapids, Charlton Lakeside and Knightwood Leisure Centre.

Response from Cllr C Ecclestone –

I can only find reference to The Rapids in Romsey being rated highly by Quest and that was in 2013. The numbers I used of customer satisfaction, were actually from a recent survey undertaken by Valley Leisure itself of the users.

As for the term of the lease, whether it expires late this year or early next year the process of tendering will begin this year.

On the swimming pool, indeed there is space to double its length if the staff carpark (facing the back of Lidl) is used for an expansion as well as relocating the "spa suite" to a more appropriate location next to the changing rooms in the main building (by building an annex on what is now the disabled parking).

On the amount invested by Valley Leisure being £500,000 I dare to quote/paraphrase Mandy Rice-Davies "they would say that wouldn't they". In fact my numbers came from the most recent submission to the Charities Commission i.e. their audited accounts which should be the definitive version.

As a regular user of the leisure centre (four times a week at least) I am well aware of its virtues (of which there are many) and its shortcomings (equally). The goal of the Town Council should be to have the best Leisure Centre the town can have for the right price for residents.

5. Motion from Cllr Bird

"A list of assets of community value drawn up by Town Councillors and to approve the list in its entirety by the end of the week". Why is this list not in the agenda for all to see and read, or is it a secret list for Town Councillors eyes only?

Response from Andover Town Council –

A full list was distributed at the Council meeting and copies were given to Members of the Town Council and Members of the public.

C136/15

Reports from Borough and County Councillors from the Andover Wards

Report from County Councillor T Rolt –

The Breastfeeding Drop-in Services will cease to have County Council funding from end of March 2016. I put in a motion to try and get funding continued. It has been referred to a Committee which will meet 2 days before the funding is due to end. The County Council is trying to get funding together, this is a cross party effort.

I met with officers at the entrance of Newbury Street, they were looking at putting in 'dragons teeth' There are a few road signs that are still covered. These will be corrected very soon. There are broken bits of barriers appearing across the Town Centre, the County Council is researching who they belong to have them removed.

With regard to Roman Way, it is very useful to have the Town Councillors' points of view.

106 monies for schools – Road Crossing Patrol, it will not be controlled but there will be 2 officers to be recruited.

Picket Twenty – the main entrance will be fixed by 7 March. They have now finished the houses.

I have heard from various people that there will not be enough water to supply the new houses at Picket Twenty. I have spoken with Southern Water and they do not think that it will be a problem. The new areas will have drains and soakaways.

Smannell Road – has experienced street lighting problems. Southern Electric are dealing with the issues. Vigo Road – there is no funding for a survey of the whole area. With the schools merger a very careful study of the railings is needed to ensure it is safe.

Community Speedwatch – I am happy to help and can provide funding from my devolved budget.

Report from County Councillor Z Brooks –

I represent the County Ward of Andover West which doesn't cover much of Andover.

Charlton Parish Council are now doing a Neighbourhood Plan as well.

C137/15 Questions from Town Councillors to Borough and County Councillors

Cllr J Msonthi - the ring road, Artists Way has lots of holes, when will they be repaired?

Cllr K Bird – when will we receive feedback on Roman Way?

County Councillor T Rolt responded that he would answer both questions within 2 weeks.

Cllr C Ecclestone – Thanked Cllr Brooks for attending the meeting. He asked whether Cllr Brooks could enquire as to why the Town Council's comments on a planning application related to the Haydon Cars site had been stated as expired on 21st December and why the Town Council's comments had been reduced.

Borough Councillor Z Brooks responded that the comments may have been taken from previous comments that hadn't been included. She would try and find out why.

Cllr B Long – Churchill Way, pipes are being installed, is this not classed as a SINC?

County Councillor T Rolt – responded that they were power cables to the Solar Farm, he would investigate and come back to Cllr Long.

Cllr B Carpenter – The Yellow Lines at Roman Way, at the moment all the cars are being parked on the estates.

County Councillor T Rolt – I have asked them to review this, to finish at 6pm and allow parking overnight. I will ask Ray Alborough to confirm.

Cllr A Fitchet – recently attended a County Council meeting on the Budget for 2016/2017. The £2million that the County Council receives would perhaps be better going to the mental health services?

Cllr K Bird – as an observation, the Yellow Lines at Roman Way have been enforced by Test Valley Borough Council, the Borough Councillors of Alamein should be finding out about this.

C138/15 Chairman's Announcements

The Chairman announced that she had attended the following events on behalf of the Town Council:

Noon on Wednesday 27th January – Holocaust Memorial Service

C139/15 Youth Council Update

Cllr A Fitchet presented the report on behalf of the Youth Council –

The Youth Council met last night and considered more projects for 2016/2017.

The A-Fest would be going ahead and it should now be a self-sufficient event.

The Youth Council are putting together a 3 year plan of annual events, it is moving forward and more Members are being recruited.

There is no intention at the moment to open the Youth Council meetings to the public, this is mainly due to Safeguarding reasons.

The Youth Council is recruiting from volunteers and the Youth Councillors are not up for scrutiny.

C140/15 Committee Minutes

The following Minutes were received and noted:

7th January 2016 – Policy and Resources Committee

25th January 2016 – Planning Committee

C141/15 Motions from Town Councillors

Motion proposed by Cllr L Gregori and seconded by Cllr K Bird.

MOTION ON MENTAL HEALTH

Council notes:

That mental health services still suffer severe inequality compared to those for physical health;

That people with mental ill health do not have equal access to treatment and services with some estimates suggesting that 75% of people experiencing mental ill health do not access any treatment;

That until April 2015 there were no maximum waiting time standards for treatment for mental ill health and new standards still have not been rolled out across all services;

The huge cost of mental ill health to individuals and their families, but also to the economy as a whole, including visits to A&E, unemployment and homelessness support, which some estimates suggest are as high as £100bn a year.

Council welcomes:

The work of local volunteers and social enterprises such as MENCAP and MIND;

The crisis care concordat, bringing together organisations involved in health, care and policing across the country in an agreement to improve mental health crisis care;

The introduction of the first ever waiting time standards for mental health care;

The transfer back of public health responsibilities to local government.

Council calls on:

ATC to act as the local champion for mental health;

ATC councillors and officers to work through both council activities and partner organisations such as the Town Centre Partnership Group to provide effective provision for clients with mental health issues as appropriate such as dementia friendly services.

Cllr Gregori spoke in favour of his motion, Cllr Bird seconding chose to speak at the end of the debate. Members had a lengthy debate regarding the motion on Mental Health, the meeting was extended to allow for further discussion. Members discussed the merits of the wording, Andover Town Council to act as the champion for mental health.

It was proposed by Cllr Bird that the wording be amended to “a champion for mental health”. This was seconded by Cllr Bartholomew.

Members voted on the amended wording of the motion 2 for, 9 against and 3 abstentions.

The amendment was lost.

Cllr Bird spoke in favour of the Motion at the end of the debate.

A vote was taken 13 for, 1 abstention. The Motion was carried.

RESOLVED: That Andover Town Council act as the local champion for mental health; Andover Town Councillors and Officers to work through both council activities and partner organisations such as the Town Centre Partnership Group to provide effective provision for clients with mental health issues as appropriate such as dementia friendly services.

Motion proposed by Cllr K Bird and seconded by C Ecclestone.

'There has been a list of Assets of Community Value drawn up by Andover Town Councillors, all of which now has the supporting paperwork completed.

This motion calls on Andover Town Council to approve the list in its entirety for submission to TVBC by the end of the week.'

Cllr Bird explained that the Town Council had started the process of compiling a list of Assets of Community Value back in 2012. A list had been updated and was circulated at the meeting.

Cllr Bird wished to make the following amendment to her motion;

*“There has been a list of Assets of Community Value drawn up by Andover Town Councillors, the supporting paperwork is being completed.
This motion calls on Andover Town Council to approve the list in its entirety for submission to Test Valley Borough Council once all the paperwork has been completed”.*

The Community Asset list drawn up by Town Councillors included the following:
64 High Street, Andover College, Andover Leisure Centre, Andover Magistrates Court, Andover War Memorial Hospital, Anton Lakes Nature Reserve, Chantry Centre, Charlton Lakes, Cricket Ground, Golf Club, King Arthurs Way Community Hall, King George Recreation Ground, Phoenix Park, Portway Infant and Junior School, Rosewood Gardens Playpark, Saxon Fields Playpark, St Ann’s Hall, The Angel Public House, The Guildhall, The Lights, The Phoenix Centre, The Rendezvous, Vigo Recreation Ground, Walworth Recreation Facilities.

Members considered the motion. It was pointed out that Walworth Rec facility was no longer in existence. It was confirmed that it was the Andover Golf Club and the London Road Sports Ground was added to the list.

It was further confirmed that the application forms would have to be submitted by the Town Clerk on behalf of the Town Council.

The Motion was unanimously agreed.

RESOLVED: That Andover Town Council approve the list of Assets of Community Value in its entirety and it be submitted to Test Valley Borough Council once all the paperwork has been completed.

Motion from Cllr C Ecclestone

“Andover Town Council register the Leisure Centre as a Community Asset under its Right to Bid within the Localism Act and commence negotiations with potential leisure centre operators (e.g. Places for People) in forming a consortium to eventually lodge a bid, upon the expiry of the current lease, to ensure that this important part of the town’s life is well managed for the town’s benefit.”

*Supporting report attached at **Appendix D.***

Cllr Ecclestone withdrew his motion explaining that it had been included in the previous motion.

C142/15 Confirmation of Councillors on Committees

It was confirmed that Cllr A Fitchet would be a member of the Policy and Resources Committee.

C143/15 Charity Street Collections

Members were asked to approve the recommendation from the Policy and Resources Committee to take on the delegated responsibility from Test Valley Borough Council for issuing Charity Street Licences in Andover.

Members unanimously agreed that the Town Council should take on the Charity Street Collection Licences.

RESOLVED: That Andover Town Council take on the delegated authority from Test Valley Borough Council for issuing Charity Street Licences in Andover.

C144/15 Media Policy

Members were asked to approve a Media Policy for Andover Town Council. Members unanimously agreed to adopt the media policy.

RESOLVED: That the Media Policy, attached to record minutes be adopted by the Town Council.

C145/15 Finance

The following list of payments up to 23 February 2016 were approved.

BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
561534233	09.02.2016	Tipper grab – BL Allts	Ace Liftaway	412.68
561534233	10.02.2016	Tipper Grab – BL Allts	Ace Liftaway	384.60
337333857	01.03.2016	March Salary	Town Clerk	2315.59
354504078	10.02.2016	Job nos 1181,1181,1177,1182	DMJ Butler Country Ser	660.00

152754564	10.02.2016	Privet Hedging and Planting	Grass & Grounds	168.00
300277	01.03.2016	Tax contributions March 2016	HM Revenue & Customs	1281.02
618854191	01.03.2016	March 2016 Salary	Office Administrator	1225.38
300279	22.02.2016	Deposit return	Plot 53 OWR	50.00
NEST DD	22.02.2016	Pension Payments March 2016	NEST Pensions	80.85
300280	05.02.2016	Water Provision TD Allts	Southern Water	132.85
300281	09.02.2016	Water Provision BL Allts	Southern Water	166.86
TOTAL				6877.83

C146/15 Questions from Councillors

There were no questions received from Town Councillors.

C147/15 Reports from Town Councillors

Cllr B Long reported that she had attended a 'Future in Andover' event. It was very well attended. She had also attended a Test Valley Association of Local Council's meeting. Andy Ferrier gave a presentation on Neighbourhood Plan Grant Funding.

She also attended a recent Town Centre Partnership meeting. Test Valley Borough Council were paying for a Feasibility Study. Winchester and Salisbury were also carrying out Feasibility Studies.

Cllr Long reported that the Neighbourhood Plan had a display in the Library for 2 weeks collecting more responses to the survey.

Cllr Long also reported that she had attended the Holocaust Memorial Day.

Cllr Ecclestone reported that he was working with Cllr T Rolt investigating bus services from Andover to Winchester. He further reported that he had been invited to Ludgershall Town Council to talk about rail services.

Cllr Bird reported that she had given a deposition on Breast Feeding at a recent meeting of Hampshire County Council.

Cllr J Msonthi reported that she had attended a recent meeting of Andover Older Peoples Forum.

Cllr B Carpenter reported that she had attended a meeting held by the Hampshire Police Commissioner, it was a very good meeting.

C148/15 Date of Next Meeting

Members noted that the date of the next full Council meeting was Thursday 31 March 2016 at 7pm in the Upper Guildhall.

The Chairman closed the meeting at 9.35pm.

Chairman

Date

ANDOVER TOWN COUNCIL



B

Minutes of Planning Committee

Time and date

6.00pm on Monday 15th February 2016

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr C Bartholomew (P)

Cllr B Carpenter (P)

Cllr C Ecclestone (P)

Cllr L Gregori (P) Cllr

D Marriner (A)

Cllr J Msonthi (A)

Cllr V Pond (A)

Cllr R Rowles (A)

Officers Present: Allotment Officer (Taking the Minutes)

Members of Public Present: 0

PC207/15 Apologies

Apologies for absence were received from Cllrs Pond, D Marriner, R Rowles and J Msonthi

PC208/15 Declarations of Pecuniary Interest

There were no declarations of interest.

PC209/15 Minutes

The Minutes of the Planning Committee meetings held on Monday 25th January 2016 were agreed and signed by the Chairman as a correct record.

Cllr Long updated committee on the tables & chairs outside the Star & Garter. Cllr Long & the Town Clerk have completed an objection as the Star & Garter had not had planning permission for the table and chairs because although there was no problem with them being out it was the positioning of them that was causing the issues as they are in the natural walk line. The objection has been passed to Emma Jones to investigate further.

PC210/15 Public Participation

There were no members of the public present.

PC211 /15 Planning Applications

Members considered planning applications from Lists 03, 04 & 05 that had been submitted to Test Valley Borough Council.

16/00106/FULLN 26/01/2016 ANDOVER TOWN (ST MARYS)	Change of use from office to 6 apartments	Unit 3 Eastgate House 5-7 East Street Andover Hampshire
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Object – apartments very small and no windows into bedroom only a light well		
16/00228/FULLN 26/01/2016 ANDOVER TOWN (MILLWAY)	Demolition of rear extension and conservatory; construct a two storey rear extension	Hailsham 8 The Avenue Andover Hampshire SP10 3EL
No objection		
16/00162/FULLN 25/01/2016 ANDOVER TOWN (ST MARYS)	Single story side and rear extensions including replacement of conservatory	Hawthorn House Walworth Road Picket Piece Hampshire SP11 6LY
No objection.		
16/00182/FULLN 27/01/2016 ANDOVER TOWN (ST MARYS)	Removal of entrance lobby; new brick bin store to rear, new entrance door and doors to rear yard, respraying of windows and doors, new external seating with umbrellas and new speaker post.	KFC Northern Avenue Retail Park Northern Avenue Andover Hampshire SP10 4AU
No objection		
16/00183/ADV N 27/10/2016 ANDOVER TOWN (ST MARYS)	New LED lamps to existing KFC letters, New Bucket Sign, Colonel Box Sign, directional signage, car park disclaimer, banners, menu boards and speaker post	KFC Northern Avenue Retail Park Northern Avenue Andover Hampshire SP10 4AU
No objection		
16/00229/FULLN 29/01/2016 ANDOVER TOWN (ST MARYS)	Single storey side extension to provide utility	Millbrook Walworth Road Picket Piece Hampshire SP11 6LU
No objection		
16/00157/FULLN 26/01/2016 ANDOVER TOWN (WINTON)	Demolition of single storey extension and erection of two storey rear extension to provide kitchen with 2 bedrooms over	38 Dunmow Road Andover Hampshire SP10 2DQ
No objection		

15/03094/FULLN 02/02/2016 ANDOVER TOWN (ALAMEIN)	Two storey side extension, convert garage to form living room and change parking at rear to garden	37 Swallowfields Andover Hampshire SP10 5PL
No objection		
16/00269/FULLN 02/02/2016 ANDOVER TOWN (ST MARYS)	Change of use – from Class B2/B8 use to vehicle recovery, storage, servicing and maintenance and MOT testing	Prime One South Way Walworth Industrial Estate Andover SP10 5AG
Objection No plan to get rid of waste or to protect ground etc. We see no provision for trade waste or storage – environmental protection.		
16/00017/FULLN 03/02/2016 ANDOVER TOWN	Installation of digital satellite dish (retrospective)	The Station Hotel 63 Bridge Street Andover

(WINTON)		Hampshire SP10 1BY
No objection – application to be completed		
16/00288/LBWN 03/02/2016 ANDOVER TOWN (WINTON)	Installation of digital satellite dish (retrospective)	The Station Hotel 63 Bridge Street Andover Hampshire SP10 1BY
No objection		
16/0045/FULLN 03/03/2016 ANDOVER TOWN (MILLWAY)	Erection of detached 3 bay garage with storage over	56 The Avenue Andover Hampshire
No objection		
16/00138/FULLN 16/02/2016 ANDOVER TOWN (ST MARYS)	Demolition of rear single storey extension and replaced with a single storey rear extension, front boundary wall and gated drive access	109 Junction Road Andover Hampshire
No objection		
16/003335/CLPN 03/03/2016 ANDOVER TOWN (MILLWAY)	Application for lawful development certificate for single storey rear extension and garage conversion	22 Danehurst Place Andover Hampshire
No objection Additional Comments/Observations:- There appears to be only 1 parking space. No indication of the number of bedrooms. If there are 3 bedrooms there is not enough parking spaces.		
16/00348/FULLN 03/03/2016 ANDOVER TOWN (WINTON)	Single storey side and rear extension on site of w.co. utility, shed and leaving room and conservatory.	54 Leigh Road Andover Hampshire
No objection		
16/00312/FULLN 04/03/2106 ANDOVER TOWN (WINTON)	Proposed granny annexe	4 Winchester Road Andover Hampshire
No objection Additional comments/observations:- Is access & size suitable for sustainability for the long term care/equipment that might be needed for elderly person's use.		
16/00333/CLPN 04/03/2016 ANDOVER TOWN (WINTON)	Single storey rear kitchen extension	24 South View Gardens Andover Hampshire
No objection		
16/00299/ADVN 03/11/2016 ANDOVER TOWN (ST MARYS)	Relocation of 4 no. previously approved fascia signs and 2 no. new fascia signs all internally illuminated	McDonalds Unit 3 160 New Street Andover
Objection:- Signs not to be illuminated 24 hours.		
16/00354/TPON 01/03/2016 ANDOVER TOWN (MILLWAY)	T1 Ash – Coppice. T2 Ash – Fell. T3 Sycamore – Fell. T4 Poplar – Fell. T5 Ash – Remove epicormics growth	Rookwood School 35-39 Weyhill Road Andover Hampshire
Objection – would request investigation by the Arboricultural Officer		

16/00344/TPON	T1 Sycamore – Fell	Rookwood School 35-39 Weyhill Road Andover Hampshire
Objection – would request investigation by the Arboricultural Officer		

PC212 /15 Decision Notices

The Decision Notices were detailed on the Agenda and were noted by Members.

PC213/15 Street Naming

Street naming application ref: Cherry Orchard, Andover to be named 23-25 Windsor Road & 30-38 Windsor Road – **No objections.**

PC214/15 Communications from Test Valley Borough Council

No communication from Test Valley Borough Council

PC215/15 Test Valley Borough Council – Northern Area Planning Committee

It was agreed that no representatives from Andover Town Council would make representations at the Northern Area committee.

PC216/15 Telecommunication Applications

There were no Telecommunication applications.

PC217/15 Communication from Hampshire County Council

There were no communications from Hampshire County Council.

PC218/15 Street Trading Licences

There were no Street Trading Licences to be considered.

PC219/15 The Neighbourhood Plan

There will be a display in the library about the local plan from the 22nd February 2016 for 2 weeks.

PC220/15 Test Valley Borough Council Local Plan

Members were informed that the Test Valley Borough Council local plan has now been adopted. The Town Council will receive a full copy of the local plan.

PC221/15 Items for consideration at the next meeting

Updates on CIL contributions in the Andover area.

PC224/15 Date of next meeting

Members noted the date and venue of the next meeting: Monday 7th March 2016 at 6.00pm at the Town Council Office.

The meeting closed at 7.20pm.

Chairman:

Date:

ANDOVER TOWN COUNCIL



Minutes of Planning Committee

Time and date

6.00pm on Monday 7th March 2016

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr C Bartholomew (A)

Cllr B Carpenter (A)

Cllr C Ecclestone (P)

Cllr L Gregori (A)

Cllr D Marriner (P)

Cllr J Msonthi (P)

Cllr V Pond (P)

Cllr R Rowles (A)

Officers Present: Town Clerk (taking minutes) & Allotment Officer (observing)

Members of Public Present: Mr N Long & Mr R Kidd

PC225/15 Apologies

Apologies for absence were received from Cllrs B Carpenter and R Rowles.

PC226/15 Declarations of Pecuniary Interest

Cllr A Cotter – Picton Road

Cllr B Long – Acre Path

PC227/15 Minutes

The Minutes of the Planning Committee meetings held on Monday, 15th February 2016 were agreed and signed by the Chairman as a correct record.

PC228/15 Public Participation

Mr N Long – Andover Resident

Mr Long addressed the Committee with his concerns regarding 16A Bridge Street. The Committee have been asked to review 4 applications from this property and all of them were retrospective applications. Mr Long's concerns were:-

Kitchen extraction fan – Bridge Street is a conservation area, therefore the fan should be at the back of the building.

The fan is currently stainless steel and this is not in keeping. Mr Long felt TVBC – enforcement team should issue an enforcement notice to say it needed painting a different colour.

Mr Long was also concerned regarding the planning application for a compound at Picket Twenty. His concerns were:

The land assigned as green area/children's play area was being proposed to be used to store construction equipment for the next phase of building work. If this was to be allowed it would mean children had nowhere safe to play and would be forced to play on the road. As the

money has already been allocated to provide a children's play area allowing the compound to be site where the play area is supposed to be will delay it being built for another 3-4 years. The construction firm are saying it is the only place it can be placed, however Mr Long disagreed.

Mr R Kidd – Andover Resident

Mr Kidd requested permission to speak and stated to the committee that Mr Long was making good points and that it was good that members of the public were able to attend the meeting.

PC229 /15

Planning Applications

Members considered planning applications from Lists 03, 04 & 05 that had been submitted to Test Valley Borough Council.

15/01842/FULLN 11/02/2016 ANDOVER TOWN (ST MARYS)	New Shopfront (retrospective)	16A Bridge Street Andover Hampshire SP10 1BJ
Object – The Town Council strongly objects to the removal of the Bow Fronted window, it is a unique part of the street scene. This is a conservation area& the proposed shopfront is out of keeping. The Town Council would like to see the reinstatement of the original Bow Fronted Window. The 'retrospective' proposed shop front has moved out onto the pavement, flush with where the old bow front was. The original Planning Application stated that the Bow Front windows would be retained.		
15/02121/ADV N 12/02/2016 ANDOVER TOWN (ST MARYS)	One externally illuminated fascia sign (retrospective)	16A Bridge Street Andover Hampshire SP10 1BJ
No objection		
16/00299/ADV N 09/02/2016 ANDOVER TOWN (ST MARYS)	Relocation of 4no. previously fascia signs and 2no new fascia signs all internally illuminated	Unit 3 160 New Street Andover Hampshire SP10 1DT
No objection.		
16/00300/FULLN 10/02/2016 ANDOVER TOWN (ST MARYS)	New display window to front elevation and repainting of fire exit door and window frames to entrance lobby	Wickes Ltd Unit 1 Northern Avenue Retail Park Northern Avenue Andover Hampshire SP10 4AU
Discussed at previous meeting		
16/00307/FULLN 10/02/2016 ANDOVER TOWN (ST MARYS)	Removal and replacement of existing signs with new metal fascia signs and bus stop sign with 3D halo illuminated letters and a new vinyl graphic cadence	58 High Street Andover Hampshire SP10 1NF
Objection: 600 Cadence is acceptable for advertising signs. This is against policy as this is in a conservation area. The brightness (cadence) of the signs will be detrimental to the residential properties along the High Street. The lightening should not be illuminated during the night.		
16/00383/FULLN 12/02/2016 ANDOVER TOWN (WINTON)	Change of use and alterations, including partial demolition, of office building to 2 no. dwellings; demolition of workshops stores and offices and the erection of 2 no. flats and 2 no dwellings with associated car parking	4-6 Belle Vue Road Andover Hampshire SP10 2DF
Objection: The amenity space for Plots 3&4 seem to be very, very small. More space could be provided. There is permit parking along Belle Vue Road, the parking is very limited. All the required parking spaces should be provided within the development, which it appears to be.		
16/00293/FULLN 24/02/2016 ANDOVER TOWN	Replacement Shopfront	69 High Street Andover Hampshire

(ST MARYS)		SP10 1LP
No objection		
16/00294/ADVN 24/02/2016 ANDOVER TOWN (ST MARYS)	Display of internally illuminated fascia and illuminated projecting sign.	69 High Street Andover Hampshire SP10 1LP
Object to the internally illuminated signs in the conservation area. The signs should not be illuminated when the shop is closed.		
16/00477/ADVN 24/02/2016 ANDOVER TOWN (ST MARYS)	Installation of non-illuminated folded aluminium fascia with external illumination by trough light and externally illuminated traditional bracket and hanging sign	63 High Street Andover Hampshire SP10 1LP
No objection		
16/00475/FULLN 24/02/2016 ANDOVER TOWN (WINTON)	Demolition of former flat and car sales show room and erection of 4 one bedroom flats and 1 two bedroom flat together with associated parking and external works	Gardner House Suffolk Road Andover Hampshire SP10 2JD
No objection – Does not have to provide parking as there are 3 parking spaces provided. This will be an improvement to the street scene		
16/00371/FULLN 12/02/2016 ANDOVER TOWN (ST MARYS)	Demolition of side garage replaced with single storey side extension, store room and conservatory garden room.	5 Acre Path Andover Hampshire SP10 1HJ
No objection – as long as there is parking provided on the driveway		
16/00312/FULLN 09/02/2016 ANDOVER TOWN (WINTON)	Proposed granny annexe	4 Winchester Road Andover Hampshire SP10 2EG
Discussed previously – no objection		
16/00333/CLPN 03/03/2016 ANDOVER TOWN (MILLWAY)	Application for lawful development certificate for single storey rear kitchen extension.	24 South View Gardens Andover Hampshire SP10 2AG
No objection		
16/00348/FULLN 03/03/2016 ANDOVER TOWN (WINTON)	Single storey side and rear extension on site of w.c. Utility, shed and conservatory to provide annexe with conservatory, cloakroom, extended living room and conservatory.	54 Leigh Road Andover Hampshire
Discussed previously		
16/00393/FULLN 16/02/2016 ANDOVER TOWN (HARROWAY)	Erection of conservatory at rear	15 Silchester Close Andover Hampshire SP10 3RL
No objection.		
16/00406/FULLN 17/02/2016 ANDOVER TOWN (HARROWAY)	Change of use from storage or distribution/trade centre(Class B8) to health and fitness club (Class D2), retention of roller shutter doors with provision of double glazing system over	Units 3 & 4 Andover Trade Park Joule Road Portway Business Park Andover SP10 3ZL
No objection		
16/00225/FULLN 16/02/2016	Erection of single storey conservatory to side	12 Martin Way Andover

ANDOVER TOWN (ALAMEIN)		Hampshire SP10 5PF
No objection		
15/02524/FULLN 15/02/2016 ANDOVER TOWN (ST MARYS)	Change of use of area of open space to garden space	20 Madrid Road Andover Hampshire SP10 1JR
Objection – would suggest that this application goes back to identify who owns the land. The proposed fencing will change the street scene.		
16/00184/FULLN 17/02/2016 ANDOVER TOWN (ST MARYS)	Erection of bin store	160 New Street Andover Hampshire SP10 1DT
Objection – if this bin store is the only one provided for the whole site it is not adequate & very poorly sited. Very concerned that the doors to the bin store will open onto the Highway.		
16/00400/FULLN 16/02/2016 ANDOVER TOWN (ST MARYS)	Retrospective application – Front boundary wall, hardstanding, steps and walls	24 Charlton Road Andover Hampshire SP10 3JL
No objection		
16/00428/ADV N 18/02/16 ANDOVER TOWN (ST MARYS)	2 no. illuminated flexface signs, 2 no. non-illuminated product signs, 1 no. non-illuminated welcome sign, 1 no illuminated totem sign, 1 no. non-illuminated directional freestander	Wickes Unit1 Northern Avenue Retail Park Northern Avenue Andover SP10 4AU
No objection		
16/00309/FULLN 18/02/2016 ANDOVER TOWN (WINTON)	Demolish existing conservatory and construct two storey rear extension to provide sitting room and extended bedroom over.	80 South Street Andover Hampshire SP10 4AU
No objection		
16/00401/FULLN	Single storey rear extension	14 Picton Road Andover SP10 2BW
No objection: Although, concerned about the possible detrimental impact on neighbouring properties.		
16/00410/FULLN 16/02/2016 ANDOVER TOWN (WINTON)	Single storey rear extension and two storey front extension to include creation of a parking space	81 Springfield Close Andover Hampshire SP10 2HJ
No objection		
16/00323/ADV N 22/02/2016 (HARROWAY)	Roadside internally illuminated totem sign	Andover Trade Park Joule Road Portway Business Park Andover SP10 3ZL
No objection		
16/00481/FULLN 25/02/2016 ANDOVER TOWN (MILLWAY)	Removal of existing side conservatory and erect single storey side extension to provide kitchen, dining area and utility room.	50 Shaw Close Andover Hampshire SP10 3BT
No objection		
16/00464/OBLN 23/02/2016 ANDOVER TOWN (ST MARYS)	Modification of Planning Obligation of TVN.09275 – To modify schedule Part 1 paragraphs 6.24 and 6.25 to enable the temporary use of informal Recreation Area within Parcel 4 as a construction	Phase 4, Land at Picket Twenty Picket Twenty Andover

	compound	Hampshire
Strongly Object: the public open space should be for public amenity. The use of this space as a compound would be in breach of 106 Agreement. A smaller compound should be used and moved as the properties are completed. The use of the public open space as a compound would be detrimental to the residential amenities of the occupied properties.		
16/00478/FULLN 21/03/2016 ANDOVER TOWN (WINTON)	Two storey rear extension to provide hobby room with WC on ground floor with additional bedroom and bathroom above	61 Barlows Lane Andover Hampshire
No objection		
16/00185/ADVN 25/03/2016 ANDOVER TOWN (WINTON)	Additions to 2 existing fascia signs, replacement spark vinyl overlay to existing signs and display of window vinyls.	Asda Anton Mill Road Andover Hampshire
No objection		
16/00534/CLPN 24/03/2016 ANDOVER TOWN (MILLWAY)	Certificate of proposed lawful development – Conversion of one garage to dining room by infilling existing opening to form new window new internal floor and partition to retained garage	32 Georgia Close Andover Hampshire
Objection: The remaining garage will be too small to accommodate a car		
16/00537/VARN 24/03/2016 ANDOVER TOWN (MILLWAY)	Conversion of garage to dining room (relaxation of requirements of condition 15 of TVN.00740/20 requiring garage to be used for vehicle parking)	32 Georgia Close Andover Hampshire
Objection: The remaining garage will be too small to accommodate a car		
16/00529/FULLN 24/03/2016 ANDOVER TOWN (HARROWAY)	Part two storey and part single storey side and rear extension	15 The Drove Andover Hampshire
No objection Cllr Cotter is neighbour so made no comment		

PC230/15 Decision Notices

The Decision Notices were detailed on the Agenda and were noted by Members.

PC231/15 Street Naming

Picket Piece – No objections
Andover War Memorial – No objections
Cherry Orchard – No objections

PC232/15 Communications from Test Valley Borough Council

No communication from Test Valley Borough Council

PC233/15 Test Valley Borough Council – Northern Area Planning Committee

It was agreed that no representatives from Andover Town Council would make representations at the Northern Area committee.

PC234/15 Telecommunication Applications

There were no Telecommunication applications.

PC235/15 Communication from Hampshire County Council

There were no communications from Hampshire County Council.

PC236/15 Street Trading Licences

There were no Street Trading Licences to be considered.

PC236/15 The Neighbourhood Plan

Meeting on Wednesday to discuss the way forward for the plan.
There had been a display in library for past 2 weeks.

PC237/15 Items for consideration at the next meeting

There were no additional items for consideration at the next meeting.

PC238/15 Date of next meeting

Members noted the date and venue of the next meeting: Monday 29th March 2016 at 6.00pm at the Town Council Office.

The meeting closed at 8.00pm.

Chairman:

Date:



ANDOVER TOWN COUNCIL

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Notes of Allotments Sub-Committee **Surgery**

Time and date

7.00pm on Thursday 21st January 2016

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr J Msonthi – (P)	Cllr C Bartholomew (P)	Cllr R Rowles (P)
Cllr G McBride (A)	Cllr B Long (A)	

Other Town Councillors Present:

None

Wendy Coulter – Town Clerk

Lisa Laing – Allotments Officer (Taking the minutes)

Allotment Wardens:

Mr G Black – Vigo Road	Mr M Cantillon – Secretary of The Drove Allotment Association	Mrs M Simmonds – Barlows Lane
Mr T Bevis – Churchill Way (1924 arrived)		

Allotment Holders

Mr J Hall – Vigo Road		
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Allotment Holders Surgery

The Chairman opened the meeting at 1900 and welcomed committee members, wardens and allotment holder.

Allotment Warden – Vigo Road (new pest contractor)

Warden reported that he had spent time with the new pest controller, Mr M Benton of MB Pest Services. Mr Benton has put out various traps on the Vigo site and marked areas with painted sticks where he has placed poison bait. Mr Benton's dog is proving to be a real asset and finding rat nests. The warden thanked the council in their choice of contractor as he felt Mr Benton was very professional.

Allotment Warden – Barlows Lane (rats at Water Mill Park)

Warden was pleased to hear the council had found a suitable pest controller for the allotments, however she had great concerns over the rat infestation at Water Mill Park behind Barlows Lane Allotments. The Chairman requested that the Allotment Officer contact Test Valley Borough Council to get clarification on what measures were in place as it would be ineffective for the Town Council to be attempting to eliminate the rats from allotment sites if the Borough Council were not providing sufficient pest control for the town itself.

Allotment Warden – Vigo Road (apple tree)

Following complaints from a couple of other allotment holders regarding some overhanging branches on the allotment plot of partial sighted allotment holder's apple trees the warden has pruned the trees for him and moved his guide ropes allowing him better access to the trees.

Allotment Warden – The Drove (rats)

Warden reported that as a rule The Drove was very fortunate with regards to rat issues, however one of the allotment holders had reported them in his compost. Allotment Officer reported the matter was in hand and the MB Pest Services had already been to visit and was dealing with it.

The Chairman

Thanked the Town Clerk and the Allotments Officer as the rat issue had been a major concern, however it looked like it was now back under control.

Allotment Warden – The Drove (transfer of land)

Warden requested clarification regarding the transfer of land to The Drove. Chairman confirmed this was an agenda item to be discussed later.

Allotment Warden – The Drove (Bees)

On behalf of an Allotment holder the warden raised the question on whether Bees could be kept on allotment sites. Warden explained that the tenant was an experienced Bee Keeper and would be happy to meet with the committee to discuss any concerns. The Warden requested to provide the Town Clerk with 20 leaflets on the benefits of Bee keeping. Allotment Officer to arrange a meeting with the Tenant and an update to be available at next meeting.

Allotment Holder – Vigo Road (Gardening Clubs)

Enquired whether like The Drove Allotment Association other allotment sites could have Gardening Clubs. Vigo Road Allotments had its' own garden club 15 years ago due to a lack of support it closed. Warden,

The Drove confirmed that The Drove Association welcomed members from other sites or clubs and agreed to discuss the matter in greater detail with the allotment holder. Chairman requested that Allotment Officer look into being able to set up similar clubs on other allotment sites.

Chairman (Sizing of sheds and polytunnels)

The point regarding the sizing of sheds and polytunnels had been mentioned to him and that this needed to be clarified and stated in the Rules and Regulations. Chairman requested Town Clerk to investigate this matter and report back at next meeting. Town Clerk confirmed that R&R needed updating and an additional meeting could be held to confirm the R&R.

Allotment Warden – The Drove (Vacate allotment plots)

Due to the number of currently untenanted allotment plots on all allotment sites the warden requested that the Town Council advertised for new tenants. Town Clerk agreed that this was usually done and informed the committee adverts could be placed on Council Web Page & Facebook as these were all free forms of media. Cllr Msonthi requested that advertisements still needed to be placed in newspapers etc as not everyone used social media. Town Clerk agreed to report back costings etc to members. Chairman also suggested that the advertisement needed to be placed on any noticeboards the Council could use. Cllr Pond reminded everyone that only residents of Andover were allowed to have an allotment site as sadly it is illegal to offer allotment sites to non-residents of Andover Parish.

Allotment Warden – The Drove (Allotment Week)

Reported that from the 8-14 August 2016 is Allotment Week and this year the theme is Growing Together and Working Together. He suggested it would be good if Andover Allotments could get involved. Allotment Officer thanked warden and confirmed other ideas were also in the plan and that a meeting needed to take place to discuss in more detail. Cllr Rowles suggested local schools and the Youth Council should be involved in any plans. Allotment Officer to arrange meetings with appropriate organisations and to report back to committee.

Allotment Warden – The Drove (Icknield School)

Requested an update on whether Icknield School planned to take over the specially designed plot for schools on the Drove site. Allotment Officer confirmed the school did wish to take it on and that the paperwork needed to be sorted and signed. The matter of the raised beds at Barlows lane was raised by the Barlows Lane Warden and the fact they are now very dangerous and before Icknield should be allowed to move to a new plot their old one needs dealing with. The Drove Warden informed the committee that the raised beds were installed by Test Valley Council some 15 years ago for to benefit anyone with disabilities and therefore the beds were now the Town Councils concern and not Icknield School. The Chairman requested the Allotment Officer to arrange this matter to be investigated and sorted ASAP.

Allotment Warden – Barlows Lane (Trees)

Enquired what, if anything, was happening with the trees on Barlows Lane. Town Clerk updated the committee and warden that a tree survey on all allotment sites was due to be carried out, however as this was an agenda item more details would be given later.

Allotment Warden – Vigo Road (Cherry Tree)

Warden confirmed that he had received a complaint regarding the Cherry Tree on Plot 37A and asked if the Allotments Officer had heard anything. Allotment Officer hadn't and informed the Chairman that she would investigate.

Chairman (Warden's Meeting)

Requested that the warden's should have a meeting to discuss ways of improving sites and any other concerns or suggestions they had. Allotment Officer was requested by the Chairman to arrange for a convenient date for this to take place.

Allotment Warden – Vigo Road (Chickens)

Warden suggested that once MB Pest Services had achieved what they needed to do to get the rats under control it would be beneficial to have am meeting with all allotment holders that have chickens to discuss the best way to keep chickens to minimise the attraction of rats to their pens. MB Pest Services to be requested by the Allotment Officer to get guidance on the best practice on how prevent rats in chicken pens.

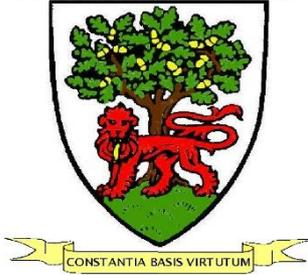
Allotment Warden – The Drove (PCSO Abby Carpenter)

Informed the committee that PCSO Abby Carpenter was now the new community officer and that he has passed the Allotment Officers details to her as the contact for the Town Council.

Chairman (Mrs Sandra Hawke)

Requested an update on Mrs Hawke's email & telephone call. Town Clerk informed the committee that the matter would be discussed in full during the safe guarding issues later on.

Chairman thanked everyone for the positive points and then closed the Surgery at 1930.



Minutes of Allotments Sub-Committee

Time and date

7.30pm on Thursday, 21st January 2016

Place

Town Council Offices, 66C High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr J Msonthi – (P)	Cllr C Bartholomew (P)	Cllr R Rowles (P)
Cllr G McBride (A)	Cllr B Long (A)	

Officers Present:

Wendy Coulter (Town Clerk) (P)

Lisa Laing (Allotment Officer) (P) (taking minutes)

ASC 23/15	Apologies	Action
	Apologies for absence were received and accepted from Cllr G McBride and Cllr B Long	
ASC 24/15	Minutes	Action
	The Minutes of the Allotments Sub-Committee meeting held on the 27 th October 2015 were agreed and signed by the Chairman as being an accurate record as proposed by Cllr Rowles and seconded by Cllr Cotter.	
ASC 25/15	Follow up from previous meeting	Action
	Cllr Bartholomew requested information regarding Tree Survey. Town Clerk explained that due to Health & Safety regulations tree surveys needed to be carried out as a matter of urgency and the work scheduled in over the next few years dependent upon works priority. Cllr Msonthi enquired if any of the trees had preservation orders. The Town Clerk informed the committee that, Test Valley Borough Council confirmed there were no trees carrying a TPO on the Allotment Sites Cllr Rowles informed the committee that any tree causing concerns with Powerlines would be cut down immediately by the Power supplier	Town Clerk to chase up surveys and report back to Chairman & Vice Chairman
ASC 26/15	Pest Control	Action

	<p>Following on from the last sub-committee meeting regarding the sourcing a new contractor to deal with the rat issues on the allotment sites the chairman asked if further quotes had been received from other contractors in accordance to council policy on new contracts. Town Clerk explained that due to the urgency of the problem a local contractor had been approached and has provided a competitive quote. However, whilst attempting to get other quotes to compare to the rat issue has become a danger to both allotment holders and local residents so it was agreed to allow the local contractor to carry out the necessary work while other quotes are being obtained. The question was asked of who pays for the rats to be removed if it appears to have come from the residents. As it would be difficult to prove it was agreed that ultimately the Council would be responsible, however that Test Valley Borough Council needed to be dealing with the issue outside of the allotments. Test Valley to be approached and then a separate meeting between Town Clerk, Chairman & Vice Chair on whether reserves should be used. As a future preventative measure the keeping of live stock on allotments to be reviewed.</p>	<p>Additional quotes on a like for like basis be sourced ASAP.</p> <p>Allotment Officer to contact Test Valley B C to enquire what measures are being taken to prevent rats in the town.</p> <p>Town Clerk to have meeting with Chairman & Vice Chairman on who is financial responsible.</p>
ASC 27/15	Water	Action
	<p>Although water bills are passed directly on to allotment at cost the costs of providing this service required investigation. Cllr Rowles presented to the committee the benefits of having Bore Holes on allotment sites. Cllr Rowles explained the benefits of having water available and would pass costs to the Allotment Officer to circulate to members. However, Cllr Rowles explained that without getting into details now the Council would be able to see a return within 2 years and with the government incentive schemes for solar panels as well, this could reduce the cost for allotment holders dramatically. More investigation was needed and Cllr Rowles agreed to present again to the committee with detailed costings and timescales</p>	<p>Cllr Rowles to investigate government schemes and present back detailed costings and timescales.</p>
ASC28/15	Maintenance Schedule	Action
	<p>As part of the ongoing commitment to the allotment holders it was agreed that the Town Clerk take the Allotment Officer around all the sites and compile a maintenance schedule for matters needing urgent attention to those that would need to be done over the coming years. The Town Clerk highlighted the fact that fencing and security was an issue however due to a lack of funds this would not be carried out during 2016/2017.. It was agreed that whilst looking at the trees and hedges that any fencing concerns could be reviewed at the same time. Although, the barbed wire could not be re-installed at Mylen Road due to health & safety it was agreed that the security at Mylen was an issue Eventually all allotment sites should have Deer Proof fencing similar to that on Basingstoke Allotments. Members suggested that the costing for this could come from Section 106 monies. It was agreed this would be investigated.</p>	<p>Town Clerk and Allotment Officer to visit all allotment sites and a schedule of maintenance work compiled.</p> <p>Town Clerk to look into Section 106 funding.</p>

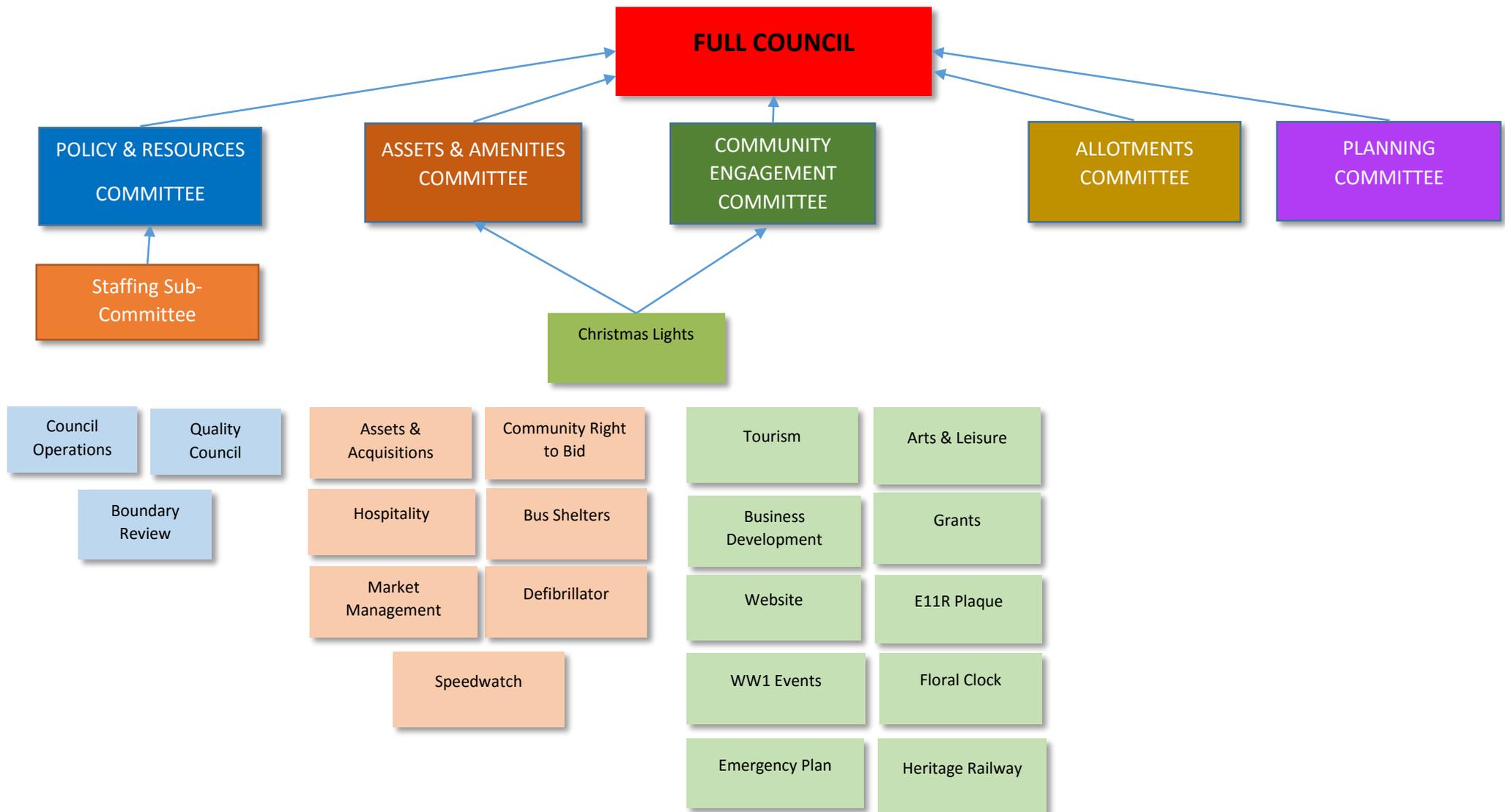
ASC29/15	Exclusion of the Public & Press	Action
	Resolved: That the Press & Public be excluded at item 9 due to discussion of safeguarding issues.	
ASC 30/15	Safe Guarding	Action
	Members considered safeguarding issues & instructed the clerk accordingly.	
ASC 31/15	Transfer of Land	
	The Town Clerk updated members on the progress of transfer of land for additional allotments. Once details had been agreed full Council would be notified	

The Chairman closed the meeting at 9.15pm.

Chairman

Date

ANDOVER TOWN COUNCIL – PROPOSED COUNCIL & COMMITTEE STRUCTURE FROM MAY 2016



**ANDOVER TOWN COUNCIL
POLICY & RESOURCES COMMITTEE
TERMS OF REFERENCE**

This committee will comprise of up to 12 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address, formulate policy for consideration by Council; to be responsible for the Council's financial budget and other assets as delegated by Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, committee arrangements and day to day business.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

Policy & Procedures

1. To identify key policy issues facing the Council and to formulate, for the Council's consideration, its strategies and timetables for dealing with them
2. To make recommendations to Council on changes and to review Standing Orders and Financial Regulations
3. To ensure the Council is adequately resources to achieve its aims and objectives, powers and duties of the Council and Standing Committees if relevant
4. In consultation with the Responsible Officer, to agree the principles of the Management of Committee business
5. To review the Council's Risk Management Strategy and recommend to Council accordingly
6. To maintain and review the Council's strategic objectives and performance

Finance

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

4000 – Corporate Management (up to and inclusive of Budget 4000/5)
4100 – Democratic Representation
4180 – Other Services to the Public
4200 – Administration Rechargeable (Staffing)
4210 – Administration Rechargeable
4211 – Administration Rechargeable (Petty Cash)

8. To review the Council's Financial Plan and Strategy
9. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of the Precept to Council
10. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year
11. To authorise the use of financial reserves
12. To make recommendation to Council on charges and fees of Council services

13. Treasury Management
14. Leasing, loans and finance
15. To appoint an Independent Internal Auditor for the accounts and procedures of the Council
16. To consider the audited accounts and report back to Council
17. To oversee the Council's banking and investment arrangements and keep investment policy under review

Asset Management

18. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority

Human Resources

19. To review and maintain Staffing Levels at appropriate levels to deliver services
20. To approve the Grading of Staff and level of remuneration using as a guide the National Joint Committee Regulations (NJC Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC)
21. To appoint a small Panel to undertake the Annual Appraisal of the Town Clerk
22. To undertake recruitment procedures, equal opportunity statements and guidelines on employment practice
23. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees

Member Services

24. To oversee and approve a programme for Members Training
25. To oversee provision for Members Services

Urgent Matters

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

**ANDOVER TOWN COUNCIL
ASSETS & AMENITIES COMMITTEE
TERMS OF REFERENCE**

This committee will comprise of up to 12 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

To address and where appropriate, formulate policy regarding Amenities provided by the Council and develop schemes and projects for Town Development.

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

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

Finance

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

4300 – Bus Shelters

4700 – Town Centre Development

4900 – New Building Fund

Urgent Matters

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

**ANDOVER TOWN COUNCIL
COMMUNITY ENGAGEMENT COMMITTEE
TERMS OF REFERENCE**

This committee will comprise of up to 12 Members of the Council.
The quorum of the committee will be 1/3 its Membership + 1.

The committee shall appoint an Elected Member as its Chairman
The committee shall appoint an Elected Member as its Vice Chairman

Terms of Reference

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

Communications

1. To develop strategy on media relations, and to formulate policy on public participation².
2. To act as a channel for communication with external partners
3. To assist the Town Clerk with the preparation of the Annual Report for the Annual Electors Meeting
4. To oversee the maintenance and development of the Council's Website
5. To formulate an Emergency Plan for the Council as and when required.

Business Plan

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

Events

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

Grants

12. To oversee and publicise the Grant Funding the Council releases each year.

Finance

13. To be responsible for the following Budget Heads and approve expenditure accordingly:
4800 – Projects
4190 – Grants
4000/6 – Website & Community Development
4900 – New Building Fund

Urgent Matters

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

ANDOVER TOWN COUNCIL

ALLOTMENTS COMMITTEE

TERMS OF REFERENCE

This committee will comprise of up to 6 Members of the Council.

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

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

The committee will meet 4 times per year or as required.

Terms of Reference

To address and formulate policy, other than that determined by Council, for consideration by Council for Allotment provision in Andover, agree maintenance works, develop partner relationship with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.

To develop, monitor and or review the following and make recommendations to full Council as per Standing Orders:

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
2. To monitor day to day maintenance within the Budget and to agree Capital Expenditure
3. To investigate further areas for allotment provision in Andover

Finance

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

4500 – Allotment Service

3050 – Allotment Rents

3051 – Allotment Deposits

Urgent Matters

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

**ANDOVER TOWN COUNCIL
PLANNING COMMITTEE
TERMS OF REFERENCE**

The Committee will comprise of up to 10 Elected Members.
The quorum of the Committee shall be 1/3 its Membership + 1

The committee shall appoint an Elected Member as Chairman.
The committee shall appoint an Elected Member as Vice-Chairman.

Terms of Reference

To make observations on all planning applications and planning issues, including Development Briefs, Local Plans, Structure Plans and Development Control and to make site visits where necessary.

To have delegated authority to carry out the following:

- a) To consider all planning applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Council and comment thereon within the prescribed time limits and make observations in consultation with the adopted Local Plans.
- b) To monitor the future social, community and cultural implications of residential development.
- c) To consider the implications of local and strategic plans and comment thereon within the prescribed time limits.
- d) To represent the views of the Town Council at planning appeals and representation to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.
- e) To inform the community of Andover on major planning issues and to encourage participation in decision making.
- f) To have delegated authority to exercise the Town Council's statutory right to be notified of planning applications.
- g) To make observations on all planning applications notified by the Planning Authorities.
- h) To make observations on all telecommunication proposals received by Andover Town Council.
- i) To submit the Council's observations to the relevant planning authorities.
- j) To hear preliminary proposals for development within Andover
- k) To represent the Council at Development Forums and Planning Authority Site Visits and Planning Committee Meetings.
- l) To consider the environmental impact of planning proposals in Andover and adjacent parishes.
- m) To respond to any consultations or matters on traffic and transport affecting the Town Council area.
- n) To respond to any consultations or matters on Minerals affecting the Town Council area.
- o) To refer any of the above matters to Full Council for debate and decision.

The Planning Committee may only express the approved views and observations of the Planning Committee or Council.

Representation at Outside Bodies may be undertaken by delegated Elected Members or Officers of Andover Town Council.

**ANDOVER TOWN COUNCIL
STAFFING SUB-COMMITTEE
TERMS OF REFERENCE**

This committee will comprise of 5 Members of the Council.

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

The committee shall appoint an Elected Member as its Chairman

The committee shall appoint an Elected Member as its Vice Chairman

Its Officer will be the Town Clerk

Regularity of Meetings: To meet as required by arrangement with the Town Clerk

Terms of Reference

Compliance with Legislation

1. To ensure that the Council through its Officers complies with current employment legislation
2. To ensure that the Council fulfils its corporate statutory responsibilities with regards to the employment of all staff
3. To review all Human Resources Policies and make recommendations to full Council

Staffing Levels, Recruitment and Retention

4. To make recommendations to the Policy and Resources Committee on staffing levels for the Council
5. To make recommendations to the Policy and Resources Committee on levels of salaries and wages, pay increases, bonuses and other staffing benefits
6. To form a recruitment and selection panel for all staffing posts
7. To appoint one member to sit with the Town Clerk during all staffing appointments

Training and Development

8. To review staff training and development needs as identifies by the Town Clerk and the Council

Performance Management

9. To appoint a small panel of no more than three members as an appraisal panel for the Town Clerk
10. To negotiate and agree performance targets with the Town Clerk

Employee Relations

11. To mediate when required between officers and members the balance of an achievable work load
12. To appoint a panel of three members to consider any grievances by staff in line with the Council's Human Resources Policies
13. To appoint a panel to hear appeals on personnel issues.

APPENDIX F

ANDOVER TOWN COUNCIL

LIST OF MEETING DATES FOR 2016

Day	Date	Time	Meeting	Venue
APRIL				
Monday	18 April 2016	6.00pm	Planning Committee	Council Office
Thursday	21 April 2016	7.00pm	Policy and Resources Committee	Council Office
MAY				
Monday	2 May 2016		BANK HOLIDAY	
Monday	9 May 2016	6.00pm	Planning Committee	Council Office
Thursday	12 May 2016	7.00pm	ANNUAL COUNCIL	The Guildhall
Thursday	19 May 2016	7.00pm	Assets & Amenities Committee	Council Office
Monday	30 May 2016		BANK HOLIDAY	
Tuesday	31 May 2016	6.00pm	Planning Committee	Council Office
JUNE				
Thursday	2 June 2016	7.00pm	Community Engagement Committee	Council Office
Thursday	9 June 2016	7.00pm	Policy and Resources Committee	Council Office
Monday	20 June 2016	6.00pm	Planning Committee	Council Office
Thursday	23 June 2016	7.00pm	Council (Annual Rtn)	The Rendezvous
Thursday	30 June 2016	7.00pm	Allotments Sub-Committee	Council Office
JULY				
Thursday	7 July 2016	7.00pm	Assets & Amenities Committee	Council Office
Monday	11 July 2016	6.00pm	Planning Committee	Council Office
Thursday	14 July 2016	7.00pm	Policy and Resources Committee	Council Office
Thursday	28 July 2016	7.00pm	Council	The Guildhall
AUGUST				
Monday	1 August 2016	6.00pm	Planning Committee	Council Office
Thursday	4 August 2016	7.00pm	Assets & Amenities Committee	Council Office
Thursday	18 August 2016	7.00pm	Community Engagement Committee	Council Office
Monday	22 August 2016	6.00pm	Planning Committee	Council Office
Thursday	25 August 2016	7.00pm	Policy and Resources Committee	Council Office
Monday	29 August 2016		BANK HOLIDAY	
SEPTEMBER				
Thursday	8 September 2016	7.00pm	Council	The Guildhall
Monday	12 September 2016	6.00pm	Planning Committee	Council Office
Thursday	22 September 2016	7.00pm	Assets & Amenities Committee	Council Office
Thursday	29 September 2016	7.00pm	Community Engagement Committee	Council Office
OCTOBER				
Monday	3 October 2016	6.00pm	Planning Committee	Council Office
Thursday	6 October 2016	7.00pm	Policy and Resources Committee	Council Office
Thursday	20 October 2016	7.00pm	Council	The Guildhall
Monday	24 October 2016	6.00pm	Planning Committee	Council Office
Thursday	27 October 2016	7.00pm	Allotments Sub-Committee	Council Office
NOVEMBER				
Thursday	3 November 2016	7.00pm	Assets & Amenities Committee	Council Office
Thursday	10 November 2016	7.00pm	Community Engagement Committee	Council Office
Monday	14 November 2016	6.00pm	Planning Committee	Council Office
Thursday	17 November 2016	7.00pm	Policy and Resources Committee	Council Office
DECEMBER				

APPENDIX F

Thursday	1 December 2016	7.00pm	Council	The Guildhall
Monday	5 December 2016	6.00pm	Planning Committee	Council Office
Thursday	8 December 2016	7.00pm	Assets & Amenities Committee	Council Office
Thursday	15 December 2016	7.00pm	Policy and Resources (Budget and Precept)	Council Office
Monday	19 December 2016	6.00pm	Planning Committee	Council Office
Monday	26 December 2016		BOXING DAY (BANK HOLIDAY)	
Tuesday	27 December 2016		CHRISTMAS DAY HOLIDAY	