ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held in **The Town Council Offices, 68B, High Street, Andover on Thursday 6 September 2018 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk – 31 August 2018

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

PRIOR TO THE START OF THE MEETING THE TOWN MAYOR WILL PRESENT A CHEQUE TO THE COUNTESS OF BRECKNOCK HOSPICE FOLLOWING MONIES RAISED AT THE SHILLING FAIR 2018

THE TOWN MAYOR WILL ALSO PRESENT A GRANT CHEQUE TO THE HARMONIUM FOR A WW1 CONCERT

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 Town Mayor to sign as a correct record the minutes of the Town Council meetings held on 21 June 2018, attached at **Appendix A.**

4 PUBLIC PARTICIPATION
There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes 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 REPORT FROM HAMPSHIRE POLICE
To receive a verbal update report on crime in the Andover area.

6 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.

7 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.

8 TOWN MAYORS ANNOUNCEMENTS

To receive the Town Mayors Announcements.

9 YOUTH COUNCIL UPDATE

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

10 COMMITTEE MINUTES

To receive and note the attached Minutes of the under-mentioned committees:
7 June 2018 – Assets & Communities Committee **– Appendix B**
14 June 2018 – Policy & Resources Committee – **Appendix C**
18 June 2018 – Planning Committee – **Appendix D**
9 July 2018 – Planning Committee – **Appendix E**

11 MEMBERS' ALLOWANCES

To consider the recommendation of the Policy and Resources Committee to refuse the offer from Test Valley Borough Council and not have Members' Allowances for the Town Council – letter attached at **Appendix F.**

12 AIR QUALITY IN TOWN COUNCIL OFFICES

To consider the recommendation of the Policy and Resources Committee to release £2,000 from Reserves to allow an Air Quality Test to be carried out in the Town Council Offices and that the Town Clerk be assisted by Cllr L Gates to ensure the correct company be employed and value for money is achieved.

13 REVIEW OF COUNCIL POLICIES

To consider the recommendation of the Policy and Resources Committee to adopt the revised Officer/Member Protocol – attached at **Appendix G.**

14 RECORDING MEETINGS FOR MINUTE TAKING

To consider the recommendation of the Policy and Resources Committee that all meetings be recorded to assist with minute taking and the policy be adopted – a policy for recording meetings attached at **Appendix H.**

15 WATER FOUNTAINS

To consider a Motion approved by the Planning Committee:
"Andover Town Council calls upon the Test Valley Borough Council to provide public water fountains in order to reduce unnecessary plastic waste and supply clean and readily available drinking water."
The Planning Committee recommend that the Town Council endorse the Motion.

16 ANDOVER TOWN REGALIA

To note that the Policy and Resources Committee approved the additional cost of £90 to cover the Town Regalia for use outside the Town Council offices and that the Town Clerk is in final negotiations for the hand over and loan of the regalia.

17 ANDOVER TOWN CREST

To note the Town Council has been granted the Royal Licence and Authority to bear and use the Arms Crest and Supporters granted and signed unto the Borough of Andover on the fourth of April 1949.
The Town Mayor to read the Warrant to the Town Council.

18 ANDOVER TOWN CENTRE MANAGER / ANDOVER BID

To receive a report on the Andover Town Centre Manager and the Andover BID – report attached at **Appendix I.**

19 FINANCE

To receive and approve the list of payments up to 4 September 2018 – **to follow.**

20 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.

21 REPORTS FROM TOWN COUNCILLORS

To receive any reports from Town Council Members.

22 DATE OF NEXT COUNCIL MEETING

To note the date of the next Council meeting, **Thursday 29 November 2018**, in the Council Offices, 68B, High Street, Andover, starting at **7pm**.

23 EXCLUSION OF THE PRESS AND PUBLIC

To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 24 due to consideration of Local Tax Issues.

CONFIDENTIAL ITEMS

24 LOCAL TAX ISSUES

To consider local tax issues and receive an update report.

The Town Mayor will close the meeting.

ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date
7.00pm on Thursday 21 June 2018

Place
The Town Council Offices, 68B High Street, Andover

Cllr B Long - Town Mayor (P)
Cllr M Mumford - Deputy Town Mayor (P)

Cllr C Bartholomew (P)	Cllr A Cotter (P)	Cllr B Carpenter (P)
Cllr K Bird (P)	Cllr Revd. A Fitchet (P)	Cllr L Gregori (P)
Cllr L Bird (P)	Cllr L Gates (P)	Cllr R Kidd (P)
Cllr V Pond (P)	Cllr G McBride (P)	Cllr P Crossman (P)
Cllr C Ecclestone (P)	Cllr K Hughes (A)	Cllr R Hughes (A)
Cllr S Hardstaff (P)	Cllr R Rowles (A)	

Officers Present:
Wendy Coulter (Town Clerk) (Taking the minutes)
Michelle Young (Committee Officer) (Training)

County Councillors Present:
Cllr Z Brooks

Borough Councillors Present:
Cllr I Anderson & Cllr J Cockaday

Borough Councillor Apologies:
Cllr S Hawke & Cllr P North

Members of the Police Present:
Inspector Chris Taylor
PCSO: Lee Thubron

Members of the Public: 5
Members of the Press: 0

Prior to the start of the Council meeting, Gemma Thompson the Town Centre Manager, gave a presentation on Andover Town Centre Partnership (ATCP)
Mrs Thompson outlined the events that the Town Centre Partnership had organised or helped organise:

- The ATCP has around 60 voluntary members, who meet on a monthly basis. It receives sponsorship funding.
- Town Tidy Day
- Gardening Fair
- Festival of Motoring
- Flavours of the World
- Small Business Saturday
- Cycling Festival
- Shilling Fair
- Christmas Lights Switch-On
- Artisan Market.

Following Mrs Thompson's presentation Cllr K Bird presented cheques to the charities she had supported as Mayor in the past year 2017/2018. Cllr K Bid thanked everyone who had helped raise the money.

- Abel Foundation received a cheque for £427.87
- Andover District Mencap received a cheque for £427.87
- QC Development received a cheque for £388.87

C 026/18 **THE TOWN MAYOR TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE**

Cllr B Long read and signed the Declaration of Acceptance of Office as Town Mayor of Andover for the Municipal Year 2018/2019.

C 027/18 **APOLOGIES FOR ABSENCE**

Apologies were received and accepted from Cllr K Hughes and Cllr R Hughes.

C 028/18 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

C 029/18 **MINUTES**

Cllr S Hardstaff proposed and Cllr R Kidd seconded that the Minutes of the Council meeting held on 10 May 2018 be approved and signed by the Town Mayor as a correct record.
A vote was taken, with 13 for and 2 abstentions.
RESOLVED: That the minutes of the Council meeting held on 10 May 2018, be signed by the Town Mayor as a correct record.
Cllr L Gates raised a question regarding the Test Valley Association of Town & Parish Councils. It was noted that members would attend. It was confirmed that the voting member would be agreed at the next meeting.

C 030/18 **PUBLIC PARTICIPATION**

Member of the public requested a policy for Andover Town Council to respond to questions raised at Public Meetings.
Town Mayor Cllr B Long responded. It would be considered at the next Staffing Sub-Committee and Policy & Resources Committee.

C 031/18 **REPORT FROM HAMPSHIRE POLICE**

Inspector Chris Taylor gave a report on policing in Andover.
The following areas were covered:
Drug crime, homelessness.

C 032/18 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**

County Cllr Gibson reported on the Cycle event in Andover; get culture of exercise, children up to age 13 years go free and get medals.
County Cllr Z Brooks reported on roads at Picket Twenty and pot holes.
The Town Mayor read a report from County Councillor Kirsty Locke -
"I would like to first update you on the projects I have supported through my devolved budget which are coming up over the next few weeks, I have accepted applications from Andover Armed Forces Day, Andover Festival of Cycling and Andover Shilling Fair.

The festival of cycling pedalata or fun ride is free of charge for children under 13 and £3 for adults. There will be more advanced distance races for the keen cyclists of Andover, all taking place on Sunday 22nd July.

Concerning Highway matters, operation resilience is resurfacing Newbury Road (Enham Arch) and work to install the Roman Way Crossing remains on schedule to begin over the summer. The Council has just agreed a further £6million pounds of funding specifically for potholes, this is made up of £3million grant from the Government which the Council has match funded. As a result of this, Highways have ordered 2 dragon patchers, which will be for use by our contractors Skanska in Hampshire. Skanska currently operate shared use of 2 dragon patchers in multiple counties and one was in use in Andover recently, but the additional funding has allowed Hampshire to have 2 for permanent use in the County. This will help speed up the rate at which potholes are filled. You can report potholes on the website, here:

https://www.hants.gov.uk/transport/roadmaintenance/roadproblems**"**

"Finally, a couple of consultations the Town Council may be interested in. The consultation on street lighting, passenger transport and concessionary transport schemes and the homelessness support consultation. Both can be found here:

https://www.hants.gov.uk/aboutthecouncil/haveyoursay/consultations**"**

Borough Cllr J Cockaday – Pilgrims Way have had more bollards placed to prevent the cars from using the footpath to get to their homes.
Borough Cllr I Anderson – Congratulations to Cllr B Long on her position as Town Mayor.
Thanks to Cllr K Bird for Mencap.
Footpaths, in particular loose slabs in the town's High Street and around Naomi House. Been working with Hampshire County Council and they are now fixing them.
Cllr Anderson agreed to send map with Hampshire County Council land.
Picket Twenty – working with Persimmons regarding pedestrians having to use the roads as the footpaths were unfit. These have been temporarily tarmacked.
Supported Festival of Motoring, from Councillor Grant Fund for £1,000 and the Shilling Fair - £500.

C 033/18 **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

Cllr V Pond – Small roundabout in front of Rosewood Gardens, why did they widen the pathway & dig a deep trench? What is happening?
Cllr Z Brooks – Agreed to look into it.
Cllr A Fitchet – Shepherds Spring Lane, complaints from wheelchair users as tree roots are lifting the pathways.
Cllr I Anderson – agreed to look into it.
Cllr C Bartholomew – 50mph speed limit through Andover Down, can it be reduced?
Cllr Gibson confirmed that he had been trying to have it reduced. Ongoing battle with Highways/HCC who currently do not see a reason for reducing the speed limit.

Cllr B Long – Black and white panels have been put into the pavement in Chantry Centre, why? Cllr Brooks confirmed they were for wayfinders.

C 034/18 TOWN MAYORS ANNOUNCEMENTS

Since being elected on May 10th, the Town Mayor and Deputy Town Mayor have attended the following:

- The Dementia Awareness event at Andover Mind on 22nd May
- Test Valley Mayors Civic Service 27th May
- Andover Town band Dinner and Presentation Evening 9th June
- Able foundation launch 16th June
- Launched Chatter and Natter Table at Coffee 14th June
- Attended Picnic in the Park 17th June

Future events the Town Mayor will be attending:

- The Andover Saturday Club marking the Great Get Together 23rd June
- The County service with the Deputy Town Mayor on 24th June
- Armed Forces Day and Garden Fair on 24th June
- The QC Foundation Dinner 28th June
- Trees United Woodland event 30th June

The Town Mayor also attended the meeting on options and issues for the Next Local Plan, which would go out to public consultation on 1st July. It went to TVBC Cabinet on 20 June 2018 and will go to TVBC Full Council next week.

Information for councillors:
Older People's Forum at the Rendezvous 27th June 2018
Cllr Carpenter and the Town Mayor will be attending the Transport Forum Meeting on 27th June 2018
Electric Vehicle Presentation at Crossfield Hall Romsey 29th June 2018
Shilling Fair 12th August 2018

C 035/18 YOUTH COUNCIL UPDATE

Cllr G McBride reported that The Youth council had not met for a while. However, admin work had been completed to ensure that all obligations on GDPR had been met.
The Youth Council was deploying its budget.
Now writing up programme for Youth Council taking in new councillors
Cllr R Kidd asked the question whether there had been any shift in holding Youth Council meetings in public. It was confirmed that the minutes were public.
Cllr G McBride responded that no, not as yet as safeguarding had to be taken into account.

C 036/18 COMMITTEE MINUTES

The following Committee Minutes were noted:
12 April 2018, Assets & Amenities Committee
26 April 2018, Community Engagement Committee
3 May 2018, Policy & Resources Committee
16 April 2018, Planning Committee
14 May 2018, Planning Committee

C 037/18 MOTIONS FROM COUNCILLORS

<u>Motion on Air Pollution</u>

The Town Mayor read out the motion which was proposed by Cllr L Gregori and seconded by Cllr Kidd.
This Council calls on Test Valley Borough Council:

(1) To ensure that in relation to its powers of licencing taxis and private hire vehicles it uses every opportunity to discourage the idling of vehicles, including the use of enforcement powers.

(2) *To actively reduce idling of vehicles by personnel throughout the Test Valley Borough Council family.*

This Council finally calls on Hampshire County Council and Test Valley Borough Council to ensure effective public awareness campaigns to discourage members of the public to allow their vehicle to idle and create unnecessary pollution in Andover.

Members discussed and considered the motion.
Cllr V Pond raised concerns about indoor air quality in the office. She was advised to refer them to the Policy & Resources Committee.
A vote was taken on the motion, 13 for and 2 abstentions.
RESOLVED: that Andover Town Council calls on Test Valley Borough Council:

1. **To ensure that in relation to its powers of licencing taxis and private hire vehicles it uses every opportunity to discourage the idling of vehicles, including the use of enforcement powers.**
2. **To actively reduce idling of vehicles by personnel throughout the Test Valley Borough Council family.**

This Council finally calls on Hampshire County Council and Test Valley Borough Council to ensure effective public awareness campaigns to discourage members of the public to allow their vehicle to idle and create unnecessary pollution in Andover.

C 038/18 OFFICE ESTABLISHMENT MANAGEMENT WORKING GROUP

Cllr B Long thanked the Working Group for all their help with the office move, with particular thanks to Cllr L Gregori and his son and Mr M Laing, for building the desks and furniture.
It was proposed by Cllr L Gregori and seconded by Cllr S Hardstaff to pass a vote of thanks to the Working Group. A vote was taken which was unanimous.
RESOLVED: That a vote of thanks be given to the Working Group for their assistance with the office move, with particular thanks to Cllr L Gregori and his son and Mr M Laing.
It was suggested that as the move had been completed, a snagging list be reported back to the Policy & Resources Committee.

C 039/18 COMMUNITY GOVERNANCE REVIEW – WORKING GROUP REPORT

Members noted the Community Governance Review Report.
It was proposed by Cllr L Gates and seconded by Cllr A Fitchet that the proposed response be agreed. A vote was taken which was unanimous in favour.
RESOLVED: that the proposed response be agreed.

C 040/18 ACCOUNTS YEAR END 31 MARCH 2018

Members noted the End of Year Accounts ending 31 March 2018 report.
Cllr S Hardstaff proposed and Cllr M Mumford seconded that the Accounts for year ending 31 March 2018, be approved.
A vote was taken: 14 for & 1 abstention.
RESOLVED: that the Accounts for year ending 31 March 2018, be approved.

C 041/18 INTERNAL AUDITORS REPORT FOR YEAR ENDED 31 MARCH 2018

Members noted the Internal Auditors Report for year ended 31 March 2018.
It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Internal Auditors Report for the year ended 31 March 2018 be approved.
A vote was taken which was unanimous in favour.
RESOLVED: That the Internal Auditors Report for the year ended 31 March 2018 be approved.
Cllr K Bird also requested that thanks to the Town Clerk be minuted for the work to prepare the accounts for the Year End Annual Return.

C 042/18 ANNUAL INTERNAL AUDIT REPORT 2017/2018

Members noted the Annual Internal Audit Report 2017/2018.

It was proposed by Cllr S Hardstaff and seconded by Cllr A Fitchet that the Annual Internal Audit Report 2017/2018 be approved.
A vote was taken which was unanimous in favour.
RESOLVED: that the Annual Internal Audit Report 2017/2018 be approved.

C 043/18 ANNUAL GOVERNANCE STATEMENT 2017/2018

Members voted the Annual Governance Statement 2017/2018 and agreed the points included that they were a true statement.
It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Annual Governance Statement 017/2018 be approved.
A vote was taken which was 14 for and 1 abstention.
RESOLVED: That the Annual Governance Statement 017/2018 be approved.

C 044/18 ACCOUNTING STATEMENTS 2017/2018

Members noted the Accounting Statements 2017/2018.
It was proposed by Cllr S Hardstaff and seconded by Cllr K Bird that the Accounting Statements 2017/2018 be approved.
A vote was taken which was unanimous.
RESOLVED: that the Accounting Statements 2017/2018 be approved.

C 045/18 CORPORATE RISK ASSESSMENT

Members received a Corporate risk Assessment for 2018/2019.
It was voted that the Risk Assessment was split into functions of the Town Council.
Each of the risks for the functions would be reported to the Committees responsible.
As the risks were identified and managed the Risk Assessment would be amended and reported back to relevant committees.
It was proposed by Cllr S Hardstaff and seconded by Cllr R Kidd to approve the recommendation of the Policy and Resources Committee to accept the Corporate Risk Assessment for the year 2018/2019.
A vote was taken which was 14 for and 1 abstention.
RESOLVED: That the Corporate Risk Assessment for the year 2018/2019 be accepted.

C 046/18 CIL MONIES

Members noted that the current balance of monies received by Andover Town Council was £4782.75.
It was proposed by Cllr A Fitchet and seconded by Cllr B Carpenter that the list of Projects for CIL be approved.
It was noted that the list could be amended and would be reported back to Planning Committee.
Cllr L Gates – We can start working on the projects.
A vote was taken which was unanimous in favour.
RESOLVED: that the list of Projects for CIL monies be approved.

C 047/18 APPOINTMENT OF STAFF

Members noted the appointment of the following staff:
Allotment Officer – split into 2 part time roles – Mrs Fern Long and Ms Kelly Matthews.
Committee and GDPR Officer – full time – Ms Michelle Young.
Deputy Clerk – part time – Mrs Victoria (Tor) Warburton.

C 048/18 FINANCE

The following list of payments up to 16 June 2017 was approved.
It was proposed by Cllr L Gregori and seconded by Cllr L Gates that the payments up to 16 June 2017 be approved. A vote was taken which was unanimous.
RESOLVED: that the payments up to 16 June 2017 be approved.

C 049/18 QUESTIONS FROM COUNCILLORS

No questions were received from the Councillors.

C 050/18 REPORTS FROM TOWN COUNCILLORS

Cllr L Gates – attended presentation on BID.
Cllr S Hardstaff – accompanied Cllr L Gates to the presentation on BID.
Cllr C Bartholomew – Electric vehicle event, open to the public – Friday, 29 June 2018 at 4.00pm to 8.00pm.
Cllr G McBride – DEFRA – Clean Air Strategy 2018
Cllr B Long – the new local plan going out to public consultation
Running for 10 weeks

C 051/18 DATE OF NEXT COUNCIL MEETING

It was noted that the next Council meeting would take place on Thursday 6 September 2018, in the Council Offices, 68B, High Street, Andover, starting at 7pm.

The Chairman closed the meeting at 8.45pm.

Chairman Date

ANDOVER TOWN COUNCIL

B

Constantia Basis Virtutum

Minutes of Assets and Communities Committee

Time and date
7.00pm on Thursday 7 June 2018

Place
Andover Town Council Offices, 68B High Street, Andover

Details of Attendance:

Town Councillors

Cllr V Pond (P) – Chairman Cllr A Fitchet (P) – Vice Chairman (from item 2)		
Cllr C Bartholomew (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr L Bird (P)	Cllr K Bird (P) arrived 7.03pm	Cllr R Kidd (A)
Cllr M Mumford (P)	Cllr B Long (P)	

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

Other Cllrs present: Cllr L Gates

Members of the Public: 2

The Deputy Clerk started the meeting at 7.01pm. Maggie Shelton and Richard Bloor were not present to give the presentation as on the Agenda.

AC 001/18 CHAIRMAN OF COMMITTEE

Cllr B Long proposed and Cllr L Gregori seconded the nomination of Cllr V Pond as Chairman of the Assets and Communities Committee for the municipal year of 2018/2019.

A vote was taken which was unanimous.

RESOLVED: that Cllr V Pond is the Chairman of the Assets and Communities Committee for the municipal year of 2018/2019.

AC 002/18 VICE CHAIR OF COMMITTEE

Cllr V Pond proposed and Cllr L Gregori seconded the nomination of Cllr Rev A Fitchet as the Vice Chair of Assets and Communities Committee for the municipal year of 2018/2019.

A vote was taken which was unanimous

RESOLVED: that Cllr Rev. A Fitchet is the Vice Chair of the Assets and Communities Committee for the municipal year of 2018/2019.

AC 003/18 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr J Lovell.

AC 004/18 DECLARATIONS OF INTEREST

There were no declarations of interest.

AC 005/18 MINUTES

It was proposed by Cllr Rev A Fitchet and seconded by Cllr K Bird 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 be received and signed by the Chairman as a correct record. Also that the corrected minutes from Assets and Amenities Committee on 1 February 2018 be re-signed with agreed amendments by the Chairman as a correct record.

A vote was taken 7 For and 2 abstentions

RESOLVED: that 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 be received and signed by the Chairman as a correct record, also that the corrected minutes from Assets and Amenities Committee on 1 February 2018 be re-signed with agreed amendments by the Chairman as a correct record.

AC 006/18 PUBLIC PARTICIPATION

A member of the public asked why the questions asked at previous meetings had not had the written response requested. The Deputy Clerk apologised and assured the member of the public that the answers to the questions would be sent in writing within 10 working days from 7 June 2018.

Cllr L Gates apologised that the speakers from the Watercress and Winterbournes Landscape Partnership Project were not present and asked that the Deputy Clerk send the information on the project to the Committee.

AC 007/18 GRANTS WORKING GROUP

It was discussed that the Grants Working Group Mandate include the following amendments:
Change to the Assets and Communities Committee and amend the wording in line with the Assets and Communities agreed Terms of Reference regarding Grants.
Remove Cllr R Hughes and Cllr R Rowles.
Add Cllr Rev. A Fitchet, Cllr V Pond, Cllr C Bartholomew, Cllr K Bird and Cllr L Gregori

It was proposed by Cllr B Long and Seconded by Cllr K Bird that the Grants Working Group Mandate was accepted by the Committee with the agreed amendments.

A vote was taken which was unanimous.

RESOLVED: that the Grants Working Group Mandate was accepted by the Committee with the agreed amendments.

AC 008/18 AFEST 2018

A verbal update was received and noted.
The Committee were informed that the next date was already provisionally booked for 5 May 2019.
Cllr K Bird agreed that one of the lessons learnt was to make sure that the 'Road Closed' signs were collected for the event and that leafletting could be done on foot to the nearby residents.
A question was raised about footfall, Cllr B Long agreed to see if it was possible to get footfall records for the day.

AC 009/18 BUS SHELTERS

The map of the bus shelter locations was received and noted.

AC 010/18 VICTORIAN LAMP/FOUNTAIN

A written report was received and noted (attached for information)

The Committee discussed relaunching the drinks fountain, as many other areas have done so. It was discussed that the Committee work with outside organisations to see if it can be done. It was also discussed that the fountain should be added as a Community Asset and that potentially 106 money could be sort.

Cllr B Long proposed and Cllr Rev A Fitchet seconded that a Working Group be established to research bringing the Victoria Drinking Fountain back into use.

A vote was taken: 7 For and 2 Abstentions.

RESOLVED: that a Working Group be established to research bringing the Victoria Drinking Fountain back into use.

AC 009/18 MARKETS WORKING GROUP

The Markets Working Group Terms of Reference was discussed.

Cllr Rev A Fitchett proposed and Cllr K Bird seconded that the Terms of Reference, supplied, should not be accepted due to lack of information but that the Terms of Reference be brought back to the next Committee in the correct format with more information present.

A vote was taken which was unanimous

RESOLVED: that the Terms of Reference, supplied, should not be accepted due to lack of information but that the Terms of Reference be brought back to the next Committee in the correct format with more information present.

Cllr M Mumford left at 7.56pm

AC 010/18 215 – WW1 COMMEMORATION EVENT

A verbal report was received. It was noted that there was no update on the previous report, that a meeting would be set up in the near future and this reported back at the next meeting.

AC 011/18 PROJECT PLAN/SCHEME OF DELEGATION

The project plan/scheme of delegation was discussed by members.
It was proposed by Cllr L Gregori and seconded by Cllr R Hughes that Cllr C Bartholomew and Cllr B Long be tasked to look at the budgets and previous minutes to establish what has already been agreed and has a budget and to report back to the Committee at the next meeting.

A vote was taken: 6 For 2 Abstentions

RESOLVED: that Cllr C Bartholomew and Cllr B Long be tasked to look at the budgets and previous minutes to establish what has already been agreed and has a budget, and to report back to the Committee at the next meeting.

AC 012/18 REPORTS FROM WORKING GROUPS

No reports were received.

AC 013/18 COMMITTEE WORK PROGRAMME

It was agreed to add to the work programme that a current list of Working Groups be brought to the next meeting.

AC 014/18 DATE OF NEXT MEETING

Noted.

The Chairman closed the meeting at 8.25pm

Chairman Date

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

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Minutes of Policy and Resources Committee

Time and date
7.00pm, Thursday 14 June 2018

Place
Town Council Offices, 68B, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)			
Cllr K Bird (Vice Chairman) (P) (Arrived at 7.01pm)			
Cllr C Ecclestone (A)	Cllr L Gates (P)	Cllr L Gregori (P)	Cllr R Hughes (P) (Arrived 7.04pm)
Cllr R Kidd (P)	Cllr M Mumford (P)	Cllr V Pond (P)	Cllr R Rowles (A)

Officers Present:
Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk) (taking the minutes & training)
Michelle Young (Committee & GDPR Officer) (training)

Members of the Public: 1

PR 001/18 ELECTION OF CHAIRMAN

Cllr K Bird arrived at 7.01pm

Cllr M Mumford proposed and Cllr L Gates seconded the nomination of Cllr S Hardstaff as Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

There were no other nominations.

RESOLVED: Cllr S Hardstaff be elected as Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

PR 002/18 ELECTION OF VICE CHAIRMAN

Cllr M Mumford proposed and Cllr V Pond seconded the nomination of Cllr K Bird as Vice Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

There were no other nominations.

RESOLVED: Cllr K Bird be elected as Vice Chairman of the Policy & Resources Committee for the Municipal Year 2018/2019.

PR 003/18 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr C Ecclestone.

PR 004/18 DECLARATIONS OF INTEREST

No declarations of interest were received.

PR 005/18 MINUTES

It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Chairman sign as a correct record, the minutes of the Policy and Resources Committee meeting held on 3 May 2018.
A vote was taken which was unanimous.
RESOLVED: That the Minutes of the Policy and Resources Committee meeting held on 3 May 2018 be signed, by the Chairman, as a correct record.

PR 006/18 PUBLIC PARTICIPATION

Andover Resident – Requested that a doorbell be added to the Andover Town Council Offices' entrance.
Chairman Cllr S Hardstaff noted this request in the minutes.
Cllr R Hughes arrived at 7.04pm

PR 007/18 ACCOUNTS FOR YEAR ENDED 31 MARCH 2018

Members received the Accounts for the Year Ended 31 March 2017.
It was proposed by Cllr K Bird and seconded by Cllr V Pond that the Accounts be recommended to full Council for approval with an explanation of the change of budget heads. A vote was taken which was unanimous.
RESOLVED: That the Accounts for the Year Ended 31 March 2018 be recommended to full Council for approval with an explanation of change of budget heads.

PR 008/18 INTERNAL AUDITORS REPORT FOR YEAR ENDED 31 MARCH 2018

The Internal Auditors report was noted and it was agreed that it should be recommended to full Council for approval.

Cllr K Bird proposed and Cllr P Crossman seconded that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report for 2018 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

A vote was taken – 6 For and 2 Abstentions.

RESOLVED: that the Committee receive the Internal Auditors Report, approve the Council's Action Plan in response to the Internal Auditors Report for 2018 and recommend to Full Council the Internal Auditors Report and implementation of the Action Plan.

It was proposed by Cllr V Pond and seconded by Cllr K Bird that the Annual Internal Audit Report 2017/2018 be received and recommended to full Council.

Cllr L Gregori expressed his personal thanks to the Town Clerk for all her hard work.

A vote was taken which was unanimous

RESOLVED: that the Annual Internal Audit Report 2017/2018 be received and recommended to full Council for approval.

PR 009/18 INTERNAL AUDIT REVIEW

Cllr S Hardstaff, the Chairman reminded Members that the Town Council had reviewed and changed the internal auditor for the Year Ending 31 March 2016. The Chairman asked the Town Clerk whether she felt the Internal Auditor was being thorough and providing the Town Council with the support and information required.
The Town Clerk confirmed that she was satisfied that the internal audit was being carried out in a thorough and professional manner.
Cllr L Gregori agreed with what was said and asked how often the Town Council was required to review its Internal Audit provider.
Town Clerk responded that there are no specific regulations but best practice suggested the service of Internal Audit be reviewed every 5 years.

Cllr V Pond proposed and Cllr M Mumford seconded that members note the report with the changes that had been requested for the Budget and Headings and the process that would need to be completed over the

following financial year to ensure there was a sufficient and thorough Audit Trail. That the Town Clerk maintain a spreadsheet of the changes for Audit purposes and the Town Clerk be given authority to appoint the current Internal Auditor to the Year End 31.03.2020 to ensure continuity for the changes taking place during the next 2 years.

A vote was taken which was unanimous.

RESOLVED: that Members note the report with the changes that have been requested for the Budget and Headings and the process that will need to be completed to ensure there is sufficient and thorough Audit Trail.
The Town Clerk maintain a spreadsheet of the changes for Audit purposes and be given authority to appoint the current Internal Auditor to the Year End 31.03.2020 to ensure continuity for changes taking place to the Budget Heads during the next 2 financial years.

PR 010/18 INTERNAL AUDIT TIMETABLE 2018/2019

Members noted the timetable for the Internal Audit for the year ending 31 March 2019.

PR 011/18 ANNUAL GOVERNANCE STATEMENT 2017/2018 - PREPARATION

Town Clerk reiterated that the councillors needed to be sure that they were in agreement with all that had been ticked and approved on the Annual Governance Statement and asked if there was anything that they were unsure about, as once the statement had been signed it could not be recalled.
There were no questions.
Cllr P Crossman proposed and Cllr K Bird seconded that the Committee recommend to full Council the Annual Governance Statement for the year ended 31 March 2018
A vote was taken – 6 For and 2 Abstentions
RESOLVED: that the Committee recommend to full Council the Annual Governance Statement for the year ended 31 March 2018.

PR 012/18 ACCOUNTING STATEMENTS 2017/2018 – PREPARATION

Cllr M Mumford proposed and Cllr V Pond seconded that the Committee recommend to full Council the Accounting Statements 2017/2018.
A vote was taken that was unanimous.
RESOLVED: that the Committee recommend to full Council the draft Accounting Statements 2017/2018.
Members noted that the Town Council has to complete an Interim Audit as the Income/Expenditure of the Council is over £200,000 per annum.

PR 013/18 CORPORATE RISK ASSESSMENT

It was noted that it was expected that the External Auditors will request sight of the Risk Assessments carried out during the financial year 2018/2019.
It was noted that the Corporate Risk Assessment was a working document and would change and adapt as the year progressed.

The Town Clerk confirmed that the Committee would receive update reports with the progress of the Corporate Risk Assessment once the Committee had agreed the Risk Assessment, then the Action Plan would be viewed and approved.

Town Clerk recommended that, once agreed, a copy of the Risk Assessment would be uploaded to the Andover Town Council website.

Cllr L Gates proposed and Cllr V Pond seconded that the Committee recommend to full Council the Corporate Risk Assessment for the Year 2018/2019.

A vote was taken – 6 For and 2 Abstentions

RESOLVED: that the Committee recommend to full Council the Corporate Risk Assessment for the Year 2018/2019.

PR 014/18 FINANCE

Members received the payments up to 25 May 2018 and 12 June 2018.

It was proposed by Cllr V Pond and seconded by Cllr M Mumford that the payments be approved.

A vote was taken which was unanimous.

RESOLVED: That the payments up to 25 May 2018 and 12 June 2018 be approved (shown below)

ANDOVER TOWN COUNCIL PAYMENTS UP TO 25 MAY 2018				
Bacs/Cheque No	**Supplier**	**Budget Head**	**Goods/Supplies**	**Cost (£)**
688107876	AquAid South Coast	Office Maintenance	Water Cooler	£222.00
DDBESMAY2018	BES Utilities	Electricity Supply	Electricity 15Apr - 15 May 2018	£9.92
647827228	Brymore Productions	A-Fest 2018	Performance Fee	£120.00
446708199	Town Clerk	Office Equipment	Desk Fan for Allotment Officer 1	£10.00
645185117	EDF Energy	Electricity Supply	Electricity Jan - April 2018	£94.38
300388	Cllr L Gates	Office Equipment	Office Furniture + filing drawers + chairs	£50.00
300386	OWR 15A & 15B	Allotments - OWR	Returned Deposit	£100.00
75936126	Kevin Justice	Allotments - OWR	Repair of water leak plot 26	£44.79
DDMAINMay2018	Mainstream Digital	Telephone	Call charges 03.04-30.04.2018 + Maintenance	£88.32
DDMAINTNDMay2018	Mainstream Digital	ER - New Office	Phone system + networking + 4 digital lines	£4,608.00
617987149	Office Furniture	ER - New Office	Conference Tables	£502.80
299515119	Personnel Selection	Payroll	Temp worker w/c 07.05.2018	£556.56
792115094	Personnel Selection	Payroll	Temp Worker w/c 14.05.2018	£556.56
757867021	Restore Datashred	Confidential Waste	Confidential Waste disposal April 2018	£137.28
190088397	Restore Datashred	Confidential Waste	Confidential Waste disposal May 2018	£25.92
817045428	Southwest Hygiene	Office Maintenance	HT Dispenser, Hand Towels + installation	£101.28
37949276	Southwest Hygiene	Office Maintenance	Sanitary dispensers + waste transfer note	£144.00
797979590	Viking Supplies	Stationery	Envelopes, ink cartridge x 3, paper x 5 boxes	£170.28
875952628	Viking Supplies	New Equipment	Dymo machine for labelling	£78.56
965273788	Committee Officer	Stationery	Stationery including files + pins	£8.97
278156673 & 546705759	Willmont Building Services	ER - New Office	2nd floor fire exit, finishing building works as contracted	£18,279.30
Payroll	Payroll	Payroll June 2018		£12,776.74
TOTAL up to 25 May 2018				**£38,685.66**
Payments up to 12 June 2018				
4756955	Addis Locksmiths	Office Accommodation	Removal of electronic entry door system from old offices	55.00
72449691	Andover Business Computers	IT Equipment	Installation of networking and internet services, relocation of allotment officers IT equipment, 1 additional screen for Committee Officer, 1 additional laptop for Committee Officer	2,002.40
89783154	Andover Business Computers	IT Equipment	High Capacity toner for additional printer EPSOM	219.00
719780059	The Artroom	A-Fest	Services for running art activity	125.00
597503368	Business Stream	Allotments – The Drove	Water Charged Feb-May 2018	957.67
98059507	Convenient Hire	Allotments x 7 sites	Toilet hire for 7 sites	614.39

524005852	Custom Studio	Website	Website updates to be GDPR compliant	195.30
690442033	Custom Studio	Website	Website provision & provision of emails	35.94
194660054	Essential Fire Limited	Office Accommodation	Provision of fire extinguishers, service of fire alarm system, service of emergency lights, annual attendance fee to British Standard 5306.	433.50
26800602	Hampshire Association of Local Councils	Subscription Fees	Affiliation HALC, NALC Levy 2018/2019.	2,750.00
935698084	J&A Motors	Office Rent	Final office rent for 2018	2,511.55
5215491	Lightatouch Internal Audit Services	Internal Audit	Final part of internal audit for year-end 31.03.2018	175.00
954836755	M B Pest Services	Allotments x 7 pest control	Pest control across 7 allotment sites May 2018	400.00
805366297	Moores Cleaning	Office Accommodation	Cleaning services for May 2018	141.28
DDNestMay18	Nest Pensions	Payroll	Pension costs for May 2018	402.45
270756236	Mr J O'Connor	Allotments	Removal of trees @ Vigo Road Allotment site	335.00
190514412	Office Furniture Online	Office Equipment	Screen for main office	1,291.20
316462962	Office Furniture Online	Office Equipment	Additional Office Chair	136.80
822446031	Pitney Bowes	Postage	Postage and franking machine rental	195.09
DDSAGEJUNE18	Sage	Accounts support	Sage Payroll software for June 2018	16.10
88459471	Viking Supplies	IT Equipment	2 ergonomic keyboards + mice	206.38
19678646	HMRC	Payroll	Beginning of Year Tax adjustment	898.13
TOTAL up to 12 June 2018				**14,097.18**

PR 015/18 COMMITTEE WORK PROGRAMME

Members noted the work programme for the Committee.

PR 016/18 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr R Hughes and seconded by Cllr M Mumford that the Committee pass a resolution to exclude the Press and Public from the meeting at item 16 regarding confidential minutes.
A vote was taken which was unanimous.
RESOLVED: That the Press and Public be excluded from the meeting at item 16 due to consideration of confidential minutes.

CONFIDENTIAL ITEMS

PR 016/18 CONFIDENTIAL MINUTES

It was proposed by Cllr S Hardstaff and seconded by Cllr L Gates that the Chairman sign as a correct record the Confidential minutes of the Policy and Resources Committee meeting held on 3 May 2018.

A vote was taken which was unanimous.

RESOLVED: That the Confidential Minutes from the meeting held on 3 May 2018 be signed, by the Chairman, as a correct record.

The Chairman closed the meeting at 7.55pm.

Chairman Date

ANDOVER TOWN COUNCIL

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Minutes of Planning Committee

Time and date
6.00pm on Monday, 18 June 2018

Place
Andover Town Council Office, 68B High Street, Andover

Details of Attendance:

Cllr B Long (Chairman) (P)	
Cllr A Cotter (Vice Chair) (P)	
Cllr V Pond (P)	Cllr G McBride (A)
Cllr L Gregori (P)	Cllr B Carpenter (P)
Cllr C Ecclestone (A)	Cllr R Kidd (P)

Officers Present:
Victoria Warburton (Deputy Clerk) (taking the notes)
Michelle Horner (Committee Officer) (training)

Members of the Public: 1

PC 028/18 Apologies
There were no apologies for absence.

PC 029/18 Declarations of Interest
There were no declarations of interest.

PC 030/18 Minutes
It was proposed by Cllr V Pond and seconded by Cllr A Cotter that the Minutes of the Planning Committee meeting held on 29 May 2018 be signed by the Chairman as correct record.
A vote was taken that was unanimous
RESOLVED: that the Minutes of the Planning Committee meeting held on 29 May 2018 be signed by the Chairman as correct record.

PC 031/18 Public Participation
No members of the public present wished to make a statement.

PC 032/18 Planning Applications (Test Valley Borough Council)
The following observations from lists 21,22 and 23 were made and submitted to the Planning Authority, Test Valley Borough Council:

5.1	18/01266/RESN 23.05.2018 ANDOVER TOWN (ST MARYS)	Reserved matters planning application for approval of appearance, landscaping, layout and scale pursuant to outline planning permission 16/01329/OUTN	Land Adjacent, 10 Walworth Road, Picket Piece, Hampshire, SP11 6LU
No Objection: Comment – Concern regarding visitor parking being on access road.			
5.2	18/01324/VARN 23.05.2018 ANDOVER TOWN (ST MARYS)	Removal of condition 08 of 17/03278/FULLN (Change use of ground floor from public house to four units with multiple uses of retail, financial services, restaurant/café, drinking establishment and split the space by installing two internal walls and two wc's; remove toilets and associated internal walls. Provision of bin palisade, which prohibits the use of cooking equipment.	The George Hotel, George Yard, Andover, SP10 1PD
No Objection: Comment – Mindful of concerns raised by Environmental Health regarding the cooking units.			
5.3	18/01123/FULLN 30.05.2018 ANDOVER TOWN (WINTON)	Two storage rooms to rear of commercial building for use by existing hot food take-away premises	5 - 9 Winchester Street, Andover, Hampshire, SP10 2EA
No Objection: Comment – Concerns regarding impact on neighbouring residential units.			

Please see appendix B for the Observations of the Planning Committee submitted to Test Valley Borough Council for lists 21,22 and 23.

PC 033/18 Decision Notices

The Decision Notices for Lists 21, 22 and 23 were noted.

PC 034/18 Andover Access plan

No further comments had been received.

PC 035/18 Traffic Plan for Andover

It was noted that a response to the letter of invitation to Hampshire County Council Highways division to attend a Planning Committee, had been received. It advised that the Highways Officer would not be able to attend an evening Planning Committee meeting. It was suggested for the Committee Officer to email the Highways Officer back and arrange a meeting during office hours, to discuss issues with Andover's traffic flow, specifically 100 Acre Roundabout and the Tesco roundabout.

PC 036/18 Street Naming

Members considered an amendment to the following street naming applications:

144 Launcelot Close
King Arthurs Way
Andover

To

3 flats – 144a, 144b and 144c Launcelot Close

King Arthurs Way
Andover

No Objection

New addresses:

Flats 1-18 Eclipse House (excluding number 13)

Picket Twenty Way

Andover

SP11 6TY

And

Co-op (Organisation Name)

Unit 1 Eclipse House

Picket Twenty Way

Andover

SP11 6TY

No Objection

PC 037/18 **Communications from TVBC**
It was noted that there was an appeal for development of the land between 11/12 Walworth Road.

PC 038/18 **Test Valley Borough Council – Northern Area Planning Committee (NAPC).**
There were no notices received.

PC 039/18 **Communications from Hampshire County Council**
The Department of Transport notified the Committee of the proposed stop up of Vespasian Road. There was no objection to the proposal from the Committee

PC 040/18 **Street Trading Licences**
A Street Trading Renewal Application was considered by the Committee for;
Mr Singh to sell clothing on the High Street on Fridays of each week.
Comment - Mr Singh has not traded in Andover in the last 5 years and potentially stopping another trader.
Objection.

PC 041/18 **Gambling Act 2005 – Review of Statement of Licensing Principles (Policy)**

Members to review and formulate comments to be considered at the next Planning Committee meeting on 9 July 2018.

PC 042/18 **Items for consideration at the next meeting**
It was noted that Chairman Cllr B Long will email Deputy Clerk with items to be added for consideration at the next Planning Committee on 9 July 2018.

PC 043/18 **Date of next meeting**
Members noted that the date of the next meeting was **Monday 9 July 2018 at 6pm at Andover Town Council Offices – 68B High Street.**

The Chairman closed the meeting at 7.01 pm

CHAIRMAN …….. DATE……

ANDOVER TOWN COUNCIL – PLANNING COMMITTEE

MINUTES OF 18 JUNE 2018

18/01295/FULLN 21.05.2018 ANDOVER TOWN (HARROWAY)	Erection of conservatory to rear	45 Cole Close, Andover, SP10 4NL,	Mr And Mrs S McLaughlin	Miss Katherine Dowle 14.06.2018	
Considered at previous meeting					
18/01283/FULLN 22.05.2018 ANDOVER TOWN (ALAMEIN)	Proposed single storey rear and side extension to provide kitchen and family room	1 Caerleon Drive, Andover, Hampshire, SP10 4DE	Mr And Mrs Tim French	Miss Katherine Dowle 16.06.2018	
No Objection					
18/01317/FULLN 24.05.2018 ANDOVER TOWN (MILLWAY)	New two storey extension to front elevation comprising of a ground floor lobby and porch and a first floor en-suite bathroom.	Kintail , Alexandra Road, Andover, SP10 3AD	Mr Brian Beckingham	Mrs Donna Dodd 20.06.2018	
No Objection					
18/01007/FULLN 23.05.2018 ANDOVER TOWN (WINTON)	Single storey extension to front elevation	18 Mead Hedges, Andover, Hampshire, SP10 2LS	Mr And Mrs A Dible	Mrs Donna Dodd 20.06.2018	
No Objection					
18/01316/VARN 01.06.2018 ANDOVER TOWN (MILLWAY)	Cease use of garage for vehicle parking - (Relaxation of requirements of Condition 2 of Planning Permission TVN.00155/11)	22 Denning Mead, Andover, Hampshire, SP10 3LG	Mr Robert Board	Mrs Donna Dodd 27.06.2018	
No Objection					
18/01364/FULLN 30.05.2018 ANDOVER TOWN (MILLWAY)	Single storey front extension and replacement of first floor bay and adjacent window	117 Millway Road, Andover, SP10 3AY,	Mr And Mrs C Dolan	Miss Katherine Dowle 25.06.2018	
No Objection					

18/01387/TPON 31.05.2018 ANDOVER TOWN (MILLWAY)	Sycamore T1 - Fell	5 Saor Mews, Andover, SP10 3FA,	Mr Harry Timms	Mr Rory Gogan 22.06.2018	YES
No Objection: supportive of replanting a new tree					
18/01332/ADVN 29.05.2018 ANDOVER TOWN (ST MARYS)	Freestanding site signboard and 2 flagpoles with flags	Land North Of, Walworth Road, Picket Piece, Hampshire SP11 6LY	Ms Fiona Murray	Miss Katherine Dowle 22.06.2018	YES
Objection: the design of the flags should ensure that there is no detrimental noise to neighbouring residents					
18/01404/TPON 01.06.2018 ANDOVER TOWN (ST MARYS)	Yew - Fell	5 Woodlands Way, Andover, Hampshire, SP10 2QU	Ms Penelope Morgan	Mr Rory Gogan 23.06.2018	
No Objection: refer to an arboriculturist					
18/01143/FULLN 31.05.2018 ANDOVER TOWN (WINTON)	Retrospective application for kitchenette extension	6 Winchester Street, Andover, Hampshire, SP10 2EA	Trang Nguyen	Mr Oliver Woolf 29.06.2018	
No Objection					
18/01146/LBWN 31.05.2018 ANDOVER TOWN (WINTON)	Retrospective application for kitchenette extension	6 Winchester Street, Andover, Hampshire, SP10 2EA	Trang Nguyen	Mr Oliver Woolf 29.06.2018	
No Objection					
18/01349/FULLN 29.05.2018 ANDOVER TOWN (WINTON)	Proposed two storey rear extension to provide kitchen with bedrooms above and construction of retaining wall	19 South View Gardens, Andover, SP10 2AG,	Mr R And Mr C Bates	Mr Luke Benjamin 22.06.2018	
No Objection					
18/01408/FULLN 01.06.2018 ANDOVER TOWN (WINTON)	Proposed single storey extension to replace conservatory, and first floor extension over utility to provide additional bedroom and en-suite	18 Wellesley Road, Andover, Hampshire, SP10 2HF	Mr And Mrs Hewlett	Mrs Donna Dodd 27.06.2018	
No Objection					

NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)

18/01413/PDHN 01.06.2018 ANDOVER TOWN (MILLWAY)	Notification of proposed works to a dwelling - Single storey rear extension (length from rear wall of original dwelling house 4.63m, height 3.69m, height to eaves 2.66m)	5 Holly Walk, Andover, Hampshire, SP10 3PJ	Mrs Jennifer Town	Mrs Donna Dodd 26.06.2018	
Noted					

18/01416/FULLN 05.06.2018 ANDOVER TOWN (HARROWAY)	Replacement conservatory	11 Amber Gardens, Andover, SP10 3EB,	Mrs Kate Riley	Miss Katherine Dowle 29.06.2018	
No Objection					
18/01433/FULLN 08.06.2018 ANDOVER TOWN (HARROWAY)	Erection of detached double garage and external works	29 Blendon Drive, Andover, SP10 3NG,	Mrs A Maber	Miss Katherine Dowle 04.07.2018	
No Objection					
18/01344/FULLN 07.06.2018 ANDOVER TOWN (ALAMEIN)	Erection of conservatory	120 Launcelot Close, Andover, SP10 4BZ,	Miss S Mellowship	Mrs Donna Dodd 03.07.2018	
No Objection					
18/01333/TPON 05.06.2018 ANDOVER TOWN (MILLWAY)	Limetree - pollard upto 2m, then re-pollard every two years for a period of twelve years	Stonecroft, 13 Avenue Close, Andover, Hampshire SP10 3ER	Mr Michael Mundy	Mr Rory Gogan 27.06.2018	
No Objection – refer to arbioculturist					

18/01431/FULLN 08.06.2018 ANDOVER TOWN (MILLWAY)	Proposed replacement rear conservatory.	6 Barnfield Rise, Andover, SP10 2UQ,	Mrs Brooker	Mr Nathan Glasgow 04.07.2018	
No Objection					
18/00669/LBWN 07.06.2018 ANDOVER TOWN (ST MARYS)	Replacement window and door to rear, insert skylights and roof light, formation of window and glass bricks, relocate door, and internal alterations	36 And 38 East Street, Andover, SP10 1ES,	Sarah Dowding	Mr Oliver Woolf 06.07.2018	
No Objection					
18/00925/FULLN 08.06.2018 ANDOVER TOWN (ST MARYS)	Renewal of existing flat roof by over cladding with a pitched profile metal sheet system to match other buildings in block	Block 1, Walworth Enterprise Centre, Duke Close, Walworth Business Park Andover Hampshire	Mr Robert Kearney, Test Valley Borough Council	Mr Luke Benjamin 04.07.2018	
No Objection					
18/01420/FULLN 08.06.2018 ANDOVER TOWN (ST MARYS)	Change of use of first floor from storage to residential	8 Bridge Street, Andover, SP10 1BH,	Mr Ian Ward	Mr Luke Benjamin 06.07.2018	
No Objection					
18/01463/FULLN 04.06.2018 ANDOVER TOWN (WINTON)	Construction of vehicular access	28 Winchester Road, Andover, Hampshire, SP10 2EQ	Mr Roy Quin	Miss Katherine Dowle 30.06.2018	
No Objection					
18/01435/FULLN 05.06.2018 ANDOVER TOWN (WINTON)	Replace side garage with single storey extension, creating larger kitchen and diner, utility room and new family bathroom	85 Wolversdene Road, Andover, SP10 2AU,	Mr And Mrs Featherby	Mrs Donna Dodd 29.06.2018	
No Objection					
18/01382/FULLN ANDOVER TOWN (ST MARYS)	Two storey rear extension and single storey infill extension to side	6 Clyde Court, Andover, SP10 1EA	Mr Adrian Bryan	Miss Katherine Dowle 05.07.2018	

No Objection					
18/01506/TPON ANDOVER TOWN (HARROWAY)	Remove 1 No Ash tree	7 Brackenbury, Andover, SP10 3PU	Ms Amy Smith	Mr Rory Gogan 03.07.2018	
No Objection – support so long as planting of new tree occurs.					

ANDOVER TOWN COUNCIL

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Minutes of Planning Committee

Time and date
6.00pm on Monday, 9 July 2018

Place
Andover Town Council Office, 68B High Street, Andover

Details of Attendance:
Cllr B Long (Chairman) (P)
Cllr A Cotter (Vice Chair) (P)
Cllr V Pond (P)
Cllr L Gregori (P)
Cllr C Ecclestone (A)
Cllr G McBride (P)
Cllr B Carpenter (P)
Cllr R Kidd (P)

Officers Present:
Victoria Warburton (Deputy Clerk)
Michelle Horner (Committee Officer) (training) (taking the notes)

Members of the Press: 1

PC 044/18 **Apologies**
There were no apologies for absence.

PC 045/18 **Declarations of Interest**
Cllr L Gregori declared an interest in a planning application.

PC 046/18 **Minutes**
It was proposed by Cllr V Pond and seconded by Cllr B Carpenter that the Minutes of the Planning Committee meeting held on 18 June 2018 be signed by the Chairman as correct record.
A vote was taken that was unanimous
RESOLVED: that the Minutes of the Planning Committee meeting held on 18 June 2018 be signed by the Chairman as correct record.

PC 047/18 **Public Participation**
No members of the public present at the meeting.

PC 048/18 **Planning Applications (Test Valley Borough Council)**
The following observations from lists 24,25 and 26 were made and submitted to the Planning Authority, Test Valley Borough Council:

5.1	18/01558/FULLN 18.06.2018 ANDOVER TOWN (ST MARYS)	Residential development of 22 dwellings, associated landscaping, amenity areas and a means of access from Walworth Road	Land North of 10 Walworth Road, Picket Piece, Andover, Hampshire, SP11 6LU
No Objection: Comment – Concerned that 5 visitor parking spaces will not be sufficient for 22 dwellings.			
5.2	18/01615/FULLN 22.06.2018 ANDOVER TOWN (ST MARYS)	Demolition of existing industrial building and erection of two industrial buildings, for B2 or B8 use, access from Walworth Road and landscaping works.	Plot 35, South Way, Walworth Business Park, Andover, Hampshire, SP10 5LH
No Objection			
5.3	18/01555/FULLN 15.06.2018 ANDOVER TOWN (WINTON)	Demolition of ancillary accommodation block and development of new building comprising 10 apartments.	Best Western, Micheldever Road, Andover, Hampshire, SP11 6LA
No Objection: Comment – Concerned about loss of space for hotel functions. Access to flats may be affected by hotel functions and access road is narrow.			

Please see appendix C for the Observations of the Planning Committee submitted to Test Valley Borough Council for lists 24, 25 & 26.

PC 049/18 Decision Notices

The Decision Notices for Lists 24, 25 & 26 were noted.

PC 050/18 Traffic Plan for Andover

Deputy Clerk confirmed no further update available.

PC 051/18 Street Naming

Members considered an amendment to the following street naming applications:

New Build adjacent 10 Ox Drove
Picket Piece
Andover
SP11 6ND

To

Windy Ridge
9a Ox Drove
Picket Piece
Andover
SP11 6ND

No Objection

PC 052/18 Communications from TVBC

It was noted that the appeal for development of the land between 11/12 Walworth Road will be based on an exchange of written statements by the parties and a site visit by an inspector.
It was noted that the appeal for development of 82 dwellings on land adjacent to Walworth Road, Picket Piece, will be based on an Informal Hearing. Date, time and venue to be confirmed.
It was noted that the proposal for the erection of service/maintenance workshop at A J Motors of St. John's Road, Andover, had been given permission subject to notes.

It was noted that the appeal for change of use to A1 (shops) at the British Rail Staff Association Club, Station Approach, Andover, will be based on an exchange of written statements by the parties and a visit by an Inspector.
It was noted that the application to create five 2-bedroom flats at 17 Winchester Road, Andover, has been withdrawn.
Members noted the Andover Section 106 Contributions update. Cllr B Long to obtain full understanding of the report before the next Planning Meeting.
Cllr G McBride left the meeting at 6.55pm

PC 053/18 **Test Valley Borough Council – Northern Area Planning Committee (NAPC).**
Members noted the approved, withdrawn and refused decisions on the Northern Area Planning Application information list.

PC 054/18 **Communications from Hampshire County Council**
There were no communications from Hampshire County Council.

PC 055/18 **Street Trading Licences**
There were no street trading licence applications received.

PC 056/18 **Consultation – Hampshire County Council Permit Scheme for Road Works and Street Works.**
Members to review and formulate comments to be considered at the next Planning Committee meeting on 30 July 2018.

Consultation on proposals to change street lighting, supported passenger transport services and the concessionary travel scheme in Hampshire.

Members to review and formulate comments to be considered at the next Planning Committee meeting on 30 July 2018.

PC 057/18 **Items for consideration at the next meeting**
It was noted that the 3 consultations regarding street lighting, supported passenger transport services and the concessionary travel scheme in Hampshire, will be added to the agenda for the next Planning Committee meeting on 30 July 2018.

Cllr R Kidd left the meeting at 7.10pm

PC 058/18 **Date of next meeting**
Members noted that the date of the next meeting was **Monday 30 July 2018 at 6pm at Andover Town Council Offices – 68B High Street.**

The Chairman closed the meeting at 7.11 pm

CHAIRMAN …….. DATE……

18/01506/TPON 12.06.2018 ANDOVER TOWN (HARROWAY)	Remove 1 No Ash tree	7 Brackenbury, Andover, SP10 3PU,	Ms Amy Smith	Mr Rory Gogan 03.07.2018	
Considered at previous meeting					
18/01382/FULLN 12.06.2018 ANDOVER TOWN (ST MARYS)	Two storey rear extension and single storey infill extension to side	6 Clyde Court, Andover, SP10 1EA,	Mr Adrian Bryan	Miss Katherine Dowle 06.07.2018	
Considered at previous meeting					
18/01499/HCC3N 11.06.2018 ANDOVER TOWN (ST MARYS)	Installation of a free-standing canopy within playground	Church Of England Primary School, East Street, Andover, Hampshire SP10 1EP	Ms Zdena Mayes	Mr Luke Benjamin 11.07.2018	YES
No objection					
18/01353/FULLN 14.06.2018 ANDOVER TOWN (WINTON)	Single storey rear extension, erection of porch and change to front door	25 Belle Vue Road, Andover, Hampshire, SP10 2DF	Mr Christopher Hart	Miss Katherine Dowle 09.07.2018	
No objection					
18/01492/FULLN 22.06.2018 ANDOVER TOWN (HARROWAY) **No Objection**	Two storey rear extension to provide kitchen/dining room with bedroom and bathroom over	16 Orchard Road, Andover, Hampshire, SP10 3HH	Mr James Cavill	Mrs Donna Dodd 17.07.2018	
18/01614/FULLN 21.06.2018 ANDOVER TOWN (HARROWAY)	Erection of conservatory at rear	48 Lubeck Drive, Andover, SP10 4LJ,	Mr And Mrs Van Der Spiegel	Miss Katherine Dowle 18.07.2018	
No objection					
18/01589/FULLN 19.06.2018 ANDOVER TOWN (ALAMEIN)	Change of use from common room to one bedroom flat	Common Room At The Oval, Andover, Hampshire, SP10 5DE	Mr Dan Bennett	Mr Luke Benjamin 17.07.2018	
No objection					
18/01562/FULLN	Erection Of Lighting Columns and	Costa, Plot G, Hawker Siddeley Way,	Chase Commercial Limited	Mrs Laura McKay	YES

20.06.2018 ANDOVER TOWN (MILLWAY)	Fittings	Andover Business Park Andover Hampshire		18.07.2018	
No objection					
18/01594/TREEN 19.06.2018 ANDOVER TOWN (ST MARYS)	T1 - Sycamore -Reduce crown by 1-1.5m. Crown raise to 2.5m above ground T2- Ash - Crown raise on 35 side to 2.5m above ground level	35 Marlborough Street, Andover, Hampshire, SP10 1DF	Kelly	Mr Rory Gogan 13.07.2018	
No objection					
18/01523/FULLN 18.06.2018 ANDOVER TOWN (WINTON)	Two storey rear extension to provide additional living space and bedrooms	Salmiyyah , 69 Wolversdene Road, Andover, SP10 2AU	Mr And Mrs Willsher	Mrs Donna Dodd 16.07.2018	
No objection					
18/01473/FULLN ANDOVER TOWN (MILLWAY)	Retention of wooden garden shed	21 Beaumaris Close, Andover, Hampshire, SP10 2UB		Miss Katherine Dowle	
No objection					
18/01685/FULLN ANDOVER TOWN (WINTON)	Single storey rear extension to provide utility, lounge and bedroom	49 Winchester Road, Andover, Hampshire, SP10 2EF		Mrs Donna Dodd	
No objection					
18/01508/FULLN ANDOVER TOWN (HARROWAY)	Erection of a single storey front extension to provide dining room and w.c.	119 Harrow Way, Andover, Hampshire		Mrs Donna Dodd	
No objection					

NOTIFICATION OF A CHANGE OF USE (FOR INFORMATION ONLY)

18/01609/PDON 22.06.2018 ANDOVER TOWN (ST MARYS)	Prior approval notification for change of use under Class O - Change use of offices to 6 flats	16 Bridge Street, Andover, Hampshire, SP10 1BH	Mr Simon Walker	Mr Oliver Woolf 17.07.2018	
18/01622/PDON 22.06.2018 ANDOVER TOWN (ST MARYS)	Notification for prior approval under Class O - Change of use from office (class B1(a) to 4 flats (Class C3)	Sheridan House, 23 - 25 London Street, Andover, Hampshire SP10 2NU	Mr R Philips	Mr Luke Benjamin 18.07.2018	

18/01492/FULLN 29.06.2018 ANDOVER TOWN (HARROWAY)	Two storey rear extension to provide kitchen/dining room with bedroom and bathroom over	16 Orchard Road, Andover, Hampshire, SP10 3HH	Mr James Cavill	Mrs Donna Dodd 17.07.2018	
Duplication					
18/01651/FULLN 28.06.2018 ANDOVER TOWN (HARROWAY)	Erection of 1.8 metre-high boundary fence	1A Brackenbury, Andover, Hampshire, SP10 3PU	Mr And Mrs Addison	Miss Katherine Dowle 23.07.2018	YES
No objection					
18/01658/FULLN 27.06.2018 ANDOVER TOWN (HARROWAY)	3 Storey, 24 bedroom hotel extension and associated works	Premier Inn, Joule Road, Portway Business Park, Andover Hampshire SP10 3UX	Premier Inn Hotels Ltd	Miss Emma Jones 24.07.2018	YES
No objection					
18/01639/FULLN 25.06.2018 ANDOVER TOWN (MILLWAY)	Single storey rear extension to form enlarged kitchen, family room, w.c. and utility room with flat roof and glazed lantern over	98 Salisbury Road, Andover, SP10 2LJ,	Mr And Mrs Duncan Scott	Mrs Donna Dodd 20.07.2018	
No objection					
18/01673/VARN 26.06.2018 ANDOVER TOWN (MILLWAY)	Variation of Condition of 2 of 15/02011/FULLN (Conversion and extension of existing garages to form new dwelling; erection of cycle store for existing flats) to substitute Drawing No's 2710-06 to 2710-06 A and 2710-08 to 2710-08 A	Little Ochi, 76 Weyhill Road, Andover, Hampshire SP10 3NP	Mr Gabby Senior	Miss Katherine Dowle 20.07.2018	YES
No objection – Comment: need to check that the dimensions of the cycle/garden shed have remained consistent over the changed planning applications					
18/01446/FULLN 27.06.2018 ANDOVER TOWN (ST MARYS)	Construction of rear conservatory	48 Valencia Way, Andover, Hampshire, SP10 1JH	Ms Sally Purver	Miss Katherine Dowle 23.07.2018	

No objection					
18/01630/FULLN 26.06.2018 ANDOVER TOWN (ST MARYS)	Change of use to D1 (Place of Worship and Creche), and retention of Use as B1 (light industry/office use)	Walworth Enterprise Centre, Unit 2A, Duke Close, Walworth Industrial Estate Andover SP10 5AP	The Redeemed Christian Church	Mr Luke Benjamin 21.07.2018	
No objection					
18/01656/LBWN 26.06.2018 ANDOVER TOWN (WINTON)	Provision of mural in the recessed opening on the east side of the building to from part of the heritage trail	31-33, Bridge Street, Andover, SP10 1BE	Mrs Faye Perkins, Test Valley Borough Council	Mr Oliver Woolf 27.07.2018	
No objection					
18/01657/FULLN 28.06.2018 ANDOVER TOWN (WINTON)	Demolish existing lean-to, erection of 3 dwellings and construction of vehicular access	4 - 6 Dunmow Road, Andover, Hampshire, SP10 2DQ	Mr And Mrs Brian Carpenter	Mr Oliver Woolf 23.07.2018	
No objection					

RE-ADVERTISEMENTS

18/01420/FULLN 08.06.2018	Change of use of first floor from storage to residential, including new roof lights and alteration to shop front to include two doors	8 Bridge Street Andover SP10 1BH	Mr Ian Ward	Mr Luke Benjamin 27.07.2018	
No objection					

NOTIFICATION OF A CHANGE OF USE (FOR INFORMATION ONLY)

18/01640/PDON 25.06.2018 ANDOVER TOWN (WINTON)	Prior notification for change of use under Class O - Change of use from office to dwelling	Crown Building, 6 - 8 London Street, Andover, Hampshire SP10 2PA	Telereal Trillium	Mr Luke Benjamin	

APPENDIX F

Test Valley Borough Council

Legal & Democratic Services
Beech Hurst
Weyhill Road
Andover, Hampshire SP10 3AJ
Telephone 01264 368000
DX 123080 Andover 6
Fax 01264 368005
Minicom 01264 368052
Web site www.testvalley.gov.uk

Contact:	Sally Prior
Telephone:	01264 368024
E-mail:	sprior@testvalley.gov.uk
Your ref:	
Our ref:	
Date:	5 July 2018

Dear Sir/Madam

INDEPENDENT REMUNERATION PANEL – ALLOWANCES FOR PARISH COUNCIL MEMBERS

I would like to take this opportunity to advise you that Test Valley Borough Council will shortly be holding an Independent Remuneration Panel review of the Borough Council's Members' allowances. The Panel will be meeting on 3 and 4 October 2018, and, as well as reviewing Borough Council allowances, is potentially able to consider allowances for Town/Parish Council members, should your Council wish to take this opportunity to establish or review a scheme of such allowances.

The costs for the panel's consideration of allowances for Town/Parish members would need to be shared between parishes that wish the Panel to consider a scheme. There would be two aspects to the costs:

- The Panel would need to spend approximately half a day interviewing relevant members of each Parish Council. The fee for this interviewing process would be £500 plus VAT.
- A report setting out the Panel's recommendations would need to be written by the Chair of the Panel. The fee for the report would depend on the complexity of the issues, and on whether the fee can be shared by a number of Councils, but would be unlikely to exceed £400 plus VAT for any one Council.

It is not, of course, mandatory for Town/Parish Councils to establish an allowances scheme, but, should you decide to proceed with the creation of a scheme, the allowances paid to members of Parish Councils under the scheme would need to be met out of your Council's funds.

At this stage, I would like to know if your Parish Council would be interested in creating a new allowances scheme or reviewing an existing one, in order that I can allocate the time needed and work out detailed costs which any Parish Council will incur through the Independent Review Panel meeting to consider their scheme.

If you do not wish to participate in this scheme at the present time this would not prohibit you from doing so in the future.

Please could you let the me know by Friday 31 August 2018 if you wish to proceed. Otherwise, I will assume that you do not.

Yours faithfully

Karen Dunn

Head of Legal and Democratic Services

Karen Dunn

ANDOVER TOWN COUNCIL

PROTOCOL FOR MEMBER AND OFFICER RELATIONS

VERSION 3 – RECOMMENDED TO COUNCIL 6 SEPTEMBER 2018

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you ("Personal Information") is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined basis, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

1. INTRODUCTION
   a. The purpose of this Protocol is to guide Councillors and Officers of the Council in their relations with one another in a way that promotes openness and propriety in their relations and secures impartiality in the provision of Employee advice and the management of services.
   b. Given the variety and complexity of such relations, this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues that most commonly arise.
   c. The Protocol should be read in conjunction with the Councillors Code of Conduct and any guidance issued by Standing Orders or the Monitoring Officer

2. THE ROLE OF COUNCILLORS AND OFFICERS

   Councillors and Officers of the Council are servants of the public and they are indispensable to one another, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Employees of the Council have responsibility to the Council as a whole and not to any political group. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under its direction.

3. THE ROLE OF COUNCILLORS
   a. Collectively, Councillors are the ultimate policy-makers determining the core values of the Council and approving the authority's policy framework, strategic plans and budget.
   b. Every elected Councillor represents the interests of, and is an advocate for individual constituents. He/she represents the Council, responds to the concerns of constituents and often serves on local bodies.
   c. Some Councillors have roles relating to their position as Town Mayor or Chairmen of the Committees.
   d. Councillors are not authorised to instruct Officers other than:
      i. Through the formal decision-making process
      ii. To request the provision of consumable resources provided by the Council for Councillors use
      iii. Where staff have been specifically allocated to give support to a member or group of members
   e. Councillors are not authorised to initiate or certify financial transactions, or to enter into a contracts on behalf of the Council.

f. Councillors must avoid taking actions that are unlawful, financially improper or likely to amount to maladministration. Members also have an obligation under their code of conduct to have regard when reaching decisions, to any advice provided by the Town Clerk or Monitoring Officer.

4. THE ROLE OF OFFICERS/EMPLOYEES
   a. Officers are responsible for giving advice to Councillors to enable them to fulfil their roles. In doing so, officers will take in to account all available relevant factors.
   b. Officers/Employees have a duty to implement decisions of the Council, committees and sub-committees which are lawful, and which have been properly approved in accordance with the requirements of the law and the Council's Standing Orders.
   c. Officers/Employees have a contractual and legal duty to be impartial. They must not allow their professional judgement and advice to be influenced by their own personal views.
   d. Officers/Employees must be alert to issues that are, or are likely to be contentions or politically sensitive and be aware of the implications for Councillors, the media or other sections of the public.
   e. Officers/Employees are required to be politically neutral in their dealings with elected Councillors.
   f. An officer/employee must not allow their interests or beliefs to conflict with their professional duty. They must not misuse their official position or information acquired in the course of their employment to further their private interest or the interests of others.
   g. Employees should abide by the rules of Andover Town Council about the declaration of gifts offered to or received by them by any person seeking to do business with Andover Town Council or which would benefit from a relationship with Andover Town Council. Employees should not accept benefits from a third party unless authorised to do so by the Council.

5. THE RELATIONSHIP BETWEEN COUNCILLORS AND OFFICERS/EMPLOYEES: GENERAL
   a. The conduct of Councillors and Officers/Employees should be such as to instil mutual confidence and trust. The key elements are recognition of and a respect for each other's roles and responsibilities. These should be reflected in the behaviour and attitude of each to the other, both publically and privately.
   b. Councillors and Officers/Employees should inform the Monitoring Officer of any relationship within the Council which might be seen as unduly influencing their work in their respective roles.
   c. Councillors and Officers/Employees need to respect each other's roles and duties. The Town Clerk is responsible for day-to-day management and operational decisions in which it is not appropriate for Councillors to intervene.
   d. Councillors are requested not to approach an employee direct to undertake tasks on their behalf. Requests for work should be made through the Chairman of the relevant committee.
   e. Officers/Employees will do their best to give timely responses to Councillors enquiries. However, officers/employees should not have unreasonable requests placed on them. Councillors should avoid disrupting officers/employees work by imposing their own priorities.
   f. Councillors will endeavour to give timely responses to enquiries from officers/employees.
   g. Councillors and officers/employees should respect each other's free (i.e. non-Council) time.

6. MEETINGS

a. When presenting reports to Committees, the Town Clerk should assume that Councillors have had sufficient time to consider written material and will therefore keep their presentation short and to the point, focusing on the determining issues only and the recommendation. The Town Clerk has a duty to answer questions at Council or Committees and to advise Councillors on the implications of any particular actions, including the consequences of not accepting the Officer recommendation.
b. At Full Council and Committees, Councillors will consider the advice of officers/employees both in the main report and on any matter arising out of debate but it is, ultimately, the responsibility of Councillors to formulate a decision, having regard to the advice provided and any other considerations taken to the issue. Once a lawful decision has been taken it is the duty of the Town Clerk to implement that decision.

7. CORRESPONDENCE
   a. Official letters from the Council on day-to-day matters should normally be sent out in the name of the Town Clerk rather than a Councillor. Letters that create obligations or give instructions should not be sent out in the name of a Councillor.

8. NON-ADHERENCE TO THE PROTOCOL
   a. Serious breaches of this protocol by officers/employees should be dealt with under the Council's disciplinary procedures. Breaches by Councillors should also be reported to the Town Clerk and the Monitoring Officer.
   b. If necessary the issue will be subject to further consideration by the Town Clerk together with the Chairman of the Staffing Sub-Committee and referred to Full Council if considered necessary.
   c. Should a breach of this protocol occur by either the Chairman or Vice Chairman or Town Clerk then the matter should be raised with the Monitoring Officer at Test Valley Borough Council who will be consulted and submit a report containing his/her recommendations to Full Council.

ANDOVER TOWN COUNCIL

6 SEPTEMBER 2018

ANDOVER TOWN COUNCIL

RECORDING OF MEETINGS POLICY – 2018 (SEPTEMBER 2018)

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

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• Purpose

- Andover Town Council is required to maintain a record of its meetings (Minutes) in perpetuity.
- Section 12 paragraph 41 of the Local Government Act 1972 states that "Minutes may lawfully be recorded on loose leaves consecutively numbered, provided each sheet is initialled by the person who signs the minutes to which the leaves relate".
- To assist with Minute Taking the Town Council will record its public meetings for internal use only.

• Policy

- The proceedings of all Town Council public meetings will be recorded by Officers presiding.
- The recordings will be used to assist with the accurate record of the meeting for the purposes of recoding minutes.
- Once the minutes have been agreed and signed as a correct record at the next committee or council meeting, the recording will be destroyed.
- The recordings are for internal use only and will not available to the public.
- The official loose leaf minutes will remain the record for public Town Council meetings as required in the LGA 1972.

• Document Information

Title:	Recording of Meetings Policy
Status:	1st draft
Version:	27 July 2018
Consultation:	Policy & Resources Committee
Approved by:	
Approval Date:	
Review Frequency:	Every year or if change occurs
Next Review:	July 2019

• Document Control

Date	Version	Description	Sections Affected	Approved by
July 2018	1	1st Draft	All	Policy & Resources Committee

ANDOVER TOWN CENTRE MANAGEMENT AND BID

BACKGROUND

As has previously been reported to council a town centre manager (TCM) was appointed for a three year period up until May 2017. The manager was charged with establishing a town centre partnership to improve and promote the town centre and reported to a management board comprising representatives from ATC, TVBC and HCC. In 2016 TVBC initiated a Feasibility Study on a Business Improvement District (BID) for the town centre. A BID steering group was established with the intention of establishing a BID to be active from 2018. BIDs have proved to be very successful in a number of neighbouring towns.

In May 2017 ATC resolved to continue to support the town centre partnership and town centre manager for the year 2017. A new manager was appointed on a reduced, more targetted, contract reporting to, and jointly funded by, ATC and TVBC. ATC appointed representatives to the Town Centre Partnership (ATCP) steering group and the Town Centre Manager reporting team. ATC also approved funding to cover 50% of the costs of the TCM the remaining 50% coming from TVBC. The intention was to provide continuity until such time that a BID company could take over and continue the work of the TCM and ATCP.

In November 2017 it became clear the new TCM project was a success but the BID process would take much longer than expected. ATC resolved to extend the TCM contract until April 2018 and to continue to support the TCM and ATCP for the year 2018/2019. The council allocated £4000 to the budget for 2018/2019 to cover this.

TCM CURRENT SITUATION

The TCM project has continued to prove successful and activities have back reported back regularly to ATC. The town centre manager attended the ATC meeting in June 2018 to give a presentation and answer questions on the ATCP and BID. The ATCP and TCM continues to be supported by local businesses. Several events are in the pipeline including the Festival of Motoring (Sep 2018), Christmas events (November/December 2018), Town Tidy day (March 2019), Gardening Fair (June 2019) and a possible spring event (April 2019). The TCM is also committed to working with the BID Steering Group to organise and promote the BID ballot process.

Allocated funding for the TCM covers the period until December 2018 only but work needs continue to organise events for 2019 and cover management of the ATCP until the new BID company is operational in April 2019.

BID CURRENT SITUATION

The BID Steering Group, comprising representatives of local businesses has been working on a possible Andover town centre BID since the Feasibility Study in July 2016. A BID proposal will be put to a vote of eligible local businesses in October/November 2018. Full details of the proposals can be found on the BID website at http://www.andoverbid.co.uk/

A presentation on the proposals is scheduled for September 4th at Andover Guildhall.

If a majority of businesses and a majority of the Rateable Value vote in favour of the BID proposal then the BID will proceed and will run for the next 5 years. The BID proposal is for a 2% levy of the rateable value of businesses within the BID area above a threshold of £10,000 RV.

ATC falls within the proposed BID boundary area but, like many other smaller businesses, its rateable value is below the £10,000 RV threshold. Therefore the levy will not apply nor will it be eligible to vote in the ballot.

It is expected the BID proposal will raise £1,000,000 over 5 years to promote and enhance Andover town centre and to support businesses.

The ballot on proposals will close on 8 November 2018 with the count and declaration taking place on 9 November. If accepted a BID company will be established with the intention of it becoming fully operational from April 2019.

RECOMMENDATIONS

Andover Town Council

1. Reaffirms its support for the TCM project and ATCP and the principle of a BID for Andover.
2. Allocates £2000 from reserves to continue funding of the TCM and related projects for the period January -April 2019.
3. Notes and fully approves the BID proposals and calls on all eligible local businesses to vote in favour of the plans.

APPENDIX:

Andover BID Final Consultation.