



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 at **The Upper Guildhall on Thursday 5 September 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter
Town Clerk – 30 August 2013

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

Prior to the commencement of the meeting there will be a Presentation from Mr Hayes the Crime Commissioner for Hampshire to outline the vision for the future of Policing in Hampshire and particularly for Andover.

- 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 13 June 2013 – **Appendix A.**
- 4 **WELCOME OF NEW COUNCILLOR**
The Chairman of the Council to welcome new Councillor, Ron Khuman and to appoint Cllr Khuman to Standing Committees.
- 5 **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.
- 6 **CHAIRMAN'S ANNOUNCEMENTS**
To receive the Chairman's Announcements.
- 7 **COMMITTEE MINUTES**
To receive and note the attached Minutes of the under-mentioned committees:

18 July 2013 – Amenities and Town Development Committee – **Appendix B.**

5 June 2013 – Policy and Resources Committee – **Appendix C.**

31 July 2013 – Policy and Resources Committee – **Appendix D.**

(Recommendations to Full Council from the Minutes of the Policy and Resources Committee are considered as separate items on this agenda).

8 July 2013 - Planning Committee – **Appendix E.**

29 July 2013 - Planning Committee – **Appendix F.**

19 August 2013 - Planning Committee – **Appendix G.**

8 **POLICY AND RESOURCES COMMITTEE – TERMS OF REFERENCE**

Recommendation from Policy & Resources:-

To approve the revised Policy and Resources Terms of Reference – **Appendix H.**

To consider the recommendation to a change of Standing Orders, that all Committees operate on a Quorum of 1/3 + 1.

9 **INTERNAL AUDIT PLAN**

Recommendation from Policy & Resources:-

To approve and adopt a three year Internal Audit Plan – **Appendix I.**

10 **COUNCIL POLICIES**

To consider a recommendation from the Staffing Sub-Committee to adopt a Grievance Policy – **Appendix J.**

11 **FINANCE**

1. To receive and approve the list of payments up to 3 September 2013 – papers to follow.

2. To receive and approve the Town Council accounts up to 31 July 2013 – papers to follow.

12 **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.

13 **REPORTS FROM COUNCILLORS**

To receive any reports from Town Council Members.

14 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

To receive any reports from Borough and County Councillors.

15 **EXCLUSION OF THE PRESS AND PUBLIC**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 2, Item 16 of the agenda. Due to consideration of confidential staffing matters.

Part 2 – CONFIDENTIAL ITEMS

16 **CONFIDENTIAL MINUTES**

The Chairman to sign as a correct record the confidential minutes of the Extraordinary Town Council meeting held on 29 July 2013 – **Sent under separate cover for Members only.**

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

7.00pm on Thursday 13 June 2013

Place

Upper Guildhall, Andover

Details of Attendance:

Cllr G McBride (Chairman) (P)

Cllr A Fitchet (Vice-Chairman) (P)

Cllr K Bird (P)

Cllr Z Brooks (P)

Cllr B Carpenter (P)

Cllr A Cotter (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr S Hawke (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr B Long (P)

Cllr C Lynn (P)

Cllr P North (P)

Cllr B Page (P)

Cllr V Pond (P)

Cllr R Shukri (A).

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Members of the Public: 4

C 17/13 Apologies for Absence

Apologies for absence were received and accepted from Councillors S Hardstaff, M Kerley and R Shukri.

C 18/13 Declarations of Interest

There were no declarations of interest.

C 19/13 Minutes

The Minutes of the Annual Council Meeting held on 23 May 2013 were signed by the Chairman as a correct record.

C 20/13 Public Participation

Borough Councillor N Long – requested that more copies of the agenda be made available. The Chairman agreed that more copies of the agenda would be provided.

C 21/13 Chairman's Announcements

The Chairman announced that the Armed Forces Day would be held on 24 June 2013. He explained that he had been invited to the Flag raising ceremony but would be away on business, therefore the Vice Chairman; Cllr A Fitchet would attend in his place.

C 22/13 Committee Minutes

The following Minutes were received and noted:
22 May 2013 Amenities and Town Development Committee
23 May Amenities and Town Development Committee
27 March 2013 Policy and Resources Committee
23 May Policy and Resources Committee
15 April 2013 Planning Committee
7 May 2013 Planning Committee
23 May 2013 Planning Committee
28 May 2013 Planning Committee

C 23/13 Internal Auditors Report and Action Plan

Members received the Internal Auditors Report and were asked to approve the Action Plan. Members noted that the Action Plan included actions completed from the previous year.

It was proposed by Councillor P North and seconded by Councillor B Page and unanimously

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2013 be agreed and the Action Plan be approved – Report and Action Plan attached to record minutes.

C 24/13 Annual Return and Accounts for the Year Ended 31 March 2013

The Annual Return and Accounts for the Year Ended 31 March 2013 were presented to full Council.

It was proposed by Councillor P North and seconded by Councillor B Carpenter and unanimously

RESOLVED: That the Annual Return and Accounts for the Year Ended 31 March 2013 be received and approved for signature by the Chairman of Andover Town Council.

The Chairman, Cllr G McBride signed the Annual Return.

C 25/13 Safeguarding Children and Vulnerable Adults

Members received a Policy for approval and adoption on Safeguarding Children and Vulnerable Adults.

The Chairman, Cllr McBride explained that it had been recommended to the Town Council that a Safeguarding Policy be adopted in light of the Town Council setting up a Youth Council.

It was proposed by Cllr A Fitchet and seconded by Cllr B Carpenter and unanimously

RESOLVED: That the Safeguarding Children and Vulnerable Adults Policy be adopted by Andover Town Council and implemented with immediate effect.

C 26/13 Reg Presley Memorial

Members noted that permission had been received from Mr Presley's family to erect a Memorial Plaque for Mr Reg Presley and that The Heritage Foundation had agreed to work in partnership with the Town Council to place a Blue Plaque on 12 High Street.

C 27/13 Finance

I. Members received and approved the list of payments up to 11 June 2013.

Date	Cheque No	Service/Supplier	Amount (£)
11.06.13	400503	ACE Liftaway – Portaloos Allotments	529.75
11.06.13	400504	DMJ Butler Country Services – Padlocks, welding, weed control	534.99
11.06.13	400505	Mr D Bolland – Grass Cutting Admirals Way Allotment	12.00

11.06.13	400506	HALC – CiLCA Training	60.00
11.06.13	400507	Kevin Justice – replacement tap Old Winton Rd Allotments	30.00
Total Payments up to 11 June 2013			£1,166.74

2. Members noted the Reconciled Bank Statement and Accounts up to 31 May 2013 – copy attached to record minutes.

C 28/13 Questions from Councillors

There were no questions from Councillors.

C 29/13 Motions – Standing Order 4

There were no motions received.

C 30/13 Reports from Councillors

Cllr A Fitchet reported that the Youth Council Advisory Group (YCAG) had been meeting on a regular basis to forward the Youth Council Project.

The Youth Council would be launched in September 2013 and Members of the YCAG would be visiting schools in July to recruit Members to the Youth Council. On 27 July 2013 there would be an event held (with Pizza available) for all those interested in joining the Youth Council.

Cllr K Hamilton reported that on Saturday 4 August 2013 the Opening of the King George Road Park would take place. A consultation would also be held at the event for future open spaces on Saxon Fields.

C 31/13 Reports from Borough and County Councillors

Cllr Z Brooks reported that a Street Audit had been carried out by Borough Councillors and that of the 11 people she had surveyed 8 had been very satisfied with Andover.

Cllr B Page added that the results of the Audits would be available on the Test Valley Website in due course.

The Chairman closed the meeting at 7.25pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Minutes of Amenities & Town Development Committee

Time and date

Thursday 18 July 2013

Place

66C High Street, Andover, Hampshire

Details of Attendance:

Cllr Z Brooks (Chairman) (P)
 Cllr C Lynn (Vice-Chairman) (A)
 Cllr K Bird (P) Cllr A Cotter (P) Cllr A Fitchet (A) Cllr S Hardstaff (A)
 Cllr B Long (P) Cllr M Kerley (A) Cllr P North (P)(arrived at 7.30pm) Cllr B Page (P)(arrived at 7.30pm)

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Minute No.	Item Title	RESOLUTION/ACTION
ATD 04/13	Apologies for Absence	Action
	Apologies for absence were received and accepted from Cllrs A Fitchet, S Hardstaff and M Kerley.	
ATD 05/13	Declarations of Interest	Action
	There were no declarations of interest.	
ATD 06/13	Minutes	Action
	The minutes of the previous meeting held on 22 May 2013, were signed by the Chairman as a correct record. Cllr Long requested that it be minuted that a request for the Assets Working Group had not been actioned and reports had not been received with regard to the TIC kiosks.	Town Clerk/Chairman issue requests for Assets Working Group to meet and consider the Andover Levy. Town Clerk/Chairman issue request for report on the TIC Kiosks.
ATD 07/13	Public Participation	Action
	There were no Members of the Public present	
ATD 08/13	Saturday Markets	Action
	This Item was deferred by the Chairman to the end of the meeting to await the arrival of Cllr North, therefore this item was discussed at 7.35pm. Cllr North reported that in order for the small businesses to be insured they would be required to have their own public liability insurance. The Town Council's insurance	Town Clerk to complete Saturday Market booking form.

	<p>could not be extended to cover them.</p> <p>Cllr North further reported that he had sent the Town Clerk a Form for completion by the businesses which she was adding the Town Council's logo. Once this had been completed advertisements could be placed for the Saturday Market.</p>	
ATD 09/13	Notice Boards	Action
	<p>The Town Clerk reported that she had initial discussions with Test Valley Borough Council Officers with regard to the placement and sharing of notice boards around the Town.</p> <p>It was agreed that the Chairman and Cllrs Bird, Cotter and Long (dependent on availability) and the Town Clerk arrange to meet Test Valley Officers to discuss the project in greater detail.</p> <p>Initial suggestions of locations were as follows: Beside the Time Ring Next to the River by the benches 1 or 2 located in each Ward</p>	<p>Town Clerk to arrange a meeting with Test Valley Borough Council officers to discuss the Notice Board project in further detail. The Chairman and Cllrs Bird, Cotter and Long to attend dependent on availability.</p>
ATD 10/13	2014 Commemorative Events	Action
	<p>The Town Clerk reported that she had received a request from a gentleman who had traced information about the soldiers listed on the Andover War Memorial that had lost their lives in the 1914-1918 War. He had approached the Town Council for assistance with publishing his findings. Members were very interested in the project and agreed that the Events Working Group should contact the gentleman to see if there was any way his work could be incorporated into the Events for 2014.</p>	<p>Town Clerk to liaise with the Events Working Group and put them in contact with the gentleman researching the WWI soldiers on the Andover War Memorial.</p>
ATD 11/13	Farmers Market	Action
	<p>Cllr Long reported that each Farmer's Market planned for the coming year had an additional event.</p> <p>She further reported that the Town Council should be more involved in 2014.</p> <p>The Chairman agreed that the Farmers' Market Working group be disbanded for 2013 and reformed in October 2013 to begin planning events for 2014.</p> <p>At the Amenities and Town Development meeting in October a letter would be agreed to send to Test Valley Borough Council and the Farmers' Market organisers expressing interest in the Town Council co-ordinating some events for 2014.</p>	<p>Farmers' Market Working Group to re-form in October 2013.</p> <p>A letter to be agreed at the Amenities & Town development Committee meeting in October to be sent to the Farmers' Market Organisers and Test Valley Borough Council expressing interest in the Town Council co-ordinating some events for 2014.</p>
ATD 12/13	Website	Action
	<p>Members noted that the Working Group met with the Town Clerk on a Monthly basis to update the website. Members further noted that all the Minutes on the website were up to date.</p> <p>Members also noted that the Working Group had met with Richard Bell who had given good advice on small changes to the website, such as adding opening times of the office to the homepage, a FAQ page and information about which Council was responsible for which services.</p> <p>It was also noted that Mr Bell had suggested that the Town Council set up a Facebook Page and a Twitter account. He suggested that the Town Council make it very clear that neither would be monitored and that it was for the Council to pass on information not for discussion.</p>	<p>Website Working Group to consider further the implementation of a Facebook Page and Twitter account.</p>

	The ideas for Facebook and Twitter would be considered at the next meeting of the Website Working Group.	
ATD 13/13	Public Art Commissioning Panel	Action
	Members considered an email received by the Town Clerk requesting a representative from Andover Town Council for a Public Art Commissioning Fund. It was agreed that the Chairman, Cllr Z Brooks would represent the Town Council.	Town Clerk to inform the Public Art Commissioning Fund that Cllr Z Brooks was nominated as the Town Council's representative.
ATD 14/13	Work Programme	Action
	It was agreed that the following items would be added to the Work Programme: Tourist Information Kiosks Group – to report back on progress on TIC Kiosks in High street – September 2013 Assets Group – to report back on progress with the Andover Levy – September 2013 Events – ideas for Library Window in 2014 – September 2013 Farmers' Market – reform Working Group – October 2013 Farmers' Market – agree letter to send to TVBC and FM organisers – October 2013.	

The Chairman closed the meeting at 8.00pm.

Chairman

Date



ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 5 June 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (A)

Cllr R Shukri (P).

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

PR04/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs K Hamilton, K Hughes, M Kerley and V Pond.

PR05/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR06/13 MINUTES

It was proposed by Councillor Drew and seconded by Councillor Brooks and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 27 March 2013 were agreed and signed by the Chairman as a correct record.

PR07/13 PUBLIC PARTICIPATION

Councillor B Long reminded Members that at the Annual Council meeting in May 2012, an item was discussed on introducing Forum Meetings. She referred to the minutes of the Policy and Resources Committee minutes of July 2012, where it was agreed that the Chairman and Vice Chairman of the Town Council would attend the Romsey Forum Meeting. She asked whether this had been done.

The Chairman of the Town Council confirmed that he and the current Vice Chairman would attend a Romsey Forum meeting and report back to the Policy and Resources Committee.

Councillor Long further reported that Picton Road in Andover had requested a Grit Bin.

The Chairman of the P&R Committee confirmed that the Town Clerk would investigate to see whether a request had been received.

PR08/13 REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE

The Committee was requested to review the Terms of Reference for the Policy and Resources Committee.

It was agreed that the Committee should have goals to achieve and that a system of reporting was required in order to report back achievements at the end of the year.

It was agreed that a system of SMART be used to enable the Terms of Reference to be more accountable.

It was agreed that three different documents were required to enable SMART to be implemented, The Terms of Reference, a Work Plan for the year and then an evolving Work Programme.

It was agreed that the Town Clerk would draw up the new Terms of Reference, Work Plan and Work Programme for the Committees consideration at the next meeting.

RESOLVED: that the Town Clerk would draw up the new Terms of Reference, Work Plan and Work Programme using SMART principles for the Committees consideration at the next meeting.

PR09/13 MEMORIAL TO REG PRESLEY

Members considered a report on the progress of the Project for a Memorial for Reg Presley.

Members noted that permission had been received from Mr Presley's family for the plaque.

Members considered suggested wording and considered that the following wording would be most appropriate:

"In memory of Reg Presley 12 June 1941 – 4 February 2013

The Troggs rehearsed here, 12 High Street, Andover"

Members requested that the Town Clerk pursue the suggestion of requesting The Heritage Foundation if they would provide a Blue Plaque for Mr Presley and to write to 12 High Street to seek permission to locate the plaque on the building.

RESOLVED: that the Town Clerk pursue the suggestion of requesting The Heritage Foundation if they would provide a Blue Plaque for Mr Presley and to write to 12 High Street to seek permission to locate the plaque on the building.

PR10/13 ACCOUNTS FOR YEAR ENDED 31 MARCH 2013 AND ANNUAL RETURN

The Annual Return for the Year Ended 31 March 2013 and the Accounts for the Year Ended 31 March 2013 were presented to the Policy and Resources Committee for approval and recommendation to full Council.

A vote of thanks was passed to the Town Clerk for preparing the Accounts Papers and information for the Annual Return.

RESOLVED: That the Annual Return for the Year Ended 31 March 2013 be recommended for approval to full Council.

PR11/13 INTERNAL AUDITORS REPORT

Members were asked to recommend the Internal Auditors Report and Action Plan to full Council for approval.

Members noted that the Action Plan included actions completed from the previous year. It was agreed that the Town Clerk would report back to the Policy and Resources quarterly on the progress of completing the Action Plan.

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2013 be recommended to full Council for approval and that a quarterly report be submitted to the Policy and Resources Committee on progress on the completion of the Action Plan.

PR12/13 BRANDING

As a Member of the Website Working Group, Cllr Long was invited by the Chairman to comment. Cllr Long explained that currently the Town Council website looked very grey and the Working Group had suggested it required more colour. She explained that the Working Group and the Town Clerk had taken the website as far as possible for improvements 'in-house'.

Members discussed whether the Website required more colour and whether the Logo should be re-drawn. It was agreed that a professional colour scheme was required and the Town Clerk was asked to obtain further quotes to add colour to the website.

RESOLVED: That more colour was needed for the website and that the Town Clerk obtain further quotes to professionally add colour to the website.

PRI3/13 OFFICE EQUIPMENT

Members received a request for additional office equipment including a storage cupboard, a set of desk drawers, a keyboard and mouse for computer 2, Outlook software for computer 2 and Photoshop software for computer 1.

Members noted that the maximum costs for Photoshop and Outlook would be £146.89 to be taken from the IT Budget and the Office equipment would be a maximum of £357 to be taken from the Office Equipment Budget. Members advised officers that where possible second hand furniture should be acquired at a lower cost.

RESOLVED: That Photoshop type and Outlook software be obtained for a total cost of £146.89 to be taken from the IT Budget.

Office equipment be purchased, preferably second hand, at a total cost of £357 to be taken from the Office Equipment Budget.

PRI4/13 FINANCE

Payment of Accounts at 3 June 2013

Members noted and approved the payment of accounts up to 3 June 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
07.05.13	ACE Liftaway	Provision of Toilets – Allotments	437.15
07.05.13	Administration Assistant	May 2013 Salary	780.13
07.05.13	DMJ Butler Country Services	Allotment Grounds Maintenance	1236.28
07.05.13	Town Clerk	May 2013 Salary	2083.06
07.05.13	Custom Studio	Web hosting & Grant Form & Upgrades	245.92
07.05.13	HALC	Basic Planning – Members Training	36.00
07.05.13	H M Revenue & Customs	May 2013 NI Tax Contributions	964.18
07.05.13	Kevin Justice	Turn on water supply & tap/pipe repairs	290.00
07.05.13	Southern Water	Water Supply The Drove Allotments	225.00
07.05.13	Test Valley Borough Council	Hire of Guildhall 23.05.2013	42.00
07.05.13	Viking Supplies	Stationery	254.09
07.05.13	Danwood Working Solutions	Photocopier usage Jan-Apr 2013	141.64
03.06.13	Town Clerk	Town Clerk reimbursements	106.72
03.06.13	Action for Market Towns	Localism Training	130.00
03.06.13	Andover & District Mencap	Recycling Collections 17/11/2012 – 03/05/2013	5.85
03.06.13	Administration Assistant	June 2013 Salary	1194.58
03.06.13	Town Clerk	June 2013 Salary	2095.19
03.06.13	Custom Studio	Web hosting & provision of emails	35.94
03.06.13	HALC	Planning Framework Training	36.00
03.06.13	H W Controls & Assurance	Internal Audit Fees 2012/2013	900.00
03.06.13	Pride of Andover Awards	Grant Funding for PofAA 2013	500.00
03.06.13	Southern Water	Water Supply Old Winton Rd Allotments	28.83
03.06.13	Southern Water	Water Supply Barlows Lane Allotments	93.81
03.06.13	Test Valley Borough Council	Grant funding for Christmas Lights Switch-on	5000.00
03.06.13	Test Valley Borough Council	Hire of Guildhall 13.06.2013	42.00
03.06.13	Gary Hatto	Office Rental May 2013	458.33
03.06.13	British Telecom	Telephone & Broadband Charges May 2013	76.21
03.06.13	N Power	Electricity charges for office 31.01.12-23.04.13	502.47
	Total		£19,193.67

Accounts up to 30 April 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 30 April 2013. The Chairman signed the documents as a correct record.

PRI5/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes:

To add to the Work Programme for 31 July 2013 the following items:

Website/Logo – colours quotes (3)

Update on Audit Report progress

Town Council Forum

P&R Terms of Reference

Community Right to Bid

To add to the Work Programme for 25 September 2013 the following items:

Asset Register

Localism – Right to Purchase

PR16/13 PENSIONS

Members received a report on Pensions. It was agreed to refer the item to the Staffing Sub Committee for further investigation.

The Chairman closed the meeting at 9.00pm.

Chairman

Date



ANDOVER TOWN COUNCIL

D

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 31 July 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P) (arrived at 7.15pm) (left at 8.00pm)

Cllr Z Brooks (P) Cllr D Drew (P) Cllr K Hamilton (A) Cllr S Hardstaff (A)

Cllr K Hughes (P) Cllr M Kerley (A) Cllr G McBride (A) Cllr V Pond (P)

Cllr R Shukri (A)

Cllr Long (P) – substitute for Cllr Bird.

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

PR17/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs K Hamilton, S Hardstaff, M Kerley, G McBride and R Shukri.

PR18/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR19/13 MINUTES

It was proposed by Councillor Brooks and seconded by Councillor Drew and

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 5 June 2013 were agreed and signed by the Chairman as a correct record.

PR20/13 PUBLIC PARTICIPATION

Councillor B Long informed Members that Ellen House in London Road had become available for office rent. She encouraged Members to note alternative premises if, in the future, the Town Council had need to move to alternative premises.

Cllr North agreed that the information be noted but that at the current time the Town Council had no requirement for alternative premises. It was agreed that if in the future premises became available that were suitable for consideration, the Town Clerk would liaise with the Chairman and Vice Chairman of the Town Council.

PR22/13 REVIEW OF POLICY AND RESOURCES TERMS OF REFERENCE

Members reviewed the amended Terms of Reference for the Policy and Resources Committee and noted the revised Work Programme including the actions required of the Committee.

Members suggested that it be recommended to full Council that all Committees operate on a quorum of 1/3 + 1.

RESOLVED:

1. That the revised Terms of Reference for Policy and Resources be recommended to Full Council for approval.
2. To recommend to Full Council that all Committees operate on a Quorum of 1/3 + 1.

PR23/13 MEMORIAL TO REG PRESLEY

Members received an update report on the Memorial to Reg Presley. Members noted that a letter had been received from Mrs Presley suggesting a change in the wording. A further change of wording was suggested:

Reg Presley 12.06.41 – 04.02.13. The Troggs played here 1964-1965.

The Town Clerk reported that there was some difficulty in obtaining permission from the owner of 12 High Street to put up the plaque. Cllr Brooks agreed to find out who the owners were for the Town Clerk to contact them directly.

RESOLVED:

1. That the progress of the project be noted and the change of wording.
2. That the Town Clerk telephone Mrs Presley to agree the revised wording of the plaque.
3. That the Town Clerk write to the owners of 12 High Street to obtain permission to put up the plaque.
4. That the Town Clerk apply for planning permission to put up the plaque.

PR24/13 UPDATE ON AUDIT REPORT

Members noted an update report on the progress of completion of the Audit Action Plan from the Internal Audit 2013.

Members noted that all points on the Action Plan had been completed.

PR25/13 INTERNAL AUDIT PLAN

Members considered the adoption of a 3 Year Internal Audit Plan outlining the actions to be taken by the Town Council over a yearly period in preparation for the Internal Audit.

RESOLVED: That the 3 Year Internal Audit Plan be recommended to Full Council.

PR26/13 TOWN COUNCIL FORUM

Members received a verbal report for Cllr Long who had attended the Romsey Forum accompanied by Cllr McBride, Cllr Fitchet and Cllr Hardstaff.

Cllr Long indicated that those who had attended would meet and put together a proposal report for consideration at the next meeting of the Policy and Resources Committee.

PR27/13 COMMUNITY RIGHT TO BID

Members noted an information report about the Community Right to Bid Scheme, introduced within the Localism Act 2011.

Cllr Bird explained that by initiating the scheme, it would give more options for important and useful buildings in and around the Andover Parish. Cllr Bird further explained that a simple form was available for the Town Council to complete with nominations for the buildings to be included on the Assets of Community Value List.

It was agreed that the Town Clerk would write to all Members to nominate buildings in their Ward to be included on the List. A short explanatory paragraph would be requested as to why the building/s should be included.

Cllr Bird agreed to forward the Proposal Form to the Town Clerk.

RESOLVED: That the Town Clerk write to all Members to nominate buildings in their Ward to be included on the Assets of Community Value List.

A short explanatory paragraph to be included as to why the building/s should be considered.

PR28/13 FINANCE

Payment of Accounts at 29 July 2013

Members noted and approved the payment of accounts up to 29 July 2013 – recorded below:

Date	Supplier	Description of goods/services	Total Paid (£)
08.07.13	Ace Liffaway	Provision of Toilets to Allotment sites	425.15
08.07.13	Administration Assistant	July Salary	884.50
08.07.13	Baxter Confidential	Recycling of Confidential Waste	78.00
08.07.13	Town Clerk	July Salary	2083.06
08.07.13	Town Clerk	June 2013 Reimbursements	125.48
08.07.13	Custom Studio	Monthly Email and Website provision	35.94
08.07.13	Danwood Working Solutions	Quarterly rental charges	187.54
08.07.13	DMJ Butler Country Services	Job no's – 487, 502, 378, 505, 506, 521	1469.98
08.07.13	HALC	Cllr Training – The Knowledge	72.00
08.07.13	H M Revenue & Customs	July Tax Contributions 2013	1035.24
08.07.13	Kevin Justice	Works to water taps – Barlows Lane	65.00

08.07.13	Viking Supplies	Stationery	190.70
31.07.13	Ace Liftaway	Rubbish removal at Vigo Road Allotment	1538.40
31.07.13	Administration Assistant	August Salary	953.20
31.07.13	Mr T Beavis	Grass Cutting – Churchill Way Allotment	10.00
31.07.13	D M J Butler	Job Nos: 542,497,522, 547, 535, 509, 490, 501, 537, 532, 520, 546	1715.77
31.07.13	Town Clerk	August Salary	2154.92
31.07.13	Town Clerk	July 2013 Reimbursements	104.53
31.07.13	Danwood Working Solutions	Photocopying charges April-Jul 2013	257.41
31.07.13	Mr A Fitchet	Reimbursements for Pizzathon	64.44
31.07.13	HALC	Councillor Training – Core Skills	36.00
31.07.13	H M Revenue & Customs	August Tax Contributions 2013	1129.73
31.07.13	Southern Water	Admirals Way Water Charges	102.87
31.07.13	Southern Water	Churchill Way Water Charges	290.57
31.07.13	Test Valley Borough Council	Hire of Guildhall 27.07.2013	48.00
31.07.13	WPS Insurance	Additional cover for Allotment Toilets	22.81
31.07.13	Viking Supplies	IT Equipment & Office Furniture	299.35
31.07.13	British Telecom	Telephone & Broadband Services	76.87
	Total		£15,457.46

Accounts up to 30 June 2013

Members received the Bank Statement and Accounts System Reconciled Statement up to 30 June 2013. The Chairman signed the documents as a correct record.

PR29/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes:

To add to the Work Programme for 25 September 2013 the following items:

Community Speed Watch

Town Centre Manager

Town Council Forum

The Chairman closed the meeting at 8.20pm.

Chairman

Date



ANDOVER TOWN COUNCIL

E

Minutes of Planning Committee

Time and date

7.00pm on Monday 8 July 2013

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (A)

Cllr S Hardstaff (P)

Cllr B Page (A)

Cllr V Pond (P)

Officers Present: Wendy Coulter – Town Clerk (Taking the Minutes)

Members of Public Present: 0

Prior to the start of the meeting, Members received a presentation on Andover Conservation Areas from Mr Paul Jackson, Head of Planning at Test Valley Borough Council.

PC031/13 Apologies

Apologies for absence were received and accepted from Cllr B Carpenter, Cllr S Hawke and Cllr B Page.

PC032/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PC033/13 Minutes

The Minutes of the Planning Committee meeting held on Tuesday 28 May 2013 were signed by the Chairman as a correct record.

PC034/13 Public Participation

There were no members of the public present.

PC035/13 Planning Applications

Members considered the following planning applications that had been submitted to Test Valley Borough Council.

RESOLVED: To delegate authority to the Town Clerk to complete the observations sheet for each application in accordance with the Committee's resolution.

5.1	13/01252/FULLN	Erection of 19 dwellings with revised access and associated works	Former Household Waste Recycling Centre, Shepherds Spring Lane, Andover
	Concerned about TPO Trees overhanging the driveways and gardens of plots 1 – 4. Concerned about access to the rear of Plot 1, there does not appear to be any access shown on the plans.		
5.2	13/01150/FULLN	Erection of 7 No.3 bedroom dwellings with	Purbeck DIY, Builders

		associated landscaping parking and South East section of boundary wall to be 3.0 metres in height.	Yard, Oak Bank, Andover
	3 metre high fencing is sited in the Planning Application Description, however, this is not shown on the plans provided. If 3 metre high fencing is proposed, it would be overpowering for the site.		
5.3	13/01380/TPON	1 x Black Walnut, entire crown reduction by up to 2.5m	19 Winterdyne Mews, Andover
	Refer to Arboriculturalist.		
5.4	13/01366/FULLN	Erection of terrace of 5 dwellings and 2 flats and construction of vehicular accesses	Land between the former Borough Arms Public House and The Lardicake Public House, Adelaide Road, Andover
	No objection subject to sufficient parking spaces being provided for the site.		
5.5	13/01253/FULLN	Change of use from vehicle workshop and showroom and approved use of A1 (retail) to A5 (Hot Food Takeaway)	Unit 1B, 132 Weyhill Road, Andover
	Objection. There are not enough car parking spaces provided for a Hot Food Takeaway. A Hot Food Takeaway will increase the number of car parking spaces required.		
5.6	13/01268/FULLN	Single storey rear extension to provide extended living room	2 Munnings Court, Andover
	No objection		
5.7	13/01236/CLPN	Certificate of lawful proposed development to extend kitchen incorporating walkway/alleyway space that divides kitchen and garage, which exists under an integral roof.	8 Lilywhite Crescent, Andover
	No objection		
5.8	13/01181/TPON	Sycamore – Crown raising and crown reduction, and also removal of ivy	Aysgarth, 28 The Avenue, Andover
	Plans not provided		
5.9	13/01261/TPON	Sycamore - 34440 - Crown lift to 5m. Sycamore - 34444, 34448, 34452 - Fell. Beech - 34487 - Fell.	To The Side Of 8 Stone Close, Andover, Hampshire, SP10 2UG
	Plans not provided		
5.10	13/01263/TPON	Ash - 34654, 34645 - Reduce lateral limbs growing over path by 2.5m. Ash - 34641 - Reduce by 4m. Willow - 34792 - Fell.	To The Side Of 27 Kingston Close, Andover, Hampshire, SP10 2UN
	Plans not provided		
5.11	13/01274/TPON	T1 - Macrocarpa - remove limb rubbing on pole, prune to clear all cables and reshape.	51 Junction Road, Andover, Hampshire, SP10 3JA
	Plans not provided		
5.12	13/01298/ADV N	Two non illuminated fascia signs	Unit 2, 132 Weyhill Road, Andover, Hampshire, SO51 3BE
	No objection		
5.13	13/01107/FULLN	Change use of dwelling to house of multiple occupancy (6 bedrooms)	44A Anton Road, Andover, Hampshire, SP10 2EN
	Objection, concerned about lack of parking provided for an HMO dwelling.		
5.14	13/01286/FULLN	Single storey side extension providing extended floor space to kitchen, utility room and WC	17 Winton Chase, Andover, Hampshire, SP10 2SE
	No objection		
5.15	13/01185/FULLN	Installation of display window to front elevation	Unit 3, Churchill Retail Park, New Street, Andover Hampshire SP10 1RY
	No objection		

5.16	13/01426/VARN	Conversion of part of garage to playroom (non-compliance with condition 10 of TVN.04861/16)	61 Borkum Close, Andover
No objection, provided sufficient car parking spaces are provided.			
5.17	13/01345/FULLN	Erection of single storey side extension to provide extended kitchen, study and w/c with shower	101 Weyhill Road, Andover
Objection. Concerned about the proximity of the extension to the property boundary and the possible impact on 103.			
5.18	13/00066/FULLN	Form new ramp and stairs to main entrance	National Westminster Bank Plc, 9 Bridge Street, Andover
Objection. As this proposal is located within the Conservation Area, it is suggested that the ramp or a lift should be located within the building.			
5.19	13/00706/FULLN	Demolition of existing rear conservatory and side garage and erection of single storey rear extension, two storey side extension and front porch	12 Kew Walk, Andover
No comment			

PC036/13

Decision Notices

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

PC037/13

Neighbourhood Plan

Members noted that a representative from Action for Market Towns, an expert in Neighbourhood Plans would be attending the Planning Committee Meeting on 9 September 2013.

PC038/13

Street Trading Consent

Members considered the following street trading application:

The Local Government (Miscellaneous Provisions) Act 1982 Application for a Street Trading Consent: Renewal Application

Trading Location: Whittle Road, West Portway industrial Estate, Andover

Trading Hours and Days: Monday, Tuesday, Wednesday, Thursday, Friday – 7.30am to 3.00pm.

No objections.

PC039/13

Test Valley Borough Council – Northern Area Planning Committee

There were no planning applications to be considered at the Northern Area Planning Committee that required the Town Council to make a representation.

PC040/13

Items of consideration at the next meeting

To consider the decision notice for Planning Application 13/00100/FULLN – 26 Leigh Road.

PC041/13

Date of next meeting

Members noted the date and venue of the next meeting: Monday 29 July 2013 at 6.00pm at the Town Council Office.

The meeting closed at 8.05pm.

Chairman:

Date:



ANDOVER TOWN COUNCIL

F

Minutes of Planning Committee

Time and date

7.00pm on Monday 29 July 2013

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (P)

Cllr S Hawke (P)

Cllr S Hardstaff (P)

Cllr B Page (A)

Cllr V Pond (P)

Also in attendance: Cllr R Khuman

Officers Present: Wendy Coulter – Town Clerk (Taking the Minutes)

Members of Public Present: 0

PC042/13 Apologies

Apologies for absence were received and accepted from Cllr B Page.

PC043/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PC044/13 Minutes

The Minutes of the Planning Committee meeting held on Tuesday 28 May 2013 were signed by the Chairman as a correct record.

PC045/13 Public Participation

There were no members of the public present.

PC046/13 Planning Applications

Members considered the following planning applications that had been submitted to Test Valley Borough Council.

RESOLVED: To delegate authority to the Town Clerk to complete the observations sheet for each application in accordance with the Committee's resolution.

5.1	13/00768/RESN	Development of 102 dwellings, associated access streets within the site, car parking, public open space including locally equipped area and landscaping (part details of 10/00242/OUTN)	Land at Picket Piece, Land North and South of Walworth Road, Picket Piece, Andover
No objection.			
5.2	13/01421/FULLN	Erection of prefabricated spray booth and compressor room, 5 floor and 1 wall mounted external comfort cooling system units. External alterations to the south elevation of building to include over cladding, removal of roller shutter	Gate 1, Watt Close, Portway Business Park, Andover Hampshire SP10 3XP

		door and install 3 windows	
No objection			
5.3	13/01426/VARN	Conversion of part of garage to playroom (non compliance with condition 10 of TVN.04861/16)	61 Borkum Close, Andover, Hampshire, SP10 4LE
No objection, provided sufficient car parking spaces are provided.			
5.4	13/01345/FULLN	Erection of single storey side extension to provide extended kitchen, study and w/c with shower	101 Weyhill Road, Andover, Hampshire, SP10 3BQ
Objection. Concerned about the proximity of the extension to the property boundary and the possible impact on 103.			
5.5	13/01424/ADV N	4 No. Externally illuminated Marston's logos; 4 No. Externally illuminated individual letters with rounded edges; 1 No. externally illuminated signwritten text illustration; 1 No. non illuminated Marston's door plaque; 1 No externally illuminated pictorial post sign and 2 No. externally illuminated double sided twin post signs	The Chalkhill Blue, Hawker Siddeley Way, Andover Business Park, Andover Hampshire SP11 8BF
No objection			
5.6	13/01384/LBWN	Minor internal alterations to form secure lobby to main entrance	Your Move, 31 - 33 London Street, Andover, Hampshire SP10 2NU
No objection			
5.7	13/01423/TPON	Carry out various tree works as described in application.	Lion Oak Court, 7 - 11 Salisbury Road, Andover, Hampshire SP10 2GJ
No objection subject to the approval of the Arboriculturalist.			
5.8	13/01450/FULLN	Conservatory to rear	87 Leyton Way, Andover, Hampshire, SP10 2UJ
No plans provided, unable to make comment.			
5.9	13/01506/VARN	Variation of Condition 3 of 12/02269/FULLN (Erection of Single Living Accommodation Modernisation (SLAM) accommodation 39 senior officers and 33 junior officers bed ranks, provision of car parking) revised landscaping scheme	Defence Equipment And Supplies, Monxton Road, Andover, Hampshire SP11 8HT
No objection			
5.10	13/01463/FULLN	First floor rear extension to provide bedroom and en suite and a first floor window on the northern elevation	2A Adelaide Road, Andover, Hampshire, SP10 1HF
Concerned that the proposed extension will cause shadowing to property number 4.			
5.11	13/01434/FULLN	Single storey side/rear extension to provide porch, bathroom, living room, kitchen/diner and installation and alteration to first floor side windows	177A And 177B Old Winton Road, Andover, Hampshire, SP10 2DR
No objection			
5.12	13/01496/FULLN	Erection of garage/workshop in rear garden	79 Old Winton Road, Andover, Hampshire, SP10 2DB
Concerned about the impact on the surrounding properties.			
5.13	13/01579/TPON	T1 Maple, T2 Sorbus, T4 Mulberry – Reduce branches growing towards property by 2.5m; T3 London Plane – Crown lift to 4m in height from ground level; T5 Lime – Reduce branches growing towards property by 2.5m and crown lift to 6m; T6 Beech – Crown lift to 4m in height.	Land Adjacent to 30-34 Winton Chase and 1-7 Stiles Drive, Andover

The proposed works to trees appear excessive, refer to Arboriculturalist			
5.14	13/01548/VARN	Variation of condition 8 of 12/00061/FULLN (Demolition of dwelling and erection of 14 residential apartments associated car parking, access and landscaping - 12/00061/NMA1 to include the approved plans as a condition) to allow the replacement of drawing numbered 10/024/02B with 10/024/02C relocating development 1.94 metres to the South	97 Weyhill Road, Andover, Hampshire, SP10 3NR
No objection to variation			
5.15	13/01550/FULLN	Conversion of a single dwelling to 2 No flats (Retrospective)	76 Weyhill Road, Andover, Hampshire, SP10 3NP
No objection			
5.16	13/01518/VARN	Variation of Condition 02 of Planning Approval 12/01783/FULLN to alter landscaping plan and orientation of footpath following changes in levels (Planning Approval 12/01783/FULLN - Erection of community centre (Class D1), including associated landscaping)	Land At Picket Twenty, Picket Twenty, Andover, Hampshire
No objection			
5.17	13/01537/FULLN	Construction of car park to provide 6 resident parking spaces	Land To Rear Of 1 Fisher Close, Andover, Hampshire, SP10 1PT
No objection			
5.18	13/01576/PDJN	Notification for Prior Approval - Change of use from offices to 6 no. flats	Eagleside House, 7 - 9 Chantry Street, Andover, Hampshire SP10 IDE
No plans provided, unable to comment.			
5.19	13/01549/FULLN	Two storey side and single storey rear extension	6 Anton Road, Andover, Hampshire, SP10 2EN
Concerned about adverse impact on neighbours amenities from the proposed large extension to number 8.			
5.20	13/01579/TPON	T1 Maple, T2 Sorbus. T4 Mulberry - Reduce branches growing towards property by 2.5m; T3 London Plane - Crown lift to 4m in height from ground level ; T5 Lime - Reduce branches growing towards property by 2.5m and crown lift to 6m; T6 Beech - Crown lift to 4m in height.	Land Adjacent To 30-34 Winton Chase And 1-7 Stiles Drive, Andover, Hampshire, SP10 2SE
The proposed works to trees appear excessive, refer to Arboriculturalist			

PC047/13

Decision Notices

The Decision Notices were detailed on the Agenda and were noted by Members. Members considered the reasons for refusal of 26 Leigh Road and noted the following: Refused on excessive size of proposed shed and adverse impact on neighbouring properties and adverse impact on Tree Protection Order Sycamore.

PC048/13

Street Naming and Numbering

Members considered appropriate names for the following:
Land to rear of 22 Highlands Road, Andover – a name in relation to Thomas Hardy, a connection with sheep (Tup) (Shepherd's Crook Close) or a name in relation to Heath.
First and second floors, 77 High Street, Andover – 77a, Flats 1,2,3,4,5,6.

PC049/13

Test Valley Borough Council – Northern Area Planning Committee

There were no planning applications to be considered at the Northern Area Planning Committee that required the Town Council to make a representation. Members noted that Picket Piece was being considered at the next Northern Area Planning Committee and noted that the comments that the Town Council had raised were being addressed in the new proposals.

PC050/13

Items of consideration at the next meeting

To note names of roads around old airfield site.
To consider a response to the Flooding Consultation.

PC041/13 Date of next meeting

Members noted the date and venue of the next meeting: Monday 19 August 2013 at 6.00pm at the Town Council Office.

The meeting closed at 6.55pm.

Chairman:

Date:



ANDOVER TOWN COUNCIL



Minutes of Planning Committee

Time and date

7.00pm on Monday 19 August 2013

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (A)

Cllr S Hardstaff (P)

Cllr B Page (P)

Cllr V Pond (P)

Also in attendance: Cllr R Khuman

Cllr B Long (Taking the Minutes in absence of Town Clerk)

Members of Public Present: 2

PC052/13 Apologies

Apologies for absence were received and accepted from Cllrs B Carpenter and S Hawke.

PC053/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PC054/13 Minutes

The Minutes of the Planning Committee meeting held on Monday 29 July 2013 were signed by the Chairman as a correct record.

PC055/13 Public Participation

There were no members of the public present.

PC056/13 Planning Applications

Members considered the following planning applications that had been submitted to Test Valley Borough Council.

RESOLVED: To delegate authority to the Town Clerk to complete the observations sheet for each application in accordance with the Committee's resolution.

5.1	13/01663/EXTN	Renewal of 09/00654/FULLN – Erection of two storey block of 4 flats with associated parking	Barker Group, 136 Weyhill Road, Andover
	No objection		
5.2	13/01453/FULLN	Restoration and extension, including demolition of 1930's extension, conversion of outbuildings to provide additional hotel accommodation	The Danebury Hotel, 2 High Street, Andover
	No objection subject to the approval of the Listed Buildings Officer. The Stable Block first floor facade of the hay loft access should be kept for historical interest.		

5.3	13/01454/LBWN	Restoration and extension, including demolition of 1930's extension, erection of reception area extension and conversion of out buildings to provide additional hotel accommodation including dedicated disabled access rooms	The Danebury Hotel, 2 high Street, Andover
No objection subject to the approval of the Listed Buildings Officer. The Stable Block first floor facade of the hay loft access should be kept for historical interest.			
5.4	13/01538/FULLN	Erection of commercial unit for light commercial use	Land adjacent Northwood, 9 London Road, Andover Down, Andover
Concerned about possible increase of traffic which could cause problems. The entrance is not lengthy. There is no footpath and cars travel at 50mph along this main road. It is recommended that the Highways Authority consider this application in detail.			
5.5	13/01557/FULLN	Demolition of existing buildings and erection of a restaurant with drive-through facility, associated works to bund, landscaping, access and parking	Kwik Fit, New Street, Andover
The proposed unit is larger and may increase traffic movements to the site. Concerned about traffic on the Churchill Park entrance and exit. The access will be encroaching into the mound which currently acts as a buffer. The markings at the Enham Arch Roundabout should be considered as the increase of traffic turning into New Street will cause difficulty.			
5.6	13/01609/OUTN	Erection of two detached dwellings	Land adjacent Valentine, Ox Drove, Picket Piece, Andover
No objection.			
5.7	13/01633/FULLN	Extension of exiting bungalow and construction of new house and garage with driveway	22 Walworth Road, Picket Piece, Andover
No objection.			
5.8	13/01683/FULLN	Erection of a two storey side extension to provide an enlarged bedroom over the garage	18 Loveridge Close, Andover
No objection			
5.9	13/01629/FULLN	Single storey side and rear extension to form larger kitchen and w.c	9 Wisley Road, Andover
No objection			
5.10	13/01664/TPON	T1- Copper Beech – Crown Lift by approx.. 10m.	22 Winterdyne Mews, Andover
This work appears excessive, refer to Arboricultural Officer			
5.11	13/01604/FULLN	Erection of extension to provide warehouse/storage area and alterations to parking layout	Plot 82, Scott Close, Walworth business Park, Andover
No objection			
5.12	13/01570/FULLN	Demolition of existing single storey garage and rear office. Replacement with two storey side extension to provide garage, office and bedroom and bathroom to first floor.	15 Croft Avenue, Andover
Concerned about impact on number 13. Concerned about overlooking, massing and being overbearing.			
5.13	13/01695/FULLN	Single storey side extension to form family room and study	14 Manor Road, Andover
No objection			
5.14	13/01651/FULLN	Create a gable wall to provide extended first floor bedroom and alterations to dormer window	99 The Crescent, Andover
No objection			
5.15	13/01716/TPON	Carry out tree works as described in application	The Pines, Andover
Refer to Arboricultural Officer			

5.16	13/01704/TREEN	1 x Unknown Species – Fell	75 High Street, Andover
Refer to Arboricultural Officer			
5.17	13/01730/TPON	Fell 1 x Macrocarpa	51 Junction Road, Andover
Refer to Arboricultural Officer			
5.18	13/01525/FULLN	Single storey rear extension for retail purposes and provision of loading dock	44, 46, 48 and 50 Chantry Way, Andover
Concerned about the impact on units 54, 56, 58 and 60. Will the loading bay platform join up?			
5.19	13/01778/ADVN	Entrance sign for Anton Lakes nature reserve	Anton Lakes Nature Reserve, Goch Way, Andover
No objection			
5.20	13/01800/TPON	T1 – Black Poplar – Crown reduce in height by 7m and reshape.	Land next to 3 College Mews, Andover
No objection			
5.21	13/01731/TPON	T7 – Beech – Remove decay up to 25% of the height of the tree and shorten laterals.	1 Croye Close, Andover
No objection			
5.22	13/01518/VARN	Variation of Condition 02 of Planning Approval 12/01783/FULLN to alter landscaping plan and orientation of footpath following changes in levels (Planning Approval 12/01783/FULLN – Erection of community centre (Class D1), including associated landscaping) Variation of Condition 03 of Planning Approval 12/01783/FULLN to change brick to be used in construction	Land at Picket Twenty, Picket Twenty, Andover
No objection			
5.23	13/01366/FULLN	Erection of terrace of 5 dwellings and 2 flats and construction of vehicular and pedestrian accesses	Land between The Former Borough Arms Public House and the Lardicake Public House, Adelaide Road, Andover
Concerned about the access from the fire escape of the Lardicake. There does not appear to be safe exit.			

PC057/13

Decision Notices

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

PC058/13

Street Naming and Numbering

Members considered appropriate names for the following:

Land to rear of 22 Highlands Road, Andover:

Tup Close

Pitlochrie

Erica Drive (heather)

Hurders Drive

Shepherds Crook Close

Moors Close

Drovers Walk

PC059/13

Street Trading Consent

Members considered an application for Street Trading Consent for the following:

The Local Government (Miscellaneous Provisions) Act 1982 Application for a Street Trading Consent:

New Application

Trading location: East Portway Business Park

Trading Days/Hours: Saturday 7.30am – 4.00pm.

No objections.

PC060/13

Test Valley Borough Council – Northern Area Planning Committee

There were no planning applications to be considered at the Northern Area Planning Committee that required the Town Council to make a representation.

PC061/13 Test Valley Borough Council SHLAA sites

Members noted the TVBC SHLAA sites.

PC062/13 Flooding Consultation

Members agreed a response to the Flooding Consultation and agreed wording to be sent.

PC063/13 Items of consideration at the next meeting

The Town Clerk to arrange for a Members to receive a presentation by Test Valley Borough Council Planning Officers on Permitted Development.

PC064/13 Date of next meeting

Members noted the date and venue of the next meeting: Monday 9 September 2013 at 6.00pm at the Town Council Office.

The meeting closed at 6.55pm.

Chairman:

Date:

APPENDIX H

ANDOVER TOWN COUNCIL POLICY AND RESOURCES COMMITTEE

The Policy and Resources Committee will comprise of 11 Elected Members plus Ex Officio the Chairmen of all other standing committees.

The quorum of the Committee will be 1/3 + 1 of its Membership (not including Ex Officio).

The **Committee** shall appoint an Elected Member as its Chairman.

The **Committee** shall appoint an Elected Member as its Vice-Chairman.

Purpose of the Committee

To regularly review existing Council policy, to formulate new policy as required for consideration and adoption by full Council; to monitor and manage the Council's finance and other assets as delegated by Council; to ensure the Council's business, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business is run efficiently and within the requirements of the Local Government Act 1974 and the Localism Act 2011.

Terms of Reference

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

Policy and Procedures

1. To identify and evaluate essential new policies for the Council and to formulate a strategy and timetable for the implementation of new policy.
2. To review annually and change as necessary the Standing Orders and Financial Regulations for adoption by full Council.
3. To review and assess the Council's resources to ensure it can deliver services and powers and duties.
4. To agree timetables and management for Committee Business.
5. To review, once a year, the Council's Risk Management Strategy to be adopted by full Council.
6. To ensure critical business functions of the Council are performed daily to maintain service, consistency and recovery.
7. To maintain the performance of the Business Plan and to review the Council's objectives within the Business Plan, once a year.

APPENDIX H

Finance

8. To review, yearly, the Council's Financial Plan and Strategy.
9. To prepare the Annual Budget taking into consideration the Council's priorities for the coming year and to recommend a Precept to full Council.
10. To control expenditure by authorising payments on behalf of the Council and to control expenditure against set budgets during the financial year.
11. To authorise the use of the Council's financial reserves
12. To fully review, evaluate and consider the benefits, risks and impact on changes to fees of the Council's services and to recommend any changes to full Council.
13. To manage the Council's monies to maximise liquidity and mitigate the operational, financial and reputational risk.
14. To consider, review and manage any leasing and loans.
15. To appoint an Independent Internal Auditor.
16. To consider and review the Internal Audit Report and Action Plan and make recommendations to full Council.
17. To review and consider the impact on the Council when overseeing the Councils banking and investment arrangements.
18. To manage and regularly review the Council's investment policy.
19. To ensure that any property and/or amenities owned by the Council are properly managed and controlled.

Asset Management

20. To review, evaluate and consider the benefits, risks and impact of an asset/service before it is transferred to the Council

Insurance

21. To review the insurance cover to ensure the Council is covered to carry out all its functions as a Local Authority.

Human Resources

22. To review, evaluate and consider the risks and impact of appropriate staffing levels to deliver the Council's services.

APPENDIX H

23. To grade staff and the level of remuneration using as a guide, the National Joint Committees Regulations (NJC) Green Book) and the Terms and Conditions in line with the Society of Local Council Clerks (SLCC).
24. To ensure that the Chairman of the Staffing Sub-Committee undertakes the Annual Appraisal of the Town Clerk.
25. To implement recruitment procedures and policies for equal opportunities and employment practice.
26. To determine the final stage of appeals with regard to grievance and disciplinary procedures for all employees.

Communications

27. To assist the Town Clerk with the preparation of the Annual Report for the Town Meeting.
28. To create an Emergency Plan for the Council if and when required.

Democratic Services

29. To approve a programme of training for Members.
30. To ensure adequate provision is provided for Members Services.

Urgent Matters

31. To provide 2 Elected Members of the Council to be consulted by the Town Clerk to assist with dealing with urgent matters which have a legal or financial impact on the Council and due to time restraints cannot be dealt with at the next meeting of the Policy and Resources Committee or Council.

Working Groups

32. To form time and task limited Working Groups, from Elected Members of Council to carry out specific tasks.

ANDOVER TOWN COUNCIL

Internal Audit Plan

This Internal Audit Plan runs from January of each year.

It covers three financial years – a review of the audit of the previous financial year, the audit of the current financial year and the appointment of the internal auditor for the new financial year that starts in April.

January

1) The Policy and Resources Committee to meet to review the Council's system for internal financial control.

March

- 1) The Policy and Resources Committee to check that the Council has carried out a risk assessment in the last twelve months.
- 2) The Policy and Resources Committee to meet to review this Audit Plan.
- 3) The Policy and Resources Committee to meet to review the Terms of Reference for the Internal Auditor.

April

Start of the new financial year.

May

The Internal Auditor to receive the accounts and other requested documents such as Town Council Policies and minutes of meetings for the last 12 months.

June

- 1) The Council to receive a report from Policy and Resources Committee on the effectiveness of the Internal Audit.
- 2) The Council to approve this Audit Plan. The Council to approve the Terms of Reference for the Internal Auditor.
- 3) The Council to appoint the Internal Auditor for the 16 months starting in April.
- 4) The Internal Auditor to meet with the Clerk and a member of the Council's Policy and Resources Committee to note any issues raised by the Internal Auditor. (As necessary)
- 5) The Council to receive a copy of the Annual Return to the External Auditor, and to approve it.

July

- 1) The Council to review any issues raised by the Internal Auditor.
- 2) The Council to review if the Internal Audit has been carried out ethically and with integrity and objectivity.
- 3) Council to note any issues which may need to be addressed in the next Audit cycle.

Sept / Oct

- 1) Council to receive a report from the External Auditor.
- 2) Policy and Resources Committee to receive an update on the progress of completion of Action Plan from Internal Auditors report.

ANDOVER TOWN COUNCIL

GRIEVANCE POLICY

This Policy was adopted by the Council at its meeting held on xx.

1.0 Purpose and Scope

- 1.1 There may be a time when a problem arises that concerns an employee and he/she feels it is a matter that Andover Town Council should help to resolve. The purpose of the grievance policy is to ensure that, in such circumstances, the employee has the opportunity to discuss the problem and find a mutually agreeable solution. If such a problem arises, Andover Town Council aims to ensure that it is resolved fairly and promptly.

2.0 Standard Grievance Procedure

- 2.1 Employees are encouraged to raise any concerns which they may have about any aspect of his/her work with his/her line manager, informally in the first instance. Mediation by an external body may also be utilised in an effort to informally resolve grievances. If the matter remains unresolved, the employee has the right to take action through the grievance procedure.
- 2.2 Andover Town Council aims to resolve problems as near as possible to their point of origin. However, should this fail to produce a result which the employee is satisfied with, the grievance procedure allows the employee to take his/her case to a higher level.
- 2.3 No formal action will be taken until the grievance has been thoroughly investigated.
- 2.4 An employee will be given reasonable notice (between one and three working days) to attend a grievance hearing. The meeting may be held sooner if acceptable to all parties. If the employee and his/her chosen companion are unable to attend at the time suggested, the employee should inform the manager as soon as possible before the time set for the grievance hearing. Alternative dates and times suggested must be provided within five days of the original grievance hearing.

3.0 There are two stages of the procedure:

3.1 Stage 1 - Grievance

- 3.2 The matter should be set out in writing and addressed in the first instance to the employee's manager. If this is not appropriate because the grievance involves the employee's manager then the grievance should be raised with Chairman of the Staffing Subcommittee or the Chairman of the Town Council. Grievances against the Town Clerk will be heard by a panel of 3 Andover Town councillors. Andover Town Council may also appoint someone to attend and minute the meeting. The employee must make it clear that the matter is being raised as the first step in the grievance procedure. The employee will be invited in writing to attend a meeting to discuss the grievance and must take all reasonable steps to attend the meeting.
- 3.3 At the grievance meeting the employee has the right to be accompanied by a companion. The companion may be either a trade union representative or an Andover Town Council

employee of his or her choice. If the employee wishes to exercise his or her right to be accompanied, he or she should inform their manager as soon as practicable of the identity of his or her companion. The companion can address the meeting to put and sum up the employee's case, respond on behalf of the employee and to confer with the employee during the meeting, but will not be permitted to answer questions on the employee's behalf.

- 3.4 The employee must take all reasonable steps to attend the grievance meeting. Where an employee (and/or his or her companion) cannot attend the grievance meeting, they should inform the person conducting the meeting as soon as practicable. If the employee (and/or his or her companion) fails to attend for a reason which was unforeseeable at the time the grievance meeting was arranged, another meeting will be arranged. If the employee fails to attend the rearranged meeting without good reason, a decision may be taken in his or her absence.
- 3.5 Following the meeting, the employee will be notified of the decision in writing and his/her right of appeal.

3.6 Stage 2- Appeal

- 3.7 At each stage of the procedure the employee has the right of appeal. If an employee wishes to appeal, they should do so to the person they have been notified to appeal to, in writing, within five working days of the date on which the employee received notification of the grievance decision, setting out the grounds of his or her appeal. In exceptional circumstances, Andover Town Council may agree to extend this time limit to allow the employee an opportunity to consider the decision and/or his or her grounds for appeal.
- 3.8 Andover Town Council will then arrange for an appeal meeting to take place. The appeal will be heard by an appeals panel made up of three members of the Andover Town Council and who, where possible, have not previously been materially involved in the detail of the case. Andover Town Council may also appoint someone to attend and minute the meeting. The appeal meeting will take place at a time and location that is reasonable for both the Andover Town Council and the employee. At the appeal meeting, the employee will have an opportunity to comment on any new evidence arising during the appeal before any decision is taken.
- 3.9 At the appeal meeting the employee has the right to be accompanied by a companion. The companion may be either a trade union representative or an Andover Town Council employee of his or her choice. If the employee wishes to exercise his or her right to be accompanied, he or she should inform Andover Town Council as soon as practicable of the identity of his or her companion. The companion can address the meeting to put and sum up the employee's case, respond on behalf of the employee and to confer with the employee during the meeting, but will not be permitted to answer questions on the employee's behalf.
- 3.10 The employee must take all reasonable steps to attend the appeal meeting. Where an employee (and/or his or her companion) cannot attend the appeal meeting, they should inform the person conducting the meeting as soon as practicable. If the employee (and/or his or her companion) fails to attend for a reason which was unforeseeable at the time the appeal meeting was arranged, another meeting will be arranged. If the employee fails to

attend the rearranged meeting without good reason, a decision may be taken in his or her absence.

3.11 In some cases, the manager hearing the appeal may choose to have a rehearing of all the evidence at the appeal. There is no further appeal from this rehearing.

3.12 If the appeal is upheld Andover Town Council will withdraw or alter the outcome letter from the grievance meeting. The manager hearing the appeal will write to the employee giving the reasons for the appeal being upheld. Copies will be given to the employee and placed on the employee's personnel file.

3.13 If the appeal is not upheld, then the decision issued at the grievance meeting will stand.

3.14 The decision of the panel hearing the appeal will be final.

4.0 Post-Employment Grievance Procedure

4.1 A grievance may also be brought by an employee after termination of employment and this would normally be within three months of leaving employment.

4.2 A modified grievance procedure is available to ex-employees and only where:

4.3 Andover Town Council was unaware of the grievance prior to the employment ending or was aware but Andover Town Council grievance procedure was not initiated or had not been completed by that time; and

4.4 Both parties have agreed in writing that the modified grievance procedure will apply.

4.5 The modified grievance procedure differs from the normal grievance procedure as it does not involve any meetings to discuss the issues. Andover Town Council's decision will be final and there is no further right of appeal against Andover Town Council.

4.6 Stage 1 - Writing

4.7 The ex-employee must set down in writing the nature of their grievance and send this to the person conducting the investigation.

4.8 Stage 2- Response

4.9 Andover Town Council will respond to the ex-employee in writing. This decision will be final and there is no right of appeal.

5.0 Vexatious Complaints

5.1 Should it be evident that an employee has presented a vexatious or frivolous complaint, this will be investigated in accordance with Andover Town Council's Disciplinary Policy.