



# ANDOVER TOWN COUNCIL

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 11 April 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter  
**Town Clerk – 5 April 2013**

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*MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS*

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

To receive and note any declarations of interest relevant to the agenda.

3 **MINUTES**

The Chairman to sign as a correct record the minutes of the Town Council meeting held on 30 January 2013 – **Appendix A.**

4 **PUBLIC PARTICIPATION**

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer will be given, or if necessary a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **CHAIRMAN'S ANNOUNCEMENTS**

To receive the Chairman's Announcements.

6 **COMMITTEE MINUTES**

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

17 January 2013 Amenities and Town Development Committee – **Appendix B.**

6 March 2013 Amenities and Town Development Committee – **Appendix C.**

6 February 2013 Policy and Resources Committee – **Appendix D.**

28 January 2013 Planning Committee – **Appendix E.**

11 February 2013 Planning Committee – **Appendix F.**

4 March 2013 Planning Committee – **Appendix G**

26 March 2013 Planning Committee – **Appendix H.**

7 **TOWN COUNCIL POLICIES**

To agree and approve the recommendation of the Staffing Sub-Committee to adopt the following policy:

Whistleblowing Policy – attached at **Appendix I.**

8 **MEMBERSHIP OF SOUTH EAST EMPLOYERS**

To approve the recommendation of the Staffing Sub-Committee for Andover Town Council to become a Member of South East Employers at a cost of £194.25 per annum.

9 **REG PRESLEY MEMORIAL**

To approve the recommendation of the Policy and Resources Committee to spend up to £400 from the Events Budget to purchase a Wall Plaque in memory of Reg Presley.

10 **PRIDE OF ANDOVER AWARDS**

To approve the recommendation of the Policy and Resources Committee for a donation to the Pride of Andover Awards of £500 under the Section 137 of the Local Government Act 1972.

11 **FINANCE**

To receive and approve the list of payments up to 9 April 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 **MOTIONS – STANDING ORDER 4**

To consider any Motions received as per Standing Order 4.

14 **REPORTS FROM COUNCILLORS**

To receive any reports from Town Council Members.

15 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

To receive any reports from Borough and County Councillors.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes Council

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### Time and date

7.00pm on Wednesday 30 January 2013

### Place

Upper Guildhall, Andover

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#### Details of Attendance:

Cllr D Drew (Chairman) (P)

Cllr G McBride (Vice-Chairman) (P)

Cllr K Bird (P) (arrived at 7.10pm)

Cllr Z Brooks (P) (left at 8pm)

Cllr B Carpenter (A)

Cllr A Cotter (P)

Cllr J Evans (P)

Cllr A Fitchet (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

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: 6

**Prior to the start of the meeting, Councillors received a presentation from Mr Carl Whatley, accountancy Manager at Test Valley Borough Council on the Andover Levy.**

Members of the Public and Councillors asked Mr Whatley questions in relation to the Levy. A copy of the presentation by Mr Whatley is available at the Town Council office.

The Chairman confirmed that the Town Council would work closely with Test Valley Borough Council when the Levy was reviewed in 2014/2015.

#### **C 70/12 Apologies**

Apologies for absence were received and accepted from Councillors Barbara Carpenter, Marion Kerley and Roy Shukri.

#### **C 71/12 Declarations of Interest**

There were no declarations of interest.

#### **C 72/12 Minutes**

It was proposed by Councillor North and seconded by Councillor Hamilton that the minutes of the Council meeting held on 22 November 2012 be signed by the Chairman as a correct record.

**RESOLVED that the Minutes of the Council meeting dated 22 November 2012 be approved and adopted.**

## **C 73/12 Public Participation**

The Chairman explained that a series of questions had been received from Mr Len Gates regarding allotments and charges within the Andover Levy. Cllr Geoff McBride, Chairman of the Allotments Sub-Committee provided Mr Gates with answers to his questions.

Mr Tony Hook asked whether the Town Council would request that the local MP return to Andover to assist with rejuvenating the town. He suggested that the town needed clear political leadership.

The Chairman explained that Hampshire County Council, Test Valley Borough Council and Andover Town Council were working in partnership to make improvements and rejuvenate the town.

Cllr P North further explained that Test Valley Borough Council has held a Town Centre Summit to access the needs of the Town and set up working parties to carry out the improvements.

The Chairman confirmed that he would keep Mr Hook up to date with the latest developments.

## **C 74/12 Chairman's Announcements**

The Chairman welcomed everyone to the first Andover Town Council meeting in 2013.

He congratulated Cllr Marion Kerley on becoming an Honorary Alderman of Test Valley along with Mr Rod Bailey for sterling service to the community of Test Valley.

He reported that he had represented the Town Council at a recent meeting held with Test Valley Borough Council and Hampshire County Council called the Town Centre Summit. He explained that working parties had been set up with interested people to facilitate improvements to the town centre.

The Chairman reminded Members that a Ward Budget Scheme had been set up by Test Valley Borough Council. Each Ward Member had been allocated £1500 to give grants to local causes within their Ward.

He reminded Members that on the advice of the monitoring officer at TVBC, dispensations would need to be given to allow them to vote on the Town Council Precept.

## **C 75/12 Committee Minutes**

The following Minutes were received and noted:

14 November 2012 – Amenities and Town Development Committee

12 December 2012 – Policy and Resources Committee

12 November 2012 – Planning Committee

3 December 2012 – Planning Committee

7 January 2013 – Planning Committee

## **C 76/12 Dispensations**

Having received legal advice from the TVBC monitoring officer, under the new Localism Act 2011 all Councillors residing in the Parish of Andover had to apply for a Dispensation to vote on the setting of the Andover Town Council Precept.

The reason for the dispensation was as follows:

The number of Councillors who had an interest in the matters was such that without a dispensation being granted the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of business (Localism Act 2011 section 33 (2)(a)).

**RESOLVED: That the Councillors of Andover Town Council, residing in the parish of Andover be given a Dispensation to vote on the setting of the Town Council Precept while they continue to be a Councillor or until the next election, whichever is the sooner (Localism Act 2011 section 33(3)).**

## **C 77/12 Town Council Budget and Precept 2013/2014**

Members considered the recommendations of the Policy and Resources Committee for the Council Budget 2013/2014. The Chairman of the Policy and Resources Committee gave the following speech in support of the Budget:

*"It is an honour to once again present to you the budget for Andover Town Council. I want to thank, my vice-chairman, Cllr Katherine Bird and all members of the Policy & Resources Committee for helping to put together our financial plan for 2013-14.*

*Last year was an unprecedented year with the Diamond Jubilee and the phenomenal Olympics in London. The Town Council played its part by in celebrating the Jubilee by allocating £5,000 to the events budget which allowed us to put on a painting competition for local schools, the best dressed window competition in the high street, a plague recreating the scene of the 1953 Coronation outside the Guildhall and of course the fabulous best of British concert in the lights. Thanks go to Cllr Long who led the panel and Cllr Pond for supporting. Special thanks should also go to former Councillor Tony Raper who also served.*

As we look ahead to this coming year it is clear the Town Council needs to play its part in reinvigorating our high street. We have therefore taken the decision to put aside the same amount of money that we allocated to Jubilee activities last year, and create a new budget heading – ‘Development of the Town centre’ which will be funded to the tune of £5,000.

It is important we work with alongside TVBC on this and the Chairman of the Amenities and Town Development Committee, Cllr Lynn is driving this project forward. Town Council committees are currently looking at how we can promote entertainment in the high street, maximise tourism and improve the general environment.

We will also retain £1,000 in our budget for high street events following the successful community days, organised by Cllr Hamilton last year.

Talking of cross authority working the budget also proposes £500 this year to spend on grit bins and a list of proposed sites will come to the Policy & Resources Committee in February. We have already worked with Hampshire County Council to get additional grit bins installed across the town.

The Town Council will continue to provide the Christmas Lights and have budgeted to continue contributing towards the successful switch on event enjoyed by almost 10,000 residents. Having signed a 3 year deal with a contractor we have managed to reduce the budget by £2,000.

The Allotments committee continues to be led by Councillor McBride and Cllr Evans and we will shortly be publishing a list of maintenance work on the website that the Town Council has completed in the last year along with a list of future projects. The budget put aside for Allotments has risen again this year by £2,000 to £20,000.

Once again the budget contains provision for £1,000 of grant funding in which Andover model railway club and Test Valley Brass benefited from last year. The grants are designed to help organisations with small capital projects.

We have also budgeted £1,000 to continue to support the development of a Youth Council that Cllr Fitchett is taking forward.

Councillors will be aware of the changes made to the Council Tax Benefit this year which has had implications on our Council Tax base. Test Valley have agreed to provide us with a one off grant of £18,236 to compensate for this. Test Valley have indicated that their policy will be looked at again next year so the benefit will become more self sufficient.

Because of this uncertainty some Town & Parish Councils have decided to increase their precept. But I have some good news for you.

For the 3<sup>rd</sup> year running this budget proposes a freeze in the council tax. Will still live in difficult times and there will be no increase from us.

The Policy and Resources Committee have recommended a budget of £132,440 for the year 2013/14 with a precept of £115,717. This equates to a Band D equivalent of £9.85p. The same as last year.

This budget ensures there is enough money to fulfil the Town councils functions and aspirations over the coming year including focusing on our town centre. Our aim is to provide the funds necessary for the Council to be effective whilst keeping the tax as low as possible. I believe this budget does that.

We are complying with audit requirements of maintaining half of our precept in reserves and in fact this budget proposes we add another £1,500 to our reserves.

We have enough funds to allow the Council to continue to grow, we have set a level of reserves which meets recommended guidance, we have recognised the difficult times on hard pressed tax payers and despite inflationary pressures have delivered a freeze in Council tax.

I urge all Councillors to support the budget."

Cllr North proposed and Cllr Bird seconded that the Town Council Budget for 2013/2014 should be £132,440 that the Precept for 2013/2014 should be £115,717 and the grant from Test Valley Borough Council should be accepted leaving an estimated Reserve of £72,945.

**RESOLVED: That the Town Council Budget for 2013/2014 should be £132,440 that the Precept for 2013/2014 should be £115,717 and the grant from Test Valley Borough Council**

should be accepted leaving an estimated Reserve of £72,945.

Councillor Brooks left the meeting at 8.00pm

**C 78/12 Town Council Policies**

Members considered the recommendations of the Staffing Sub-Committee to adopt a Flexible Working Policy. It was proposed by Councillor Janet Evans and seconded by Councillor Andy Fitchet and

**RESOLVED: That a Flexible Working Policy be adopted by Council.**

**C 79/12 Dates of Council and Committee Meetings 2013**

Members considered the dates of the Council and Committee meetings for 2013.

**RESOLVED: That the dates of the Council and Committee meetings for 2013 be approved and adopted.**

**C 80/12 Finance**

Members received and approved the list of payments up to 28 January 2013.

Supplier	Payment Details	Amount (£)
Mrs M Bayes	December 2012 salary	722.14
Miss W Coulter	January 2013 salary	1959.49
H M Revenue & Customs	January 2013 TAX	926.71
DMJ Butler Country Services	Removal of dangerous tree (VR) padlock repair (BL)	420.00
Viking Supplies	Stationery	79.63
Southern Water	AW water charges	89.31
Test Valley Borough Council	Hire of Guildhall 30.01.2013	42.00
Blachere Illuminations	Installation of Lights	6548.10
Blachere Illuminations	Hire of Christmas Lights	7644.83
Baxter Confidential	Collection and recycling of confidential paper	78.00
ACE Liftaway	Toilet provision on allotments	406.25
Danwood Working Solutions	Quarterly rental for photocopier	187.54
Noticeboard Company	3 bay noticeboard for Council offices	2968.80
Viking Supplies	Stationery	22.09
DMJ Butler Country Services	Fix toilet to ground at CW	119.36
Blachere Illuminations	Removal of Christmas Lights	2601.30
Spencer Architecture	Planning Application for Christmas Lights	882.50
Custom Studio Ltd	Monthly Website hosting & email provision	35.94
Southern Water	Water charges CW	28.99
Mrs M Bayes	January 2013 salary	762.74
Miss W Coulter	February 2013 salary	1959.49
H M Revenue & Customs	February 2013 TAX	954.39
Miss W Coulter	January 2013 expenses	144.01
Viking Supplies	Stationery	164.16
Danwood Working Solutions	Photocopying charges to January 2013	42.58
British Telecom	Telephone charges to 12 December 2012	75.49
British Telecom	Telephone charges to 17 January 2013	75.50
<b>TOTAL</b>		<b>29,941.08</b>

**C 81/12 Questions from Councillors**

There were no questions from Councillors.

**C 82/12 Motions – Standing Order 4**

There were no Motions under Standing Order 4.

**C 83/12 Reports from Councillors**

Cllr McBride reported that the second meeting of the Andover Youth Advisory Group had taken place. Jess Elliott had been elected as Chairman of the Group and the Group was working towards a Plan for the formation of a Youth Council.

**C 84/12 Reports from Borough and County Councillors**

Cllr Bird reported that she had attended a Residents event at Picket Twenty just before Christmas. It was good to see new communities being formed.

She also reported that she had attended the Town Centre Summit as a Test Valley Borough Council Ward Member. She assured Members that things were happening and ideas were being taken forward.

Community Projects were being undertaken by Test Valley Borough Council, as an example, the new path at Admirals Way, the official opening would take place on 9 March 2013.

Cllr Lynn reminded Members that St Mary's Church needed to raise £200,000 for repairs to the roof. The next fundraising event, Young Musician, would take place on 7 February 2013.

Cllr Nigel Long reported that in St Mary's Ward free sports sessions would be provided for 7 – 16 year olds from February to October 2013.

Cllr Brian Page left the meeting at 8.20pm.

Cllr Iris Andersen asked whether the Youth Group Fusion had stopped meeting.

Cllr Andy Fitchet confirmed that Fusion was no longer running.

County Cllr Pat West reported that the Andover Birthing Centre was going from strength to strength and that since December 29 births had taken place, home births were being maintained and in total 109 women had been helped by the centre.

Cllr Sandra Hawke reminded Members that the Bus Station was being rebuilt and that Test Valley Community Services would be moving into the new building, which would provide better service for the local community.

County Cllr Pat West forwarded a report from County Cllr Pam Mutton regarding the Andover Access Plan. Hampshire County Council and Test Valley Borough Council were working in partnership to provide real time information for passengers, providing increased services. A full report would be sent to the Town Clerk.

The Chairman closed the meeting at 8.30pm.

Chairman

Date



# ANDOVER TOWN COUNCIL



## Minutes of Amenities & Town Development Committee

### Time and date

Wednesday 6 March 2013

### Place

66C High Street, Andover, Hampshire

### Details of Attendance:

Cllr C Lynn (Chairman) (P)

Cllr Z Brooks (Vice-Chairman) (P)

Cllr K Bird (A)

Cllr D Drew (P)

Cllr A Fitchet (A)

Cllr S Hardstaff (A)

Cllr B Long (P)

Cllr M Kerley (A)

Cllr P North (P)

Cllr B Page (P)

Cllr V Pond(A).

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

Minute No.	Item Title	RESOLUTION/ACTION
<b>ATD 43/12</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies for absence were received and accepted from Cllrs K Bird and A Fitchet.	
<b>ATD 44/12</b>	<b>Declarations of Interest</b>	<b>Action</b>
	Councillor C Lynn declared an Interest in Item 7, Grants – Citizens Advice Bureau and Child Contact Centre.	
<b>ATD 45/12</b>	<b>Minutes</b>	<b>Action</b>
	The minutes of the previous meeting held on 17 January 2013, were signed by the Chairman as a correct record.	
<b>ATD 46/12</b>	<b>Public Participation</b>	<b>Action</b>
	There were no Members of the Public Present	
<b>ATD 47/12</b>	<b>Website</b>	<b>Action</b>
	Members received a verbal update report from the Website Working Group. Meetings were held every 4 to 6 weeks, updates made at the meetings. Members were being trained to update website.	<b>TC to investigate whether a list of important Town based planning applications can be added to the website.</b> <b>TC to provide a list of:</b> <b>Number of website enquiries</b> <b>Subject of enquiries.</b>
<b>ATD 48/12</b>	<b>Surveys</b>	<b>Action</b>
	There was no report from the Surveys Working Group. Members requested that 2 surveys be considered:	<b>TC to request Survey Working Group to draw up a plan to conduct 2 surveys</b>



	<p>1. Whether lighting be provided along Micheldever Road</p> <p>2. Whether additional lighting column be placed along Anton Mill Path</p>	<p><b>regarding lighting on Micheldever Road and Anton Mill Path</b></p>
<b>ATD 49/12</b>	<b>Grants</b>	<b>Action</b>
	<p>Members received a report from the Grants Working Group making recommendations for the awarding of Grants in 2012. It was agreed that the following Grants be awarded:  Action for Children: £220  Athletics Club: £318  Adult &amp; Family Learning: £450</p> <p>It was agreed that the Grants Guidelines be amended to better inform applicants on the type of grants awarded.</p> <p>Members requested the Town Clerk to remind last year's recipients of Grants to report back on progress to the Town Council.</p>	<p><b>TC to write and inform unsuccessful applicants.</b></p> <p><b>TC to write and inform successful applicants to attend the Annual Electors Meeting on 21 March 2013 to collect their awards.</b></p> <p><b>TC to write to last year's recipients to receive update reports.</b></p> <p><b>RESOLVED: That the Grant Guideline No. 8 be amended to read:</b></p> <p><b>Grants will only be awarded for one off costs and will not be awarded for routine refurbishment, maintenance or running costs. Organisations will only receive a grant once every four years.</b></p>
<b>ATD 50/12</b>	<b>Hospitality</b>	<b>Action</b>
	There was no report from the Hospitality Working Group.	
<b>ATD 51/12</b>	<b>Events</b>	<b>Action</b>
	<p>Cllr North reported that the Summit Event Group had met and market events had been scheduled to co-include with the Farmers' Market. Further events had been scheduled in the Time Ring and for Saturdays.</p> <p>It was agreed that the Town Council would continue to work on weekly markets on Saturdays.</p> <p>A report would be brought back to the next meet as to how this would be organised.</p> <p>The Town Clerk confirmed that Insurance was being investigated.</p>	<p><b>Markets working Group to meet to consider weekly markets.</b></p> <p><b>TC to continue to investigate Insurance cover.</b></p>
<b>ATD 52/12</b>	<b>Workshop – Call for Ideas</b>	<b>Action</b>
	<p>Members approved a further Workshop meeting to be held on Saturday 27 April 2013 in the Guildhall between 10am and 12noon for the following groups:  Older Persons Forum  Andover Young People  Young Mothers  Facebook</p>	<p><b>RESOLVED: That a further Workshop be held in the Guildhall on Saturday 27 April 2013 to consider ideas for improving the Town Centre.</b></p> <p><b>TC to invite the following groups to attend:</b></p> <p><b>Older Persons Forum</b>  <b>Andover Young People</b>  <b>Young Mothers</b>  <b>Facebook</b></p>
<b>ATD 53/12</b>	<b>Jubilee Tree</b>	<b>Action</b>
	<p>Members noted that the Town Council would be receiving an Oak tree from Hampshire County Council to commemorate the Queens Diamond Jubilee. It would be planted in Vigo Road Recreation Park with the approval of Test Valley Borough Council.</p> <p>It was agreed that a planting ceremony should be organised with Press coverage and the following persons be invited:  Mayor of Test Valley  Andover Aldermen  All Town Councillors  Mr D Tasker of TVBC Leisure</p> <p>The invite would include returning to the Town Council offices afterwards for refreshments.</p>	<p><b>Cllr Long to confirm delivery of tree and organise day for planting.</b></p> <p><b>TC once planting day known, to contact invitees and organise Press coverage and refreshments.</b></p> <p><b>TC to investigate plaque for dedicating the oak tree.</b></p>

ATD 54/12	Work Programme	Action
	<p>The Committee confirmed that the Trees and Shrubs Working Group was no longer required as this would be covered by the TVBC Summit Working Group.</p> <p>The Covent Garden Working Group would include Councillors Lynn and Page. One further member was needed.</p> <p>It was agreed that a list of all Working Groups would be circulated to Members requesting further volunteers.</p> <p>It was agreed that the Town Clerk would remind all the Chairmen of the Working Groups to submit a written report to the Committee.</p> <p>The Work Programme was amended and updated.</p>	<p><b>TC to circulate list of Working Groups and Membership to all Councillors requesting further volunteers.</b></p> <p><b>TC to remind all Chairmen of Working Groups that a written report should be submitted to the Committee.</b></p>

The Chairman closed the meeting at 7.50pm.

Chairman

Date



# ANDOVER TOWN COUNCIL

# D

## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Wednesday 6 February 2013

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr R Shukri (P).

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

#### PR46/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs Bird, Hamilton and Kerley.

#### PR47/12 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### PR48/12 **MINUTES**

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

**RESOLVED: That the Minutes of the Policy and Resources Meeting held on 12 December 2012 were agreed and signed by the Chairman as a correct record.**

#### PR49/12 **PUBLIC PARTICIPATION**

There were no members of the public present.

#### PR50/12 **REVIEW OF BUSINESS PLAN**

Members considered the reviewed and updated Business Plan together with the notes of the Business Plan workshop held on 29 November 2012.

It was suggested that the Business Plan be circulated to all Members for comment. It was agreed that a further review of the Business Plan should be scheduled onto the Work Programme for the end of 2013.

#### **RESOLVED:**

a. **That the revised Business Plan Version 1.4 be noted.**

b. **That the Business Plan be reviewed in November 2013, to be scheduled on the Policy and Resources Work Programme.**

**PR51/12 ANNUAL REPORT**

Members considered the format and contents of the Annual Report for the Annual Town Electors Meeting.

Members considered whether a speaker should be invited to make a presentation at the Annual Meeting. Cllr Brooks suggested that an Officer be invited to make a presentation on the improvements to the Bus Station.

Members agreed that the decision on the final contents of the Annual Report should be delegated to the Chairmen of the Standing Committees, the Chairman of the Town Council and the Town Clerk. Cllr Hardstaff offered to assist the Town Clerk with formulating the Annual Report in a SMART format.

**RESOLVED:**

- a. **That the content of the Annual Report be approved**
- b. **That the approval of the final content of the Annual Report be delegated to the Chairmen of the Standing Committees, the Chairman of the Town Council and the Town Clerk.**

**PR52/12 TOWN CLERK'S WORKFLOW PROGRAMME & PROJECT PLAN. ADMINISTRATION ASSISTANT – INCREASE IN WORK HOURS.**

Members considered the Town Clerk's Workflow Programme and Project Plan for 2013/2014. A recommendation from the Staffing Sub-Committee was also considered to increase the Administration Assistants hours from 15 hrs per week to 21 hours per week.

The Members considered a report outlining the number of hours work the Town Clerk was required to carry out at the current levels and a Recommendation from the Staffing Sub-Committee to increase the Administration Assistants hours per week.

The Town Clerk explained the Options included in the report.

Members discussed the possibility of employing another Member of staff to assist with the workload. The Town Clerk explained that the work that needed to be carried out would require someone with knowledge of local government practices and currently there would be insufficient funds in the Staffing Budget to support this.

Members discussed the merits of reducing the number of Committee meetings to reduce the hours of work required.

Councillor McBride pointed out that the number of hours agreed would only allow for the Town Clerk to carry out Statutory work and administration support to the committees, it did not provide any hours for Projects that the Town Council had included in the Business Plan.

Members also noted the Town Clerk's Project Plan. The Town Clerk explained that it was a Plan that was used on a daily basis and as priorities changed, so the workflow changed.

Cllr McBride commented that the Project Plan was a 'moveable feast' and should not be used by Members to put pressure on the staff.

Cllr Drew suggested that the Policy and Resources Committee should consider drawing up a scheme of delegation to allow work to be carried out, without the necessity of having so many Committee meetings.

Members agreed that the recommendation of the Staffing Sub-Committee should be approved along with Option 3 of the report. It was noted that the increase in staffing costs could be met from the Staffing Budget.

It was proposed by Cllr McBride and seconded by Cllr K Hughes and

**RESOLVED:**

- a. **That Option 3 be adopted:**

**Reduce the number of Committee Meetings per year:**

**Staffing Sub-Committee from 5 to 1 meeting per year**

**Allotments Sub-Committee from 9 to 7 meetings per year**

**Amenities and Town Development Committee from 7 to 6 meetings per year**

**Policy and Resources Committee from 7 to 6 meetings per year**

**Prioritise the Projects to be completed in 2013:**

**Quality Council Status bid to be extended to March 2015.**

**Management of Signage in Town Centre to remain with Test Valley Borough Council.**

**Youth Council work to be undertaken by the Youth Advisory Panel.**

- To approve the extension of the Town Clerks contract from 37 hours per week to 38 hours per week at an extra cost of £753.41 per annum
- b. To approve the increase of the Administration Assistants hours from 15 hours per week to 21 hours per week at an extra cost of £2,995.20 per annum.

**PR53/12 GRIT BINS**

Members received a report on the current numbers and placements of Grit Bins in Andover. Members further noted that requests had been received from residents for further Grit Bins, but that were not located on Highway land.

The Town Clerk reported that Hampshire County Council (HCC) had confirmed that if the Town Council supplied the Grit Bins, they would not be able to fill them.

Cllr North reported that he had received confirmation, that although Augusta Park had not been adopted, there was an agreement between the Developer and HCC that HCC would fill the bins.

(Cllr Brooks left the meeting at 8pm)

Members discussed the situation and it was agreed that the Town Clerk would approach HCC again to enquire whether an agreement could be reached for the Town Council to provide the Grit Bins and HCC to fill them. Once that was confirmed, the Town Council would identify potential sites for the bins.

It was proposed by Cllr Drew and seconded by Councillor Hughes and

**RESOLVED: That the Town Clerk would confirm with Hampshire County Council the situation regarding filling of Town Council owned bins. To report back to the next meeting of the Policy and Resources Committee to consider possible locations of Grit Bins.**

**PR54/12 CHRISTMAS TREE FUNDING**

Members considered applying to Test Valley Borough Council for funding towards the Christmas Tree following a letter from Romsey Town Council.

**RESOLVED: That the Town Clerk would write to Test Valley Borough Council to apply for funding towards the Andover Christmas Tree.**

**PR55/12 INTERNAL AUDIT**

Members of the Committee noted the arrangements for the Internal Audit 2013:

The Internal Audit will be carried out on Tuesday 14 May 2013.

The Internal Auditors report will be submitted to the Policy and Resources Committee on 29 May 2013 for consideration and recommendation to Full Council.

**PR56/12 TOWN CENTRE SIGNAGE**

Members received a short report from the Town Clerk on the current situation regarding the management and maintenance of the Town Centre signage.

The Town Clerk confirmed that she had spoken to Test Valley Borough Council (TVBC) regarding the signage. They confirmed that they managed and maintained the signage on behalf of HCC.

TVBC had advised that they could continue to manage and maintain the signage. If the Town Council wished to make any changes or additions to the signage, TVBC would carry out the work for the Town Council.

**PR57/12 PRIDE OF ANDOVER AWARDS**

Members received a report from Cllr B Long on the current status of the Pride of Andover Awards.

Members noted that much of the sponsorship for the Awards had been withdrawn. However, the committee of the Andover Awards was continuing with the organisation of the event for 2013. They were requesting support and a small financial contribution from the Town Council.

Members considered the request and agreed that they would, in principle support the event and consider a small amount of funding. However, they requested that Cllr Andersen and Cllr Long be invited to make a presentation to the next meeting of the Policy and Resources Committee to outline the plan for the event.

**PR58/12 FINANCE**

Payment of Accounts at 4 February 2013

Members noted the payment of accounts up to 4 February 2013 – recorded below:

<b>Supplier</b>	<b>Description of goods/services</b>	<b>Total Paid</b>
Southern Water	Mylen Road Allotments	£70.64
Custom Studio	Hosting & management of website & emails	£35.94
<b>TOTAL</b>		<b>£106.58</b>

**PR59/12 WORK PROGRAMME**

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

Members discussed whether a memorial to Mr Reg Presley of The Troggs should be considered. It was agreed that the Committee would send out a Press Release calling for ideas and add the item to the Work Programme for the next meeting of the Committee.

To add to the Work Programme for 27 March the following items:

Grit Bins

Andover Awards

Youth Council Report

Memorial to Reg Presley

The Chairman closed the meeting at 8.30pm.

Chairman

Date



# ANDOVER TOWN COUNCIL

# E

## Minutes of Planning Committee

### Time and date

7.00pm on Monday 28 January 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 (P)

Cllr B Page (P)              Cllr V Pond (A)

Officers Present: Wendy Coulter (Town Clerk) Taking the minutes.

Members of Public Present: 0

### PC123/12 **Apologies**

Apologies for absence were received and accepted from Councillors Carpenter and Pond.

### PC124/12 **Declarations of Pecuniary Interest**

Councillors Long, declared an Interest in Application 12/02763/FULLN, she knows the applicant. She did not speak or vote on the item.

### PC125/12 **Minutes**

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

### PC126/12 **Public Participation**

There were no members of the public present.

### PC127/12 **Review of Criteria for Filtering Planning Applications**

Members were reminded of the criteria that is used by officers to filter the Planning Applications received. Members considered whether any amendments were necessary. It was agreed that the criteria were working well and no alterations were required.

### PC128/12 **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.**

6.1	12/02768/OUTN	Outline – Erection of 14 dwellings and associated works	Andover Lawn Tennis Club, Eardley Avenue, Andover
<b>Concerned about the loss of a sports facility in the Ward. Although the land is proviately</b>			

	<b>owned does it count towards open space and sports grounds.</b>		
6.2	13/00032/FULLN	Erection of 3 bed dwelling including amended drive layouts to new dwelling and existing. Demolition of existing 2 storey extension to existing dwelling.	15 Croft Avenue, Andover
	<b>No objection</b>		
6.3	13/00034/FULLN	Erection of Business Park development on Plot 5 comprising storage and distribution (Class B8), ancillary office accommodation, vehicle maintenance unit, security gatehouse, access, parking and servicing areas, landscaping , acoustic fencing and associated works.	Land at former Andover Airfield, Monxton Road, Andover.
	<b>No objection</b>		
6.4	13/00011/TPON	Works to two Beech trees	Ashbourne Court Care Centre, 13 Salisbury Road, Andover
	<b>No objection</b>		
6.5	12/02763/FULLN	Two storey rear extension providing open plan lounge diner; enlargement of one existing bedroom, on first floor and one new bedroom in loft conversion including two side aspect rooflights; erection of deck to rear and enlargement of existing driveway to create parking for three vehicles	29 Rooksbury Road, Andover
	<b>No objection</b>		
6.6	13/00002/FULLN	Replace existing conservatory with new single storey rear extension to include new rear patio, replace window to north elevation with new bow window.	119 The Crescent, Andover
	<b>No objection.</b>		
6.7	12/02773/FULLN	Proposed alterations to form new entrance and entrance lobby	Town Mills, Bridge Street, Andover
	<b>No objection.</b>		
6.8	12/02774/LBWN	Proposed alteration to form new entrance and entrance lobby	Town Mills, Bridge Street, Andover
	<b>No objection.</b>		
6.9	13/00031/TREEN	Fell one Maple and reduce by 1m and crown raise to 6m two Liquidchambers	HAS Health Care, Hambleden House, Waterloo Court, Andover
	<b>No objection.</b>		
6.10	13/00004/FULLN	Erection of conservatory at side ad rear extension to provide enlarged en suite	Siwa, Ox Drove, Picket Piece, Andover
	<b>No objection</b>		
6.11	13/00030/FULLN	Erection of porch to front of property.	14 Wool Grove, Andover
	<b>No objection.</b>		
6.12	13/0060/TPON	Crown reduce 2 Beech trees by up to 30%	2 Anton Road, Andover
	<b>No objection</b>		
6.13	13/00077/TPON	Felling and pruning works as described within the application	Land to the South Neville Close, Andover
	<b>The number of trees to be felled seems excessive. What impact will this have on Lady's Walk.</b>		
6.14	13/00067/ADV N	Erection of non-illuminated double sided, free standing totem sign.	132, Weyhill Road, Andover
	<b>No objection</b>		
6.15	13/00048/FULLN	Front porch extension (retrospective)	2 Tiberius Road, Andover
	<b>No objection</b>		



6.16	12/02764/FULLN	Erection of extension to hospice to provide day care lounge, reception area, secretary office, lobby with extended roof terrace over	War Memorial Hospital, Charlton Road, Andover
<b>No objection</b>			
6.17	13/00089/FULLN	Construction of vehicle access, erection of security camera and light on street lamp (retrospective)	Land & Building at junction of New Street & Churchill Way, Andover
<b>No objection.</b>			
6.18	12/02764/FULLN	Erection of extension to hospice to provide day care lounge, reception area, secretary office, lobby with extended roof over	War Memorial Hospital, Charlton Road, Andover
<b>No objection.</b>			
6.19	13/00070/FULLN	Provision of road to drive thru provide two order points and install two Customer Order Displays with associated works	McDonald's Restaurant Ltd, Portway Roundabout, Joule Road, Andover
<b>No objection.</b>			
6.20	13/00071/ADV N	Provision of internally illuminated signage, 7 freestanding signs and 2 customer order displays (amended scheme)	McDonald's Restaurants Ltd, Portway Roundabout, Joule Road, Andover
<b>No objection</b>			
6.21	13/00063/FULLN	Erection of UPVC conservatory on the rear of the property and provision of block paved or tarmac hardstanding to replace existing gravel hardstanding	29 Gallaghers Mead, Andover
<b>Block paving would be preferred.</b>			
6.22	13/00099/TPON	Fell 1 softwood	Hillside Court, Weyhill Road, Andover
<b>No objection</b>			
6.23	13/00075/FULLN	Single storey extension to replace garage with playroom w.c. and utility	44 Coruna Main, Andover
<b>No objection</b>			
6.24	13/00082/RESN	Construction of main spine road (Part details of 10/00242/OUTN)	Land at Picket Piece, Ox Drove, Picket Piece, Andover
<b>No objection.</b>			
6.25	13/00090/ADV N	Retention of two non-illuminated freestanding forecourt signs, two non-illuminated fascia signs and one internally illuminated fascia sign	Aztec Flooring, Junction of New Street & Churchill Way, Andover
<b>No objection</b>			
6.26	13/00112/DEMN	Demolition of warehouse with office accommodation, small garage and removal of car park	Plot 35, South Way, Walworth Business Park, Andover
<b>No objection</b>			
6.27	13/00035/FULLN	Replace hedging with fencing to front boundary	32A, London Road, Andover
<b>No objection.</b>			

#### PCI29/12

#### Decision Notices

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

#### PCI30/12

#### Street Trading Application

Members considered an application for Street Trading as outlined below:

Trading Location: Watery Lane, New Street, Andover

Duration of consent requested: 6 Months

Trading Days/hours: 7 Days a week, 6.30pm to 1.30am Sunday to Wednesday, 6.30pm to 3.00am

Thursday to Saturday.

There were no objections.

**PCI31/12 Test Valley Borough Council – Open Spaces Consultation**

Members considered a response to the Consultation from Test Valley Borough Council and it was agreed, to give Members more time to consider, the item would be brought back to the next meeting of the Planning Committee.

**PCI32/12 Items of consideration at the next meeting**

It was agreed that a consultation from Test Valley Borough Council regarding Open Spaces in Andover would be considered at the next meeting.

**PCI33/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 11 February 2013 at 7.00pm at the Town Council Office.

The meeting closed at 7.50pm.

Chairman:

Date:



# ANDOVER TOWN COUNCIL

# F

## Minutes of Planning Committee

### Time and date

7.00pm on Monday 11 February 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 B Page (A)            Cllr V Pond (P)

Councillor B Long - Taking the minutes.

Members of Public Present: 0

#### PC134/12 Apologies

Apologies for absence were received and accepted from Councillor Carpenter.

#### PC135/12 Declarations of Pecuniary Interest

There were no declarations of interest.

#### PC136/12 Minutes

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

#### PC137/12 Public Participation

There were no members of the public present.

#### PC138/12 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	12/02779/FULLN	Construction of car park to provide 15 parking spaces for residents	Land rear of 5-9 Nelson Walk, Andover
<b>No objections</b>			
5.2	12/02780/FULLN	Construction of car park to provide 6 parking spaces for residents.	Land rear of 1 Fisher Close, Andover
<b>No objection.</b>			
5.3	12/02782/FULLN	Construction of car park to provide 5 parking spaces for residents	Land adjacent 1 Duncan Court, Andover
<b>No objection.</b>			

5.4	12/02783/FULLN	Construction of car park to provide 6 parking spaces for residents	Land adjacent 1 Boscowen Close, Andover
<b>No objection</b>			
5.5	12/02789/FULLN	Change of use of nine car parking spaces to a hand car wash and valeting operation including the erection of a canopy. Installation of office and water recycling system	Tesco, River Way, Andover
<b>No objection</b>			
5.6	13/00154/FULLN	Provision of car park with lighting for local centre, stage 1 to provide 30 spaces and stage 2 to provide an additional 37 spaces (of which 6 are disabled spaces)	Land at Picket Twenty, Picket Twenty, Andover
<b>Inadequate parking spaces have been provided to be used by the school, retailers and community centre.</b>			
5.7	13/00182/ADV N	Replacement signage consisting of internally illuminated heritage square, 2 fascia signs, hanging sign, ATM header, window light strip and non-illuminated nameplate, reverse applied vinyl and letter box signage.	Lloyds TSB Bank Plc, 22 High Street, Andover
<b>The proposed illuminated window light is not in keeping with a Listed Building situated in a prominent part of the Conservation Area.</b>			
5.8	13/00181/FULLN	Proposed front porch and proposed W.C. infill under existing roof line on ground floor. Demolish existing detached garage and rebuild relocated single detached garage.	51 Blendon Drive, Andover
<b>No objection</b>			
5.9	12/02790/ADV N	Display of non-illuminated signs for hand car wash	Tesco, River Way, Andover
<b>No objection, however the number of signs appears to be excessive.</b>			
5.10	13/00152/FULLN	Three storey and single storey rear extension to provide dining room	23 Recreation Road, Andover
<b>No objection</b>			
5.11	13/00114/FULLN	Erection of a conservatory at rear	1 Murray Close, Andover
<b>No objection</b>			
5.12	13/00119/FULLN	Two storey side extension to form utility and study with bedroom and ensuite over	6 Leigh Gardens, Andover
<b>No objection</b>			
5.13	13/00158/FULLN	Erection of two storey and single storey rear extension to provide kitchen and dining room with enlarged bedroom accommodation over	12 South View Gardens, Andover
<b>No objection</b>			
5.14	13/00160/FULLN	Erection of replacement of garage/workshop and store	Land to rear of 21 and 23 Belle Vue Road, Andover
<b>No comment.</b>			
5.15	13/00118/FULLN	Installation of ground source heating system including two boreholes and a manifold for new dwelling to rear	51 Rooksbury Road, Andover
<b>No comment, as this is a technical issue, Officers are best placed to access this application.</b>			
5.16	13/00127/FULLN	Construction of a patio and installation of electrically operated awning outside block 3	9-12 Hanover Close, Andover
<b>No objection</b>			
5.17	13/00173/ADV N	Replacement free standing externally illuminated totem sign, fascia signs and corporate logo.	Anton Arms, Salisbury Road, Andover
<b>No objection</b>			
5.18	12/02793/FULLN	Erection of replacement single storey	Twinnings, Plot 49, South

		entrance/reception on front of building	Way, Walworth Business Park, Andover
<b>No objection</b>			
5.19	13/00207/FULLN	Change of use from health and fitness centre to BI business	Ground Floor, 6-7 Westmarch Business Centre, River way, Andover
<b>No objection</b>			
5.20	13/00220/FULLN	Erection of painted timber hoardings	Plot 35, South Way, Walworth Business Park, Andover
<b>No objection.</b>			
5.21	13/00235/DEMN	Demolition of former dwelling	The Winton School, London Road, Andover
<b>No objection</b>			
5.22	13/00066/FULLN	Form new ramp and stairs to main entrance	National Westminster Bank Plc, 9 Bridge Street, Andover
<b>Is the pavement wide enough to allow for the ramp? Lloyds TSB have included their disabled ramp inside their building which is more in keeping for a building situated in a Conservation Area. The National Westminster Bank is also located in the Conservation Area.</b>			

**PCI39/12 Decision Notices**

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

**PCI40/12 Test Valley Borough Council – Open Spaces Consultation**

Members considered an Open Spaces Consultation from Test Valley Borough Council and made the following observations and comments:

The North side of Andover has no provision for Allotments; this includes Picket Piece and Picket Twenty.

Some play-parks need refurbishing.

Andover Town Council does not have any projects planned for open spaces in Andover at the current time.

**PCI41/12 Items of consideration at the next meeting**

It was agreed that an item be included on the next agenda regarding the Conservation Areas and Listed Buildings in Andover.

It was further suggested that a standard item be included on the Agenda for Northern Area Agendas/Meetings as to whether the Town Council would make any comments.

**PCI42/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 4 March 2013 at 7.00pm at the Town Council Office.

The meeting closed at 7.50pm.

Chairman:

Date:



# ANDOVER TOWN COUNCIL



## Minutes of Planning Committee

### Time and date

7.00pm on Monday 4 March 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 B Page (P)              Cllr V Pond (P)

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

Members of Public Present: 0

### PCI43/12 Apologies

Apologies for absence were received and accepted from Councillors Carpenter and Hawke.

### PCI44/12 Declarations of Pecuniary Interest

There were no declarations of interest.

### PCI45/12 Minutes

The Minutes of the Planning Committee meeting held on Monday 11 February 2013 were signed by the Chairman as a correct record.

### PCI46/12 Public Participation

There were no members of the public present.

### PCI47/12 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	13/00177/FULLN	To replace existing bungalow and garage with a four bedroom dwelling and the construction of 3 detached new dwellings	Greencroft, 5 Walworth Road, Picket Piece, Andover
	<b>Concerned that on exit from the site, due to the current sight lines, there is no view of the vehicles exiting the commercial centre.</b>		
5.2	13/0307/ADV N	Internally illuminated fascia sign	Unit 18, 132 Weyhill Road, Andover
	<b>No objection.</b>		

5.3	13/00290/FULLN	Repaint existing shop front silver, apply Strataflex wood grain effect film to fascia panel, clad stall risers with aluminium sheets and finish in black.	Greggs Plc, 57 High Street, Andover
<b>Concerned about the materials to be used and the possible colours, no colour representations have been provided. Concerned that this would not be in-keeping with the Conservation Area.</b>			
5.4	13/00323/RESN	'Phase I East' development of 144 dwellings, associated access streets, car parking, public open space including locally equipped area of play, allotments, landscaping and new wildlife habitat (part details of 10/00242/OUTN)	Land at Picket Piece, North and South of Ox Drove and South of Walworth Road, Picket Piece, Andover
<ol style="list-style-type: none"> <li>1. <b>The Leap Play Park: The facilities proposed are excellent however; the play park is located in a remote area on the site, too far away from the development. It is not where young children can go and play unattended.</b></li> <li>2. <b>The Roads: The Road Audit Survey raises concerns about the roundabouts on the site. This does not appear to have been addressed on the plans. We understand that a spine road (Mainstreet) has to be constructed before development can start but there are no plans provided for this.</b></li> <li>3. <b>Allotments: The allotments require car parking areas and the provision of water.</b></li> <li>4. <b>Affordable Homes: It is understood that the affordable homes should be distributed evenly across the site. However, it appears that the affordable homes are mainly located together at the west end of the development.</b></li> <li>5. <b>Height: Some of the proposed properties on the site are 2.5 stories high. None of the existing properties in this area are as high, they are mainly bungalows.</b></li> </ol>			
5.5	13/00221/FULLN	Retention of workshop on permanent basis	Andover College, Charlton Road, Andover
<b>No objection</b>			
5.6	13/00268/TREEN	Fell 6 Sycamore	Pdm Training & Consultancy Ltd, First Floor, 2 Eastgate House, 5-7 East Street, Andover
<b>It will be a shame to loose such a prominent aspect/feature of this street. Suggest that suitable landscaping and shrubbery be provided as a replacement.</b>			
5.7	13/00271/FULLN	Erection of timber carport	130 Weyhill Road, Andover
<b>No objection</b>			
5.8	13/00302/TPON	Carry out various tree works as described in application	41 Shaw Close, Andover
<b>If Ash is found to have 'Die Back' this will leave very few trees. This seems excessive. Would suggest that there is some replacement planting.</b>			
5.9	13/00092/FULLN	Change of use from industrial to leisure – front of house will be IT solutions with martial art classes in space at rear	Unit 20, Brunel Gate, Macadam Way, Portway Business Park, Andover
<b>No objection</b>			
5.10	13/00239/FULLN	Change of use from vehicle workshop and showroom to a vehicle workshop / showroom including MOT testing	132 Weyhill Road, Andover
<b>No objection</b>			
5.11	13/00379/FULLN	Ground floor rear extension to form conservatory	50 Watson Acre, Andover
<b>No objection</b>			
5.12	13/00304/FULLN	Erect rear conservatory	3 Barcelona Close, Andover
<b>No objection</b>			
5.13	13/00340/ADVN	1 no. illuminated fascia sign; 1 no. illuminated projecting sign; 2 no. backlit ATM collars and 1 no. internal marketing poster frame	Halifax Plc, 3 High Street, Andover

	<b>No objection</b>		
5.14	13/00358/FULLN	Rear extension to warehouse	Mitutoyo (UK) Ltd, Plot 57A, West Point Business Park, Joule Road, Andover
	<b>No objection</b>		
5.15	13/00363/FULLN	Single storey rear extension and front porch	12 Claudius Close, Andover
	<b>No objection</b>		
5.16	13/00425/FULLN	First floor extension over existing garage to form additional bedroom and en-suite shower room.	4 Celtic Drive, Andover
	<b>No objection</b>		
5.17	13/00422/FULLN	Erection of single storey side extension to provide study, utility and shower room. Enlarge parking area to front.	20 Ash Tree Road, Andover
	<b>No objection</b>		

**PCI48/12 Decision Notices**

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

**PCI49/12 Test Valley Borough Council – Northern Area Planning Committee**

Members considered whether there were any planning applications to be considered at Test Valley Borough Council Northern Area Planning Committee that required further representation from the Town Council.

It was agreed that Councillor Long would speak on behalf of the Town Council on the Planning Application for the Wimpey Building on the Upper High Street, with respect to storage and collection of refuse bins.

**PCI50/12 Street Naming and Numbering**

Members considered an application for the naming of a development located at Croham Hurst, Walworth Road, Picket Piece. Members agreed that the following name would be acceptable: Croham Hurst.

**PCI51/12 Conservation Areas and Listed Buildings**

It was agreed that the Town Clerk would contact the Planning Department at Test Valley Borough Council and request a map of the Conservation Areas. It was also agreed that the Town Clerk would obtain clarification on what was and was not allowed in the Conservation Areas as it was not clear from the Local Plan.

**PCI52/12 Items of consideration at the next meeting**

It was agreed that an item be included on the next agenda regarding the Conservation Areas and Listed Buildings in Andover.

It was further suggested that a standard item be included on the Agenda for Northern Area Agendas/Meetings as to whether the Town Council would make any comments.

**PCI53/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 25 March 2013 at 7.00pm at the Town Council Office.

The meeting closed at 8.35pm.

Chairman:

Date:





# ANDOVER TOWN COUNCIL



## Minutes of Planning Committee

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### Time and date

7.00pm on Monday 25 March 2013

### Place

Town Council Office, 66C High Street, Andover

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#### Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (A)

Cllr B Carpenter (A)      Cllr S Hawke (P)

Cllr B Page (P)            Cllr V Pond (P)

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

Members of Public Present: 1

**Prior to the start of the meeting, Members received a presentation from Graham Smith, Planning Policy Manager from Test Valley Borough Council, on the new Local Plan for Test Valley.**

#### PCI54/12 Apologies

Apologies for absence were received and accepted from Councillors Carpenter and Long.

#### PCI55/12 Declarations of Pecuniary Interest

There were no declarations of interest.

#### PCI56/12 Minutes

The Minutes of the Planning Committee meeting held on Monday 4 March 2013 were signed by the Chairman as a correct record.

#### PCI57/12 Public Participation

There were no members of the public present.

#### PCI58/12 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	13/00305/VARN	Variation of condition 8 of 12/00542/FULLN (subdivision in to 2 units, with external alterations including replacement shopfront, roof covering, additional rear fire exit and cycle	132 Weyhill Road, Andover
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		shelter. Change of use to A1 retail, B8 trade counter storage and retaining existing use of sui generis vehicle workshop and showroom), wording to be change from 'The site shall not be used for A1 food retail purposes' to 'The site shall not be used as a convenience store' to allow the site to be used as a sandwich shop.	
	<b>No objection.</b>		
5.2	13/00358/FULLN	Rear extension to warehouse	Mitutoyo (Uk) Ltd, Plot 57A, West Point Business Park, Joule Road Portway Business Park Andover
	<b>No objection</b>		
5.3	13/00393/FULLN	Change of use from Class B1 (Light industrial) to Class B8 (Storage and distribution) (Retrospective)	Plot 33, Hopkinson Way, Portway Business Park, Andover Hampshire SP10 3ZE
	<b>No objection</b>		
5.4	13/00363/FULLN	Single storey rear extension and front porch	12 Claudius Close, Andover, Hampshire, SP10 5LB
	<b>No objection</b>		
5.5	13/00410/TPON	T1 Fell   Horse Chestnut, reduce   Holly T2	1A Bishops Way, Andover, Hampshire, SP10 3EH
	<b>No objection</b>		
5.6	13/00408/FULLN	Change of use from BI (light industrial) to tyre sales and fitting (Sui Generis)	Unit 5 Towergate Industrial Park, Colebrook Way, Andover, Hampshire SP10 3BB
	<b>No objection</b>		
5.7	13/00422/FULLN	Erection of single storey side extension to provide study, utility and shower room. Enlarge parking area to front	20 Ash Tree Road, Andover, Hampshire, SP10 3BY
	<b>No objection</b>		
5.8	13/00425/FULLN	First floor extension over existing garage to form additional bedroom and en-suite shower room	4 Celtic Drive, Andover, Hampshire, SP10 2UA
	<b>No objection</b>		
5.9	13/00450/TPON	Reduce   Sycamore	28 Winton Chase, Andover, Hampshire, SP10 2SE
	<b>No objection</b>		
5.10	13/00092/FULLN	Change of use from industrial to leisure - front of house will be IT solutions with martial art classes in space at rear	Unit 20, Brunel Gate, Macadam Way, Portway Business Park, Andover Hampshire SP10 3SL
	<b>No objection</b>		
5.11	13/00458/LBWN	Repair chimney stack; Take down and re-build around 6no courses of brickwork; Strip off loose rendering to a solid surface where necessary; Re-render around newly built courses of brickwork; Flaunch top of chimney; Paint as necessary	15 Chantry Street, Andover, Hampshire, SP10 1DE
	<b>No objection</b>		
5.12	13/00470/LBWN	Re-fit of existing kitchen and toilets to the upper floor	The Guildhall, High Street, Andover, Hampshire

	<b>No objection</b>		
5.13	13/00479/CLPN	Certificate of proposed lawful use - Change of use from A2 offices to two residential flats	35 London Street, Andover, Hampshire, SP10 2NU
	<b>No objection</b>		
5.14	13/00488/CLPN	Certificate of Lawful Proposed Development for increased concrete slab to accommodate enlarged silo and new plant room to rear.	Musgrave Retail Limited, Unit 18-19, North Way, Walworth Business Park Andover Hampshire
	<b>No objection</b>		
5.15	13/00461/CLPN	Application for a lawful development certificate for proposed loft conversion with rear pitched dormer	3 Willow Grove, Andover
	<b>No objection</b>		
5.16	13/00502/ADVN	Facia signs around property perimeter (retrospective)	Aldridge Vehicle Services, 2 The Avenue, Andover
	<b>No objection</b>		
5.17	13/00519/FULLN	Ground and first floor rear extensions to provide kitchen/dining room with bedroom and bathroom above and extend garage	39 The Avenue, Andover
	<b>No objection</b>		
5.18	13/00536/TPON	Fell 1 Horse-Chestnut	76 Weyhill Road, Andover
	<b>No objection</b>		
5.19	13/00447/LBWN	Replacement of three rotten wooden windows	15 Chantry Street, Andover
	<b>No objection</b>		
5.20	13/00535/VARN	Vary condition 02 of planning approval 10/02262/RESN to allow for insertion of new drawing numbers reflecting amendments to highway details, the provision of conservatories to 14 plots; alterations to wheelchair accessible units [Phase 1B] and amendment to urban park [removal of ash planting and boundary correction] (Planning Approval 10/02262/RESN – Erection of 287 [including 104 affordable dwellings], public open space and associated infrastructure (Phase 1B) and provision of urban park including 7 football pitches, tennis court, cricket pitch and open spaces [Part details of TVN.09275]).	Land at Picket Twenty – Phase 1B and the Urban Park, Picket Twenty, Andover
	<b>At the site of junction number J6 ensure tabletop traffic calming is one level.</b>		
5.21	13/00546/FULLN	Change of use from offices for mortgage advisors to BI (Business)	First Floor, 1 Westmarch Business Centre, River Way, Andover
	<b>No objection</b>		

**PCI59/12 Decision Notices**

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

**PCI60/12 Test Valley Borough Council – Northern Area Planning Committee**

There were no planning applications to be considered at Test Valley Borough Council Northern Area where the Town Council was required to make a comment.

**PCI61/12 Items of consideration at the next meeting**

It was agreed that an item be included on the next agenda regarding consultation on the New Local Plan.

**PCI62/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 15 April 2013 at 7.00pm at the Town Council Office.

The meeting closed at 8.05pm.

Chairman:

Date:



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## WHISTLEBLOWING POLICY

(A confidential reporting policy for all employees)

Information Source: South East Employers: Model policy, Kent County Council.

This policy incorporates the provisions which are required from the Public Interest Disclosure Act 1998.

### Introduction

Andover Town Council is committed to the highest possible standards of openness, probity and accountability and we encourage employees and others working with us to raise any concerns about any aspect of our work to come forward and voice those concerns. In some instances, concerns may need to be expressed on a confidential basis.

This policy encourages employees to raise serious concerns, without fear of reprisal or victimization, internally within Andover Town Council rather than overlooking a problem or raising the matter outside the organisation.

It applies to all employees, agency workers and those contractors working on Town Council premises, for example, cleaners, builders and drivers. It also covers suppliers and those providing services under a contract with Andover Town Council in their own premises.

### Other Complaints Procedures

This Policy is separate from Andover Town Council's Complaints Procedures and other statutory reporting procedures applying to some directorates. The Town Clerk is responsible for making service users aware of these procedures.

Any investigation into allegations of potential malpractice under this policy will not influence or be influenced by any disciplinary or redundancy procedures that already affects an individual.

### Aim & Scope

This policy aims to ensure individuals are:

- Encouraged to feel confident in raising serious concerns and to question and act upon concerns about practice

- Provided with avenues to raise concerns and receive feedback on any action taken
- Given a response to their concerns and are aware of how to peruse them if not satisfied
- Reassured that they will be protected from reprisals or victimisation if they have a reasonable belief any disclosure has been made in good faith.

There are existing procedures in place to enable individuals to lodge a grievance relating to their own employment including issues relating to harassment and bullying. This procedure intended to cover concerns that fall outside the scope of procedure.

This policy is designed to enable employees to raise concerns internally at a high level and to disclose information which the individual believes shows malpractice.

These concerns could include:

- Financial malpractice or impropriety or fraud
- Failure to comply with a legal obligation or statues
- Dangers to Health & Safety or the environment
- Criminal activity
- Improper conduct or unethical behavior (i.e. falls below the standards generally held to be those the Council subscribes to)
- Attempt to conceal any of the above

## **Confidentiality**

All concerns raised will be treated in confidence and every effort will be made not to reveal your identity if this is your wish. However, in certain cases, it may not be possible to maintain your confidentiality if you are required to come forward as a witness.

## **Anonymous allegations**

Whenever possible you should put your name to your allegation as concerns expressed anonymously are much less powerful than those that are attributed to a named individual.

However, anonymous allegations will be considered and investigated at Andover Town Council's discretion. In exercising the discretion, the factors to be taken into account would include:

- The seriousness of the issues raised
- The credibility of the concern; and
- The likelihood of confirming the allegation from attributable sources

## **Untrue allegations**

If you make an allegation in good faith that is not subsequently confirmed by an investigation, no action will be taken. Disciplinary action will only be taken against individuals who knowingly make false, malicious or vexatious allegations.

## **How to raise a concern**

### General

Concerns can be raised verbally, or in writing. A concern raised in writing should:

- Set out the background and history of the concern, giving names, dates and places where possible
- Give the reason why you are particularly concerned about the situation

The earlier the concern is raised the easier it will be to take action. Although you are not expected to prove beyond doubt the truth of the allegation, you need to demonstrate to the person contacted that there are sufficient reasons for your concern.

A trade union or professional association representative may raise a concern on behalf of an employee.

#### *Step One – Raising a Concern*

Whenever possible you should raise your concern with the Town Clerk. If the concern involves the Town Clerk, or the whistleblower feels, with justifiable reason, that the Town Clerk is not the appropriate person, the concern should be raised with one of the following:

- Chairman of the Staffing Sub-Committee
- Chairman of the Council
- Union representative
- Professional Association representative

#### *Step Two – How Andover Town Council will respond*

The action that Andover Town Council takes will depend on the nature of the concern. The matters raised may:

- Be investigated internally by the Town Clerk, Chairman of the Staffing Sub-Committee, Internal Audit or through the disciplinary or other internal process
- Be referred to the Police
- Be referred to the External Auditor
- Form the subject of an independent inquiry

In order to protect individuals and Andover Town Council, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of specific procedures will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted.

You will be written to within ten working days:

- Acknowledging that the concern has been received
- Indicating how Andover Town Council proposes to deal with the matter
- Giving an estimate of how long it will take to provide a final response
- Informing you if any initial enquiries have been made
- Whether further investigations will take place and, if not, why not

### **Contact**

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, further information will be sought.

### **Attending meetings**

When any meeting is arranged you have the right to be accompanied by a trade union representative or a workplace colleague who is not involved in the area of work to which the concern relates.

### **Support**

Andover Town Council will take steps to minimise any difficulties you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, Andover Town Council will advise or arrange for you to have advice about the procedure. Andover Town Council will not tolerate harassment or victimisation (including informal pressures) and will take action to protect individuals who raise a concern in good faith.

Andover Town Council accepts that you need to be assured that concerns will be properly addressed and subject to legal constraints, will provide information about the outcomes of any investigations.

### **How the matter can be taken further**

This policy is intended to provide individuals with an avenue to raise concerns within Andover Town Council. If you are not satisfied and feel it is right to take the matter further, the following are possible contact points:

- Andover Town Councillor
- Relevant professional bodies or regulatory organisations
- A solicitor
- The Police

If a matter is taken outside Andover Town Council, you must make all reasonable steps to ensure that confidential or privileged information is not disclosed. If in doubt, check with the named Andover Town Council contacts.

### **Public Interest Disclosure**

Public Interest Disclosure Act 1998 gives employees two safeguards in respect of disclosures of information.

- An employee is entitled not to be subjected to any detriment by virtue of having made a protected disclosure
- The dismissal of any Andover Town Council employee directly due to the individual having made such a disclosure will automatically be unfair