



# 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 Wednesday 30 January 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter  
Town Clerk – 24 January 2013

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*MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS*

***Prior to the Meeting, at 7.00pm there will be a presentation to the Council from Carl Whatley Accountancy Manager at Test Valley Borough Council on the Andover Levy.***

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 22 November 2012 – **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:

14 November 2012 Amenities and Town Development Committee – **Appendix B.**

12 December 2012 Policy and Resources Committee – **Appendix C.**

12 November 2012 Planning Committee – **Appendix D.**

3 December 2012 Planning Committee – **Appendix E.**

7 January 2013 Planning Committee – **Appendix F.**

7 **DISPENSATIONS**

Under the new Localism Act 2011 all Councillors residing in the Parish of Andover must apply for Dispensation to vote on the setting of the Town Council Precept.

The reason for the Dispensation is as follows:

The number of Councillors who will have an interest in these matters is 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)).

To approve the Dispensation for Councillors of Andover Town Council, residing in the parish of Andover 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)).

8 **TOWN COUNCIL BUDGET AND PRECEPT 2013/2014.**

1. To approve the recommendations of the Policy and Resources Committee for the Council Budget 2013/2014.

2. To agree the Council Precept for 2013/2014.

Budget and Precept report attached at **Appendix G.**

9 **TOWN COUNCIL POLICIES**

To consider and agree the recommendations of the Staffing Sub-Committee to adopt the following policies:

Flexible Working Policy – **Appendix H.**

10 **DATES OF COUNCIL AND COMMITTEE MEETINGS 2013**

To approve the amended list of Committee and Council Meeting Dates for 2013. List of meeting dates attached at **Appendix I.**

11 **FINANCE**

To receive and approve the list of payments up to 28 January 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 Thursday 22 November 2012

### Place

Upper Guildhall, Andover

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#### Details of Attendance:

Cllr D Drew (Chairman) (P)

Cllr G McBride (Vice-Chairman) (A)

Cllr K Bird (A)

Cllr Z Brooks (P)

Cllr B Carpenter (P)

Cllr A Cotter (P)

Cllr J Evans (A)

Cllr A Fitchet (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr S Hawke (P)

Cllr K Hughes (P) (arrived at 7.21pm)

Cllr M Kerley (P)

Cllr B Long (P)

Cllr C Lynn (A)

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

**Prior to the start of the meeting, Councillors received a presentation from Mr Steven Lugg, Chief Executive of the Hampshire Association of Local Councils on the Localism Act 2011 – Localism – What Practical Changes Does It Mean for Parish Councils and Communities?**

#### **C 51/12 Apologies**

Apologies for absence were received and accepted from Councillors G McBride (Vice Chairman, K Bird, J Evans, C Lynn, R Shukri.

#### **C 52/12 Declarations of Interest**

There were no declarations of interest.

#### **C 53/12 Minutes**

It was proposed by Councillor North and seconded by Councillor Page that the minutes of the Council meeting held on 6 September 2012 be signed by the Chairman as a correct record.

**RESOLVED that the Minutes of the Council meeting dated 6 September 2012 be approved and adopted.**

#### **C 54/12 Public Participation**

Mr Len Gates – Andover Resident

A series of questions relating to the running costs of the allotments and the amount charged by TVBC on the Andover Levy prior to their handover to the Town Council.

Cllr D Drew - Asked that the questions be sent directly to the Clerk and stated that some of the questions could only be answered by Test Valley Borough Council.

Mr Nigel Long – Andover Resident

Why haven't specific answers been given to questions that were asked at the last Council meeting?

Town Clerk – all questions that were asked at the last Council meeting will be answered and included on a Frequently Asked Question page on the website.

#### **C 55/12 Chairman's Announcements**

The Vice Chairman, Cllr G McBride has asked for a leave of absence until February 2013.

The Allotments Sub-Committee requires 2 more Members.

Attended the HALC Annual General meeting. HALC confirmed that the Membership fees for largest Councils, which included Andover, would not be increasing.

The Christmas Lights Switch-on went very well. Thank you to those that attended the 'Get Together' beforehand.

Reminder that the Andover Town Centre Summit was taking place on 29 November 2012.

The Chairman would attend on behalf of the Town Council. All views and suggestions should be forwarded to the Town Clerk.

Thank you to Councillor Hamilton and her team for the hard work and successful Charity Day event on 16 September.

On 1 December 2012 from 10am to 12 noon there will be a gathering of neighbouring Parish Council Chairman at the Town Council Offices. This is a good opportunity to meet Chairmen from neighbouring parishes including those not in Test Valley.

#### **C 56/12 Committee Minutes**

The following Minutes were received and noted:

19 September 2012 – Amenities and Town Development Committee

17 October 2012 – Policy and Resources Committee

20 August 2012 – Planning Committee

10 September 2012 – Planning Committee

01 October 2012 – Planning Committee

22 October 2012 – Planning Committee

#### **C 57/12 Town Council Policies**

Members considered and agreed the recommendations of the Staffing Sub-Committee.

**RESOLVED that the following Policies be agreed and adopted:**

- **Equality and Diversity Policy**
- **Complaints Policy**
- **Sickness and Absence Policy**

#### **C 58/12 Community Transport**

Members considered the recommendations of the Amenities and Town Development Committee to support a Community Transport Scheme for Andover, in partnership with Hampshire County Council, Test Valley Borough Council and Test Valley Community Services.

**RESOLVED: To approve the Project and actions and to delegate authority to the Chairman of the Town Council and the Town Clerk to complete the following actions:**

- **Contact Hampshire County Council and discuss grant application, gather relevant information and apply for the grant of £1000.**
- **To consider areas of need for drivers and service**

**C 59/12 Revision of Standing Orders**

Members considered a revision to Standing Orders.

**RESOLVED: That the following revision be applied to Standing Orders:**

1. All requests for items to be included on agendas should be submitted to the Town Clerk direct.
2. The Town Clerk will determine whether the request is appropriate by considering the Town Council's legal duties and obligations
3. All requests must be submitted 10 clear working days before any Committee or Council meeting date to ensure that an informed report can be completed and the item included on the agenda within the legal time frame for the publication of the agenda.
4. The Town Clerk will determine the appropriate committee to consider the request and discuss with the relevant Chairman.
5. Each Committee is responsible for developing its own workplan in consultation with the Town Clerk.

**C 60/12 Customer Standard for Responding to Communications**

Members considered the recommendations of the Policy and Resources Committee to adopt a Service Standard for responding to communications.

**RESOLVED that the following Service Standard be adopted for responding to communications:**

1. All letters will be responded to within 10 working days
2. Where additional information is required a letter will be responded to as above advising of the reason for the delay and the expected response period
3. All emails will be acknowledged within 2 working days
4. All emails which require information will be responded to within 10 working days
5. All Freedom of Information requests will be responded to within the Legal Time Frame of 20 working days, not including the date the request is received
6. The Customer Service Standard applies to the Town Council Office.

**C 61/12 Review of Corporate Risk Assessment**

Members considered and agreed the recommendation of the Policy and Resources Committee to adopt the Risk Assessment Action Plan.

**RESOLVED: That the Risk Assessment Action Plan for 2012/2013 be approved and adopted.**

**C 62/12 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 63/12 Council Office – Christmas Opening Times**

Members noted the opening times of the Town Council Office over the Christmas period:

**Friday 21 December 2012: Open 10am to 1pm**

**Monday 24 December 2012: Closed**

**Tuesday 25 December 2012: Closed**

**Wednesday 26 December 2012: Closed**

**Thursday 27 December 2012: Closed**

**Friday 28 December 2012: Closed**

**Monday 31 December 2012: Closed**

**Tuesday 1 January 2013: Closed**

Normal opening hours will resume from 2 January 2013

**C 64/12 Allotments Sub-Committee Membership**

Council was asked to appoint two Members to the Allotment Sub-Committee to bring the Sub-Committee to full complement of Membership.

Members requested that clarification be sought regarding whether Councillors who were allotment tenants could be members of the Allotment Sub Committee. The Town Clerk confirmed that she would seek clarification.

**RESOLVED: That Cllr Zilliah Brooks be appointed as a Member of the Allotments Sub-Committee.**

**C 65/12 Finance**

Members received and approved the list of payments up to 19 November 2012. Councillor Long asked why there was a discrepancy with the charges for the Toilets provided for the Allotments.

The Town Clerk confirmed that this had been noted and was being investigated and would be considered by the Allotments Sub-Committee.

Supplier	Payment Details	Amount (£)
ACE Liftaway	Toilet services on Allotments September & October	1,062.90
Andover & District Mencap	Recycling services	5.85
Andover Business Computers	Set up extension for door entry system	120.00
Audit Commission	External Audit 2011/2012	660.00
British Telecom	October phone charges	74.77
Custom Studio	Allotment pages & monthly hosting	748.74
Danwood Working Solutions	Photocopy charges	452.72
HALC	Power of Competence Training	36.00
Kevin Justice	Turn off water to Allotments	210.00
N Power	Electricity charges for office to 2 August 2012	53.46
Royal British Legion	Poppy Wreath for 11.11.2012	18.00
Southern Water	Water charges – Old Winton Road	31.98
Southern Water	Water charges – Barlows Lane	94.47
Southern Water	Water charges – The Drove	222.23
Viking Supplies	Camera	53.99
Viking Supplies	Stationery	177.68
W R Coulter	November Expenses	173.95
	<b>Total Payments up to 19 November 2012</b>	<b>4,196.74</b>

**C 66/12 Questions from Councillors**

There were no questions from Councillors.

**C 67/12 Motions – Standing Order 4**

There were no Motions under Standing Order 4.

**C 68/12 Reports from Councillors**

Cllr Long reported that she had asked the Town Clerk to investigate the current situation regarding the CCTV coverage in the town.

The report received from Test Valley Borough Council, who were responsible for the CCTV provision in the town was as follows:

*“The camera above the former pramery has been removed. As with all of the new camera's, we have sought planning permission for their replacement, and as part of this process we must seek consent from the landlord of the property. In this instance, the landlord has changed hands and the new owner refused to host the camera. We have discussed alternate options with Police and have agreed an alternate (and higher impact) location.*

*With regards monitoring, the Chantry Centre continue to monitor their own cameras. For the new camera's outside the Chantry Centre there is the capability for the police to have access to the images (live) as well as the capability to restore images retrospectively (for collation of evidence) - as I am sure you can appreciate, I cannot divulge technical details, but it is fair to say the system is more sophisticated than the one it replaced.*

*Formal approval for the new CCTV system was granted through Cabinet in December 2011 following consultation with partners involved”.*

Cllr Long suggested that the issue to the CCTV monitoring in the Town should be raised at the Andover Town Centre Summit on 26 November 2012.

Cllr long also reported that she had represented the Town Council on the Pride of Andover Panel and very much enjoyed the experience.

**C 69/12 Reports from Borough and County Councillors**

Cllr Hamilton reported that work had started on the Play Area in King George Road, in the Harrow Way Ward.

Cllr North reported that consultations regarding Council Tax were continuing. However it appeared that Councils would receive a grant from Central Government, allowing them to freeze the rate of Council tax again for 2013/2014.

Cllr Hawke reminded Members to look up the schedule of road works for the Andover area as improvement works were taking place across the Andover area.

Cllr Hawke further reported that an Affordable housing Development in Harrow Way ward had received an award and the residents were delighted.

Cllr Brooks reported that a survey had been carried out in Andover High Street and that 18 out of the 20 people surveyed said what a wonderful place Andover was.

Cllr Drew reported that the resurfacing work was taking place on Marlborough Street as the road surfacing works had been brought forward. Cllr Drew also informed Members that Hampshire County Council had issued warning about the inclement weather for the coming days.

Cllr Kerley informed Members that she had forwarded the information regarding road closures and the inclement weather to the Neighbourhood Watch Co-ordinators of which there are 60 in the Andover area.

The Chairman closed the meeting at 8.10pm.

Chairman

Date



# ANDOVER TOWN COUNCIL

# B

## Minutes of Amenities & Town Development Committee

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### Time and date

Wednesday 14 November 2012

### Place

66C High Street, Andover. Hampshire

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#### Details of Attendance:

Cllr C Lynn (Chairman) (P)

Cllr Z Brooks (Vice-Chairman) (P) (left the meeting at 7.50pm)

Cllr K Bird (A)

Cllr D Drew (P)

Cllr A Fitchet (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr B Long (P)

Cllr M Kerley (A)

Cllr P North (P)

Cllr B Page (P)

Cllr V Pond(P).

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

#### **ATD 22/12 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Katherine Bird and Marion Kerley.

#### **ATD 23/12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **ATD 24/12 MINUTES**

The minutes of the Amenities and Town Development Committee meeting held on 19 September 2012 were signed by the Chairman as a correct record.

#### **ATD 25/12 PUBLIC PARTICIPATION**

There were no members of the public present.

#### **ATD 26/12 WORKING GROUPS**

Members considered the Committee Working Groups.

**RESOLVED** that the following Membership be agreed:

**Saturday Market – Cllr Lynn, Cllr North, Cllr Drew**

**Music in the High Street – Cllr North, Cllr Bird, Cllr Hardstaff (Steve Randall from the Breeze Co-opted)**

**Cenotaph – Cllr Page, Cllr Lynn (Royal British Legion Representative Co-opted)**

**Trees and Shrubs – Cllr Lynn (further Members would be asked to volunteer)**

**Tourist Information Kiosks – Cllr Hardstaff, Cllr Drew, Cllr Kerley**

**Website – Cllr Fitchet, Cllr Long, Cllr Bird**

**Grants – Cllr Hamilton, Cllr long, Cllr Cotter**



**Events – Cllr Fitchet (further Members would be asked to volunteer)**  
**Assets and Acquisitions – Cllr Pond, Cllr Bird, Cllr Cotter**  
**Hospitality – Cllr Bird (further Members would be asked to volunteer)**  
**Christmas Lights – Cllr North, Cllr Long, Cllr Cotter**  
**Surveys – Cllr Drew, Cllr Hardstaff (another Member would be asked to volunteer)**  
**Joint Working – Cllr Bird (further Members would be asked to volunteer)**

**ATD 27/12**

**SATURDAY MARKETS**

Members discussed the possibility of holding regular Saturday Markets. To begin with there would be 3 Charity Stalls and 3 Business Stalls.

The Chairman explained to Members that the Town Council's Insurance would not cover the Market at the moment and the Town Clerk was asked to find out from Test Valley Borough Council how they covered the insurance for the markets.

Members discussed timings for the Markets and it was agreed that the aim would be to set up the Market from April 2013.

**RESOLVED: That the Markets Working Group would continue to investigate and set up weekly markets for a start date of April 2013.**

**ATD 28/12**

**MUSIC IN THE HIGH STREET**

Members discussed the possibility of providing entertainment in the High Street to include music performances. The Chairman explained that the performance would be completed within the Time Ring but at the moment the Borough Council charged for the use of this space.

It was agreed that the Music in the High Street Working Group would continue to investigate the feasibility of providing entertainment.

**RESOLVED: That the Music in the High Street Working Group would continue to investigate the feasibility of providing entertainment in the Time Ring in the High Street.**

**ATD 29/12**

**CENOTAPH**

The Members of the Cenotaph Working Group reported that they had a meeting with a representative from the Royal British Legion to discuss the Cenotaph.

The Chairman explained that it was very early stages in the discussions and the different options had been suggested for enhancing the Cenotaph in its current position. Cllr Drew explained that the Borough Council, who owned the land where the Cenotaph was located had previously been supportive of the suggestions to improve the area.

Members of the Committee agreed that the Working Group should continue discussions and report back to the Committee with further developments.

**RESOLVED: That the Cenotaph Working Group continue with discussions for enhancing the Cenotaph and to report back to the A&TD Committee with further developments.**

**ATD 30/12**

**CHRISTMAS LIGHTS 2012**

The Committee received a report on the current status of the Christmas Lights. The report confirmed that the lights would be installed on Thursday 8 November.

The Chairman expressed his concern that he had read in Minutes from Test Valley Borough Council that the old Christmas lights were to be given to Stockbridge Borough Council.

**ATD 31/12**

**COMMUNITY TRANSPORT**

Members received a report on a Community Transport Project that was taking place in Andover. Members noted the following points from the report:

- There is a requirement for Community transport in Andover
- Hampshire County Council have funding of £250,000 which they wish to put into infrastructure development for Community Transport across Hampshire
- TVCS and TVBC would like to promote the area of Andover for a share of the funding amounting to £1,000.
- The grant would assist with the promotion of drivers (i.e. leaflets) or equipment
- The idea of the Community transport scheme would be, to have a booking service and for the Transport to collect and drop off, door to door.

Members noted that the actions from the Project would be as follows:

- The Town Council would contact Hampshire County Council and discuss the grant application, gather relevant information and apply for grant funding of £1,000
- Test Valley Borough would research the possible areas of need (up to 5) and make a suggestion to the Town Council
- The Town Council would discuss the areas of need at its full Council meeting on 22 November

2012.

- Test Valley Voluntary Services would produce a leaflet to be distributed with existing leaflets in the targeted identified areas
- Test Valley Voluntary Services would organise volunteers to make the leaflet drop in the targeted identified areas.

It was agreed and

**RESOLVED that the Amenities and Town Development Committee would recommend the project and above actions to Full Council for approval.**

**ATD 32/12**

**WORK PROGRAMME**

Members noted the Work Programme for the Committee.

Members noted that the next meeting of the Amenities and Town Development Committee would take place on 17 January 2012.

The Chairman closed the meeting at 8.00pm.

Chairman

Date



# ANDOVER TOWN COUNCIL



## Minutes of Policy & Resources Committee

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### Time and date

7.00pm on Wednesday 12 December 2012

### Place

Town Council Offices, High Street, Andover

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#### 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 (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr R Shukri (P).

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

### PR39/12 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs Kerley, Hughes, Hardstaff and McBride.

### PR40/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

### PR41/12 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 17 October 2012 were agreed and signed by the Chairman subject to correction of Minute Number PR30/12 (2) to read: "The Chairman, in his absence, read out an email from Cllr Hardstaff which made reference to the ACE Liftaway Contract. The Committee considered the current contract and agreed that, as the Town Council had agreed a contract with Allotment holders to provide the current level of service, including the provision of toilets, until the end of March 2013, it would continue with the current service contract until the end of March 2013.

The Allotment Sub-Committee would review the provision of Toilet facilities on Allotment sites prior to 1<sup>st</sup> April 2013 and review the contract provision".

**"RESOLVED: That the contract with ACE Liftaway be extended until March 2013. Officers to obtain 3 quotes for the provision of Toilets on Allotment**

**Sites to be considered by the Allotment Sub-Committee prior to March 2013. The Allotment Sub-Committee to review the provision of Toilets on Allotment Sites”.**

**PR42/12 PUBLIC PARTICIPATION**

Councillor B Long

Cllr Long informed the Committee that Test Valley Borough Council had asked the Town Council whether they would want the old Christmas Lights, as they could no longer store them.

Cllr Long asked the Committee whether there should be any extra funding set aside if the Town Council decided to take the lights. She explained that the Christmas Lights Working Group had been tasked with investigating whether taking on the Old Christmas Lights was viable. Considerations included, cost of storage, refurbishment (all would need converting to LED lights), testing (some were not functioning) and removal to storage site.

Cllr Long further confirmed that initial investigations had been made into the cost of storage but no firm figures had been confirmed.

The Chairman of the Committee confirmed that whether the Old Christmas Lights were taken on was for the Amenities and Town Development Committee to consider but there would be no further provision in the Christmas Lights Budget for extra costs of storage.

Cllr Long asked whether the Town Council budget would take into account of the recent meeting held by Test Valley Borough Council, called the Town Centre Summit, on projects to improve the town centre.

The Chairman of the Committee confirmed that the Events Budget had been increased for 2013/2014 and would cover extra projects taken on from the Town Centre Summit.

Cllr Long confirmed that she had assisted with enquiries regarding the provision of support for the Andover Farmers’ Market for 2013. She reported that they had not confirmed whether they required funding.

The Chairman of the Committee commented that more people had been visiting the Andover Farmers’ Market. He confirmed that Test Valley Borough Council would be contacted to investigate levels of funding required.

**PR43/12 ANNUAL BUDGET**

Draft Outline Budget

Members considered the Draft Outline Budget for the year 2013/2014. Amendments were made to the Budget with reference to clarification of notes for Members.

**RESOLVED: That the Draft Outline Budget for the year 2013/2014 be recommended to Full Council for approval.**

**PR44/12 FINANCE**

Payment of Accounts at 10 December 2012

Members noted the payment of accounts up to 10 December 2012 – recorded below:

<b>Supplier</b>	<b>Description of goods/services</b>	<b>Total Paid</b>
ACE Liftaway	Toilet services for Allotments	£425.15
Andover & District Mencap	Recycling Services	£9.75
British Telecom	Telephone and internet services	£74.74
Custom Studio Ltd	Website hosting	£35.94
DMJ Butler Country Services	Removal of tree – Vigo Rd, grass cutting, padlocks	£790.00

HM Revenue & Customs	December TAX	£971.90
Mrs M Bayes	November 2012 salary	£788.93
Miss W Coulter	December 2012 salary	£1959.49
Miss W Coulter	December Expenses	£80.88
National Allotment Society	Annual Membership fees	£66.00
Test Valley Borough Council	Guildhall Hire 22.11.2012	£42.00
	<b>TOTAL</b>	<b>£5244.78</b>

**PR45/12 WORK PROGRAMME**

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

To add an update report on Signage to the February meeting.

Cllr Drew reminded Members that consideration should be given to the projects from the Town Centre Summit. Members agreed that most of the Projects would be managed by the Amenities and Town Development Committee. However one of the projects was to consider Signage in and around the town. It was agreed that as the Committee had already been investigating the Town Centre signage, it would continue to manage the project of signage in the Town.

To add a Town Centre Summit update to the February meeting.

To add a Farmers' Market update to the February meeting.

To add the Town Clerk's Workflow programme and Project Plan to the February meeting.

The Chairman closed the meeting at 8.05pm.

Chairman

Date



## Minutes of Planning Committee

### Time and date

7.00pm on Monday 12 November 2012

### 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 (A)

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

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

Members of Public Present: 0

#### **PC093/12 Apologies**

Apologies for absence were received and accepted from Councillor Hawke.

#### **PC094/12 Declarations of Pecuniary Interest**

There were no declarations of Pecuniary Interest.

#### **PC095/12 Minutes**

The Minutes of the Planning Committee meeting held on Monday 22 October 2012 were signed by the Chairman as a correct record.

#### **PC096/12 Public Participation**

There were no members of the public present.

#### **PC097/12 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	12/02216/ADV N	Display of 1 internally illuminated brand logo, 1 non-illuminated heritage projector, 1 non-illuminated external vinyl overlay and 1 non-illuminated internally applied vinyl.	Cheltenham and Gloucester Plc, 24 High Street, Andover.
<b>No objection</b>			
5.2	12/02215/FULL N	Erection of dwelling and access.	33 Wolversdene Road, Andover
<b>No objection</b>			

5.3	12/02269/FULLN	Erection of SLAM accommodation 39 senior officers and 33 junior officers bed ranks, provision of car parking.	Defence Equipment and Supplies, Moxton Road, Andover
<b>No objection</b>			
5.4	12/02255/ADV N	Display of non-illuminated fascia sign, externally illuminated two amenity signs and a plaque with lanterns and a projecting hanging sign.	Victoria Cross/The Globe, 23 High Street, Andover
<b>The Lanterns are rather large for the period of the building.</b>			
5.5	12/02295/LBWN	Display of 1 internally illuminated brand logo, 1 non-illuminated heritage projector, 1 non-illuminated external vinyl overlay and 1 non illuminated internally applied vinyl.	Cheltenham and Gloucester Building Society, 24 High Street, Andover.
<b>No objection</b>			
5.6	12/02170/FULLN	Erection of single storey garage extension.	Walker House, 14 Silchester Close, Andover
<b>No objection</b>			
5.7	12/02145/FULLN	Change of use of part of the building from a car dealership to Use Class D1 as a veterinary surgery and for the ancillary sale of pet food, pet toys and other items associated with pets.	132 Weyhill Road, Andover
<b>No objection</b>			
5.8	12/02267/FULLN	Change of use from Residential (C2) to dental practice (D1(a)) to include provision of hardstanding for parking, erection of lobby at rear, fire door to front, rooflight window within roof space to facilitate first floor ancillary office space and covered bin and cycle store.	45 Charlton Road, Andover
<b>Concerned that the parking provided is not sufficient for a dental surgery.</b>			
5.9	12/02314/FULLN	Two storey and single storey rear extension to provide extended kitchen and living room with enlarged bedroom accommodation over.	12 Tollgate Road, Andover
<b>No objection</b>			
5.10	12/01994/FULLN	Erection of two storey side extension to provide ground floor sleeping accommodation and bathroom facilities for disabled person and carer, with wheelchair access into the ground floor kitchen, common room, conservatory and garden. New kitchen and dining room on the first floor. Box study/office in the new loft space. Improved access and parking.	85 Weyhill Road, Andover
<b>No objection</b>			
5.11	12/02288/FULLN	Change of use from industrial to trade counter, offices and storage, change of use of rear yard for storage of fencing and associated materials. Replace roller shutter door with glazed entrance door and provision of parking.	36A Walworth Road, Walworth Business Park, Andover
<b>No objection</b>			
5.12	12/02336/FULLN	Erection of single storey extension and part raising of raised roof to existing rear extension to provide enlarged kitchen and family room, insertion of side door, window, french doors and rooflights.	110 Junction Road, Andover
<b>No objection</b>			
5.13	12/02158/FULLN	Erection of replacement garage/workshop/store	Land to rear of 21 and 23 Belle Vue Road, Andover
<b>No objection</b>			
5.14	12/02373/VARN	Vary condition 02 of planning approval	Land At Picket Twenty,

	30.10.2012 ANDOVER TOWN (ST MARYS)	12/00733/RESN to allow for insertion of new drawing numbers reflecting amendments, including conservatories, to the approved property design for certain plots (Planning permission 12/00733/RESN - Erection of 271 homes (including 107 affordable dwellings) and associated infrastructure (Phase 2 of TVN.09275))	Picket Twenty, Andover, Hampshire
	<b>Some of the proposed conservatories would be overbearing to the property in-between, for example 744 &amp; 746 conservatories would be overbearing on property 745. Why is the garage door from the garage to the hallway being removed at property 703 when other properties of the same design are not being removed?</b>		
5.15	12/02146/FULLN 29.10.2012 ANDOVER TOWN (WINTON)	Installation of bay window to front elevation	57 South End Road, Andover, Hampshire, SP10 2DT
	<b>No objection</b>		
5.16	12/02317/FULLN 01.11.2012 ANDOVER TOWN (WINTON)	Single storey side extension to form enlarged kitchen/family room, alterations to fenestration including installation of first floor window at rear	170 South Street, Andover, Hampshire, SP10 2BS
	<b>No objection</b>		
5.17	12/02395/FULLN 02.11.2012 ANDOVER TOWN (WINTON)	Retrospective application - Single storey side/rear extension to provide kitchen and replacement garage	Homeleigh, 25 Highlands Road, Andover, Hampshire SP10 2PX
	<b>No objection</b>		

**PC090/12 Decision Notices**

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

**PC091/12 Street Trading**

Members considered an application for the extension of Street Trading hours for a burger van on the Walworth Industrial Estate.

**No need of the area for the burger van to operate 7 days a week from 7am to 11pm. It is excessive for the site.**

**PC092/12 Items of consideration at the next meeting**

Members agreed that a consultation from Hampshire County Council on Minerals Extraction would be considered further at the next meeting.

**PC093/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 3 December 2012 at 7.00pm at the Town Council Office.

The meeting closed at 8.15pm.

Chairman:

Date:





# ANDOVER TOWN COUNCIL

# E

## Minutes of Planning Committee

### Time and date

7.00pm on Monday 3 December 2012

### 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 (A)

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

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

Members of Public Present: 1

#### PCI02/12 Apologies

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

#### PCI03/12 Declarations of Pecuniary Interest

Councillor B Carpenter declared an interest in Planning Application 12/02407/FULLN as she knows the applicant.

Councillors Cotter, Long, Carpenter and Page declared an Interest in Application 12/02459/ADVN as the Town Council is the applicant. They did not speak or vote on the application.

#### PCI04/12 Minutes

The Minutes of the Planning Committee meeting held on Monday 12 November 2012 were signed by the Chairman as a correct record.

#### PCI05/12 Public Participation

There were no members of the public present who wished to speak.

#### PCI06/12 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	12/02440/FULLN	Erection of bungalow and construction of vehicular access	51 Blendon Drive, Andover
	<b>No objection.</b>		
5.2	12/01881/FULLN	Change of use from B1 (Office) to C3 (Residential) on first and second floors. Convert	First & Second floors, 77 High Street, Andover

		existing space to create two flats, demolish rear outbuilding and construct four further flats at first and second floor as rear extensions; erect flue.	
	<p><b>Concerned about the lack of access to a fire escape for the top floor flats. The cycle stores listed are for 9 cycles. Is the reference to the number of cycle spaces per flat the correct way round?</b></p> <p><b>Concerned that there will be inadequate refuse collection. It is not acceptable to expect the refuse to be stored in the flats.</b></p>		
5.3	12/02418/FULLN	Redevelopment to form 96 sheltered apartments for the elderly including communal facilities (Category 11 type accommodation), ground floor commercial floor space comprising Classes A1 (retail), A2 (financial and professional services) and A3 (restaurants and cafes), access, car parking and landscaping.	Land at Junction of Chantry Street and West Street, 4 Chantry Street, Andover
	<p><b>Objection. This development would be out of character with Andover, the building is massing on street scene, directly from the roadside.</b></p> <p><b>Concerned that there are an inadequate number of parking spaces for visitors such as health visitors and relatives. There is an anomaly of how many car parking spaces are to be provided. Different parts of the application detail different numbers of spaces.</b></p> <p><b>Concerned about the proposal for 7 retail units in this area. A recent report has outlined that retail units in this area are not sustainable.</b></p> <p><b>The application proposes that the retail units are serviced from the road, with no provision of a service yard. Large lorries servicing the Chantry's centre and buses use this road. This could cause congestion.</b></p> <p><b>Archaeological Surveys in this area have indicated that there is groundwater at 1 metre. This area was once watercress beds.</b></p> <p><b>Further archaeological surveys should be carried out as this was the site of Ford Cottage and the site dates back to the medieval period.</b></p> <p><b>Concerned about fire escape for the elderly from a multi storey building.</b></p>		
5.4	12/02506/FULLN	Change of use from retail to adult gaming centre	Ground floor 74 High Street, Andover
	<b>No objection to change of use.</b>		
5.5	12/02521/FULLN	Conversion of ancillary retail floor space to four flats and one commercial unit for use within either classes A1 (shops), A2 (Financial and Professional Services), A3 (Restaurants and cafes) or A5 (Hot Food Take Aways) of the Use Classes Order.	64 High Street, Andover
	<p><b>Objection. Four flats are overdevelopment for this site. The yard at the rear of the building, where the flats are to be accessed, is very busy – concerned that more traffic movements will be created.</b></p> <p><b>This building would not be suitable for a restaurant with outside seating.</b></p>		
5.6	12/02528/CMAN	Retrospective application for 4.7 kilowatts solar array (20 panels) on the roof of the school building (COUNTY MATTER)	Icknield School, River Way, Andover
	<b>No objection.</b>		
5.7	12/02409/FULLN	Installation of 3 external condensers to rear of the building	NTL, 284 Weyhill Road, Andover
	<b>No objection.</b>		
5.8	12/01798/FULLN	Change of use from Class A1 (carpet shop) to Class A5 (fish and chip shop) and erection of extract ducting	10F Colenzo Drive, Andover
	<b>Conditions should be applied to ensure there is efficient and correct disposal of waste oils.</b>		
5.9	12/02366/FULLN	Replacement of four redundant agricultural poly-tunnels and garage with modern commercial building comprising of four units suitable for	Land at Harewood Farm, London Road, Andover

		B1(c) light industrial uses with associated parking and landscaping	
	<b>No objection.</b>		
5.10	12/02431/TPON	Carry out various tree works as shown in schedule with application	Rooksbury Mill, Rooksbury Mill Court, Rooksbury Road, Andover
	<b>No objection.</b>		
5.11	12/02435/FULLN	Addition of brick walls, gateposts and driveway gates to the front of the property	8 Lillywhite Crescent, Andover
	<b>No objection.</b>		
5.12	12/02481/TPON	2036 – Beech. Fell to ground level. Meriplus present at base of tree. Reason H&S. 2452 – Fell to ground level. Ganoderma brackets & Dryads saddle present in upper crown. Large area of decay – 50% of stem. Reason H&S. Replant with Beech x 2.	Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover
	<b>No objection.</b>		
5.13	12/02413/LBWN	Replace door and step/threshold stone	Shaw Trust, 74 High Street, Andover
	<b>No objection.</b>		
5.14	12/02459/ADV N	Display illuminated lighting plaque and light curtains	The Guildhall, High Street, Andover
	<b>No comment.</b>		
5.15	12/02467/FULLN	Erection of single storey rear extension	259 Vigo Road, Andover
	<b>No objection.</b>		
5.16	12/02474/TREEN	Fell 1 sycamore	1 Eastgate House, 5-7 East Street, Andover
	<b>No objection.</b>		
5.17	12/02501/TREEN	Fell one sycamore; reduce three Ash by 30%	H Samuel Ltd, 46 High Street, Andover
	<b>No objection.</b>		
5.18	12/02441/CLEN	Certificate of lawfulness for existing use – Use of the site as a garage/repair workshop including MOT Testing	132 Weyhill Road, Andover
	<b>No objection.</b>		
5.19	12/02544/FULLN	Single storey front extension with an L shape two storey side and rear extension to include internal alterations and erection of conservatory	Old Orchard, 14 Croye Close, Andover
	<b>No objection.</b>		
5.20	12/02407/FULLN	Erection of single and two storey front and side extension to provide sun lounge, utility, shower room and wc on ground floor with extended bedroom on first floor	Vigo Nursery, 72 Vigo Road, Andover
	<b>No objection.</b>		
5.21	12/02528/CMAN	Retrospective application for 4.7 kilowatts solar array (20 panels) on the roof of the school building (COUNTY MATTER)	Icknield School, River Way, Andover
	<b>No objection.</b>		
5.22	12/02531/TPON	Works to trees as described within the application	Woodland Behind 17 Neville Close, Andover
	<b>No objection.</b>		
5.23	12/02536/TPON	Crown lift, 1 sycamore	20 Leigh Gardens, Andover
	<b>No objection.</b>		

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

**PCI08/12 Street Trading**

Members considered an application for the extension of Street Trading hours for a Fast Food Catering Van located at the Lay-by opposite the Adult Education Centre, Andover and agreed the following observations:

**Road safety – too close to the pedestrian crossing.**

**There is no need for a fast food catering van in this area.**

**It would not be located in a situation where customers vehicles could pull in safely.**

**PCI09/12 Test Valley Borough Council – Northern Area Planning Committee**

Members noted that the following applications were to be considered at the next Test Valley Borough Council Northern Area Planning Committee on Thursday 6 December 2012:

12/01611/OUTN – Land at Harewood Farm, London Road, Andover

12/02267/FULLN – 45 Charlton Road, Andover

**PCI10/12 Hampshire County Council – Minerals Extraction Consultation**

Members considered a response to the Hampshire County Council Minerals Extraction Consultation. It was agreed that none of the changes directly affected the Andover Area.

**PCI11/12 Items of consideration at the next meeting**

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

**PCI12/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 7 January 2012 at 7.00pm at the Town Council Office.

The meeting closed at 8.20pm.

Chairman:

Date:



# ANDOVER TOWN COUNCIL

# F

## Minutes of Planning Committee

### Time and date

7.00pm on Monday 7 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 (P)

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

### PC113/12 Apologies

Apologies for absence were received and accepted from Councillor Hawke.

### PC114/12 Declarations of Pecuniary Interest

Councillors Cotter, Long, Carpenter, Page and Pond declared an Interest in Application 12/02636/LBWN as the Town Council is the applicant. They did not speak or vote on the application.

### PC115/12 Minutes

The Minutes of the Planning Committee meeting held on Monday 3 December 2012 were signed by the Chairman as a correct record.

### PC116/12 Public Participation

There were no members of the public present.

### PC117/12 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	12/02666/FULLN	Formation of vehicular and pedestrian access onto Charlton Road	The Laurels, Harrow Way, Andover
	<b>No objection.</b>		
5.2	12/02637/FULLN	Erection of 4 bed detached house with attached double garage and fencing	Land Adjacent Maple House, Alexandra Road, Andover
	<b>No objection</b>		

5.3	12/02682/TVBC3N	Installation of CCTV Camera (Vicon Surveyor HD PTZ) and associated wequipment on column 8 of Eastern Avenue at approximately 6m in height using new swan neck CCTV Camera (TVBC Reg 3 application)	Column 8 of Eastern Avenue Located at the end of London Street, Andover
<b>No objection</b>			
5.4	12/02700/FULLN	Change of use from BI (Office) to C3 (Residential) on first and second floors. Convert existing space to create two flats, demolish rear outbuilding and construct four further flats at first and second floor as rear extensions; erect flue.	Wimpey, 77 High Street, Andover
<b>Concerned about the lack of access to a fire escape for the top floor flats. The cycle stores listed are for 9 cycles. Is the reference to the number of cycle spaces per flat the correct way round? Concerned that there will be inadequate refuse collection. It is not acceptable to expect the refuse to be stored in the flats.</b>			
5.5	12/02541/FULLN	Demolition of existing office building, refurbishment of existing warehouse to provide 2 self-contained industrial and storage units with ancillary internal offices, showroom, car parking, new landscaping, new elevation treatment, new roof all within use Classes BI (B), BI (C), B2 and B8.	Plot 27, Walworth Road, Walworth Business Park, Andover
<b>No objection</b>			
5.6	12/02629/FULLN	Erection of conservatory to rear	1 Celtic Drive, Andover
<b>No objection.</b>			
5.7	12/02636/LBWN	Fix lighting plaque to front of Guildhall using existing eye bolts	The Guildhall, High Street, Andover
<b>No comment</b>			
5.8	12/02711/FULLN	Continuation and extension to gablebreaker and rocket wall, erection of canopy to chipper building and extended slab	Plot 44, Macadam Way, Portway Business Park, Andover
<b>No objection</b>			
5.9	12/02685/AGNN	Re-cladding of existing agricultural barn	Fairfield Farm, Ox Drove, Picket Piece, Andover
<b>No objection.</b>			
5.10	12/02541/FULLN	Demolition of existing office building, refurbishment of existing warehouse to provide 2 self-contained industrial and storage units with ancillary internal offices, showroom, car parking, new landscaping, new elevation treatment, new roof, all within use Classes BI (B), BI (C), B2 and B8, new 2 metre boundary fencing and gates, cycle and bin storage, level changes, and alterations to access to North Way to create pedestrian access and new pedestrian access to Walworth Road (amended description)	Plot 27, Walworth Road, Walworth Business Park, Andover
<b>No objection.</b>			
5.11	12/02725/FULLN	Extension to form utility at rear and move current back door from downstairs bedroom (retrospective)	7 Celtic Drive, Andover
<b>No objection.</b>			
5.12	12/02732/FULLN	Change of use from office to Class D2 use to provide physiotherapy and acupuncture services	Office Suite 2, Stanley House, Walworth Road, Walworth Business Park, Andover
<b>No objection.</b>			

**PCI18/12 Decision Notices**

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

**PCI19/12 Appeal Decisions**

Members noted the following appeal decision:

12/00690/FULLN

12 Wolverdene Road, Andover

Erection of a block forming 4 no. one bed flats and a block forming 3 no. three bed houses with associated parking, bin stores and access.

Appeal allowed and planning permission is granted for the Erection of a block forming 4 no. one bed flats and a block forming 3 no. three bed houses with associated parking, bin stores and access.

**PCI20/12 Street Trading Application**

Members considered an application for Street Trading as outlined below:

Trading Location: King Arthurs Way, Andover (Next to Merlin Car Park)

Duration of consent requested: 6 Months (Monday – Sunday, 12noon to 11.00pm)

There were no objections.

**PCI21/12 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.

**PCI22/12 Date of next meeting**

Members noted the date and venue of the next meeting: Monday 21 January 2013 at 7.00pm at the Town Council Office.

The meeting closed at 7.35pm.

Chairman:

Date:

ANDOVER TOWN COUNCIL								
PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the budget
		Budget	Actual Income @ 30/09/12	Actual Expenditure @ 30/11/2012	Projected position at 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4000	<b>Corporate Management</b>	£		£	£		£	
4000/1	Accounts Support	300	0	178	300	0	520	Accounts Software package and support this includes off site backup
4000/2	Bank Charges	0		6	20	0	20	To cover bank charges re bounced cheques re allotments
4000/3	Legal and Professional Fees	1,000		448	1,000	0	1,500	
4000/4	Audit Fees	1,600		750	1,600	0	1,800	The External Audit fees are set by the Audit Commission. This figure also includes Internal Audit Fees.
4000/5	IT Support & Equipment	600		245	600	0	600	
4000/6/1	Website	5,000		3,472	5,000	0	3,000	
4000/6/2	Community Development/Engagement					0	2,000	Part of website budget to cover survey work by Amenities Committee
	<b>GROSS EXPENDITURE</b>	<b>8,500</b>	<b>0</b>	<b>5,098</b>	<b>8,520</b>	<b>0</b>	<b>9,440</b>	
4100	<b>Democratic Representation</b>	£		£	£		£	
4100/1	Chairmans Allowance	500		18	300	0	100	
4100/2	Members Courses/ Training	1,000		90	500	0	500	
4100/3	Members Travel	200		0	50	0	100	
4100/4	Public Building Hire	1,000		162	500	0	700	
	<b>GROSS EXPENDITURE</b>	<b>2,700</b>	<b>0</b>	<b>270</b>	<b>1,350</b>	<b>0</b>	<b>1,400</b>	



ANDOVER TOWN COUNCIL								
PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/09/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4200	<b>Administration Rechargeable Staffing</b>	£		£	£		£	
4200/1	Salaries Corporate	52,000		25,333	52,000	0	45,000	Increase due to compulsory pension contribution in 2012
4200/2	Salaries Allotments			0	0	0	10,000	The salaries Budget has been split to reflect true costs of services
4200/3	Staff Training	1,000		132	1,000	0	1,000	The training will include, Health & Safety, First Aid and Employment Law updates.
4200/4	Staff Travel	500		45	400	0	400	
4210	<b>Administration Rechargeable</b>							
4210/1	Petty Cash	250		200	250	0	250	
4210/2	Office Sundries	250		148	250	0	250	
4210/3	Rent - Office	5,500		3,667	5,500	0	5,500	
4210/4	Rates - Office	2,500		2,565	2,565	0	2,700	
4210/5	Water Rates - Office	700		0	500	0	500	
4210/6	Heating & Lighting Office	1,000		549	1,000	0	1,200	
	Office Waste removal			196	500	0	500	Waste removal covers recycling collection, general waste removal and removal and recycling of confidential waste.
4210/7	Telephone	1,200		1,048	2,000	0	2,000	
4210/8	Photocopying	2,100		1,321	2,100	0	2,100	
4210/9	Stationery	700		551	700	0	800	
4210/10	Postage	750		367	750	0	800	
4210/11	Subscriptions	2,500		2,488	2,488	0	2,500	
4210/12	Insurance	2,000		1,917	2,000	0	2,200	Increase to cover additional event insurance
4210/13	Staff Advertising	100		0	0	0	150	
4210/14	Other Advertising	200		0	0	0	200	
4210/15	Office Equipment Maintenance	200		140	200	0	250	
4210/16	New Equipment and Furniture			38		0	250	

4250	<b>Other Expenditure</b>							
4250/1	Signage	1,000	0	0	1,000	0	1,000	
4250/2	Grit Bins	1,000	0	0	500	0	500	
	<b>TOTAL EXPENDITURE</b>	<b>75,450</b>	<b>0</b>	<b>40,703</b>	<b>75,703</b>	<b>0</b>	<b>80,050</b>	

ANDOVER TOWN COUNCIL								
PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/11/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4190	<b>Grant Aid</b>	£			£		£	
4190/1	Grants	1,000		0	1,000		1,000	
4190/2	Grants Section 137	0		0	0		0	Budget heading provided if Grant Expenditure is outside the Town Council powers for provision of Grants.
4190/3	Christmas Lights Switch On	5,000		5,000	5,000		5,000	
	<b>Total Grant Aid Expenditure</b>	<b>6,000</b>	<b>0</b>	<b>5,000</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	
4180	<b>Other Services to the public</b>							
4180/1	Elections	8,000		0	8,000	0	8,000	The Council sets aside in reserves a sum of money equivalent to 25% of its election costs or for the cost of a by-election.
	<b>GROSS EXPENDITURE</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	
	<b>Other Income</b>							
100	Precept	-131,124	-131,124		-131,124			
105	Bank Interest Received	-250	-149	0	-255	-250		
	<b>GROSS INCOME</b>	<b>-131,374</b>	<b>-131,273</b>	<b>0</b>	<b>-131,379</b>	<b>-250</b>	<b>0</b>	

<b>ANDOVER TOWN COUNCIL</b>								
<b>PROPOSED DRAFT BUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5</b>								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/11/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4500	<b>Allotments</b>			£		£	£	
4500/1	Allotment maintenance	18,000						All * are new Budget Headings
4500/1/1/1	Allotment Services			3,611	9,000		7,000	Provision of toilets under current contract
4500/1/1/2	Grounds Maintenance			5,765	11,000		8,000	Potential Health and Safety priorities
4500/1/1/3	Water Charges*			617	1,200	-1,200	2,000	
4500/1/1/4	Repairs and Renewals*			1,590	2,000		2,000	
4500/1/1/5	Equipment*			565			500	
4500/1/1/6	Sundries*			215	400		500	
	<b>GROSS EXPENDITURE</b>	<b>18,000</b>	<b>0</b>	<b>12,364</b>	<b>23,600</b>	<b>-1,200</b>	<b>20,000</b>	
3050	Income - Allotments	-14,580	-11,164		-11,164	-18,000		
	<b>NET EXPENDITURE</b>	<b>3,420</b>	<b>N/A</b>	<b>N/A</b>	<b>12,436</b>	<b>-19,200</b>	<b>20,000</b>	

<b>ANDOVER TOWN COUNCIL</b>								
<b>PROPOSED DBUDGET FOR THE FINANCIAL YEAR ENDED 31 MARCH 2014 VERSION 5</b>								
Account Code	Description	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14	Notes to the Budget
		Budget	Actual Income @ 30/11/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14	
4700	<b>Town Development</b>			£		£	£	
4700/1	Notice Boards	2,000		528	2,000	-	-	
4700/2	Christmas Lights	22,000	-	-	22,000	-	20,000	
4700/3	Town Council Events	5,000	534	5,840	6,500		1,000	Budget Heading changed see below
4700/4	Development of Town Plan	1,000		-	-		-	
	Development of Town Centre						5,000	New budget heading to cover Town Centre Summit projects.
4700/5	Youth Development (Youth Council)	1,000		-	500		1,000	
	<b>TOTAL EXPENDITURE</b>	<b>31,000</b>	<b>-</b>	<b>6,368</b>	<b>31,000</b>	<b>-</b>	<b>27,000</b>	
3025	Grants Received			-	7,500			
	<b>TOTAL INCOME</b>	<b>-</b>	<b>534</b>	<b>-</b>	<b>7,500</b>	<b>-</b>	<b>-</b>	

Andover Town Council						
Proposed Draft Consolidated Budget for 2013/2014 Version 5						
	2012/13	2012/13	2012/13	2012/13	2013/14	2013/14
	Budget	Actual Income @ 30/09/12	Actual Expenditure @ 30/11/2012	Projected position @ 31/03/13	Estimated Budget Income	Estimated Budget 2013/14
	£	£	£	£	£	£
<b>Services</b>						
<b>Central Services</b>						
Corporate Management	£8,500	£0	£5,098	£8,520	£0	£9,440
Democratic Representation	£2,700	£0	£270	£1,350	£0	£1,400
Administration Rechargeable	£75,450	£0	£40,703	£75,703	£0	£80,050
Grant Aid	£6,000	£0	£5,000	£6,000	£0	£6,000
Other Services to the Public	£8,000	£0	£0	£8,000	£0	£8,000
<b>TOTAL COST OF CENTRAL SERVICES</b>	<b>£100,650</b>	<b>£0</b>	<b>£51,071</b>	<b>£99,573</b>	<b>£0</b>	<b>£104,890</b>
<b>Allotments</b>						
Allotment Expenditure	£18,000	£0	£12,364	£23,600	-£1,200	£20,000
Allotment Income	-£14,580	-£11,164	£0	-£11,164	-£18,000	£0
<b>NET COST OF ALLOTMENT SERVICES</b>	<b>£3,420</b>	<b>-£11,164</b>	<b>£12,364</b>	<b>£12,436</b>	<b>-£19,200</b>	<b>£20,000</b>
<b>Town Development</b>						
Town development	£31,000	£534	£6,368	£31,000	£0	£27,000
Grants Received	£0	£0	£0	-£7,500	£0	£0
<b>TOTAL COST OF TOWN DEVELOPMENT</b>	<b>£31,000</b>	<b>£534</b>	<b>£6,368</b>	<b>£23,500</b>	<b>£0</b>	<b>£27,000</b>
<b>NET COST OF SERVICES</b>	<b>£135,070</b>	<b>-£10,630</b>	<b>£69,802</b>	<b>£135,509</b>	<b>-£19,200</b>	<b>£151,890</b>
Interest Income	-£250	-£149	£0	-£255	-£250	£0
<b>NET OPERATING COST</b>	<b>£134,820</b>	<b>-£10,779</b>	<b>£69,802</b>	<b>£135,254</b>	<b>-£19,450</b>	<b>£151,890</b>

Town Precept	-£131,124	-£131,124	£0	-£131,124		
Shortfall /Suplus	<b>£3,696</b>			<b>£4,130</b>		£132,440
<b>Andover Town Council</b>						
<b>Proposed Draft Consolidated Budget for 2013/2014 Version 5</b>						
<b>Budget Summary account</b>						
	<b>Budget 2012/13</b>		<b>Net Actual Expenditure @</b>	<b>Projected Position @ 31/03/13</b>		<b>Projected Position @ 31/03/14</b>
<b>BUDGET SHORTFALL/SURPLUS</b>	<b>£3,696</b>			£4,130		£132,440
<b>PROPOSED PRECEPT 2013/14</b>						£115,717
<b>BUDGET SHORTFALL 2013/14</b>						<b>16,723</b>
PROPOSED GRANT FROM TVBC						£18,236
<b>Impact on Council Reserves</b>				1,513		1,513
Actual Reserves @ 01/04/2012				88,067		
Adjusted for shortfall or surplus at 31/03/13				1,513		
Projected Reserves at 31/03/13				89,580		89,580
Less projected shortfall at 31/03/14						16,723
<b>Projected Reserve at 31/03/14</b>						<b>72,857</b>
<b>Precept calculation</b>				<b>2012/13</b>		<b>2013/14</b>
Tax base Calculation						
Tax base as per TVBC (2012/2013)				11,748		11,748
Average Band D Households				-£ 11.16		£ <b>9.85</b>



# ANDOVER TOWN COUNCIL

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## **FLEXIBLE WORKING PROCEDURE: The right to request and the duty to consider**

Information Source: South East Employers, ACAS

### **I. Purpose and Scope**

There are many types of flexible working. It can describe a place of work, for example, home-working, or a type of contract, such as a temporary contract. Other common variations include: part-time working, flexitime, job sharing and shift working.

Parents of Children ages 16 or under, or disabled children under the age of eighteen (Working Parents), have the right to apply to their employer to work more flexibly.

As an employer Andover Town Council has a statutory duty to consider any applications seriously.

The right enables mothers and fathers to request to work flexibly. The application can cover

- A change to the hours of work
- A change to the times required to work
- Working from home

It does not provide an automatic right to work flexibly as there may be circumstances when Andover Town Council will be unable to accommodate your desired work pattern.

The right is designed to meet the needs of both parents and employers and aims to facilitate discussion and encourage both the employee and the employer to consider flexible working patterns and to find a solution that suits them both. Employees have a responsibility to think carefully about their desired working pattern when making an application, and as the employer we are required to follow a specific procedure to ensure requests are considered seriously.

The 2007 Work and Families Act also introduced a new right for carers of adults to request to work flexibly. A 'carer' is identified as an employee who is or expects to be caring for an adult who:



- Is married to, or the partner or civil partner of the employee; or
- Is a near relative of the employee; or
- Falls into neither category but lives at the same address as the employee

The near relative definition includes parents, parent-in-law, adult child, adopted adult child, siblings (including those who are in-laws), uncles, aunts or grandparents and step-relatives.

## 2. Principles

2.1 Employees have the right to be accompanied by a work colleague or trade union representative at formal meetings held in accordance with this procedure.

2.2 If the employee or accompanying person cannot attend a meeting, another meeting will be arranged, to take place within five working days of the original date. This timescale can be extended with mutual agreement.

2.3 Should the employee require assistance (for example because of a disability) in setting out his or her request in writing, or other written communication, at any stage of the procedure, they will be encouraged to seek assistance from their line manager, a work colleague or trade union representative.

2.4 The person hearing the request for flexible working will give the matter careful consideration before making a response.

2.5 Written records will be made at all stages of the procedure, giving details of action taken and the reasons for this. These records will be treated as strictly confidential.

2.6 The employee should be given copies of records of meetings held with them in relation to their request for flexible working.

## 3. Who can apply?

3.1 The following conditions must be satisfied in order for an application for flexible working to be made under the new right. You must:

- Be someone who is an employee (i.e. someone who works under a contract of employment, not an agency worker)
- Have a child aged 16 or under or a child with a disability under the age of 18
- Have parental responsibility for the child (this includes biological parents, legal guardians, adoptive and foster parents and spouses of these, including same sex partners as long as they have parental responsibility for the child)
- Be making an application in order to care for the child e.g. starting half an hour later than usual to take the child to school or may be a bigger change to your working hours in order to better fit their work with their childcare requirements.
- Have worked for the Council for 26 weeks continuously at the date that the application is made
- Not have made another application to work flexibly under the right during the past 12 months
- Be a carer for an elderly relative

## 4. Procedure

4.1 Employees must make an application in writing, stating that it is being made under the statutory right to apply for flexible working and include the following information:

- Confirm your relationship to the child or person you are caring for

- Set out your proposal and explain what effect you think this will have on your section/workload and how this may be dealt with.
- Specify a start date for the proposed change giving your line manager reasonable time to consider the proposal and implement it. This may take 14 weeks.
- State whether a previous application has been made and if so the date on which it was made
- The letter must be dated

4.2 Employees should be aware that if the Town Clerk or Chairman of the Staffing Committee approves the application, the variation in contractual terms is a permanent one and the employee has no automatic right to change back to their previous pattern of work, unless the application seeks the variation for a specified time period only. A trial period may be agreed. Any reduction in working hours will, of course, result in a proportionate reduction in pay and annual leave entitlement.

4.3 The Town Clerk or Chairman of the Staffing Committee when considering the application will arrange a meeting with the employee within 28 days of receiving the application to discuss the request. (This meeting is not required if the Town Clerk or Chairman of the Staffing Committee agrees to the terms of the application and notifies the employee accordingly within 28 days of receiving the application.)

4.4 Employees have the right to be accompanied by a work colleague or trade union representative at formal meetings held in accordance with this procedure.

4.5 Employees have the right to be notified of the employer's decision within 14 days of the date of the meeting.

This notification will either:

- accept the request establish a start date and any other action or and
- confirm a compromise agreed at the meeting or
- reject the request and set out clear business reasons for the rejection together with notification of the appeals process.

## 5 Appeals

5.1 If the employee is unhappy with the decision they should write to the manager who considered the original application within five working days of receiving the written response, stating the grounds for their appeal.

5.2 In most cases, the appeal will be heard by the Town Clerk, unless he or she heard the original application or the Staffing Sub-Committee. In every case the appeal will be heard by a more senior manager or members other than the one who dealt with the original application.

5.3 The employee will be invited to an appeal meeting, which will be arranged as soon as is reasonably practical. They will be informed of their right to be accompanied by a work colleague or trade union representative at the appeal meeting.

5.4 At the appeal meeting, the employee will have the opportunity to present oral and/or written submissions. The manager / members hearing the appeal will carefully consider the matter and will make a written response within five working days. If it is not possible to respond within five working days, the employee should be given an explanation for the delay and told when a response can be expected. The employee will be informed that this is the final stage of the procedure.

The notification will either:

- uphold the appeal, specify the agreed variation and start date or

- dismiss the appeal, state the grounds for the decision and contain a sufficient explanation of the refusal.
- the Town Clerk/Chairman of the Staffing Committee and the employee can agree to extend any of these time limits.
- the Town Clerk/Chairman of the Staffing Committee will record this agreement in writing, specifying the period to which the extension relates and the date on which the extension is to end.
- A copy of this record will be sent to the employee.

## 6. Grounds for refusal

6.1 Applications for flexible working arrangements can be refused only for the following reasons:

- the burden of additional costs
- detrimental effect on ability to meet customer demand
- inability to re-organise work among existing employees
- inability to recruit additional employees
- detrimental to impact on quality
- detrimental impact on performance
- insufficiency of work during the periods the employee proposes to work
- planned structural changes

## 7. What can I do if my application for flexible working is refused?

7.1 There are a number of options open if an application is refused at the appeal stage including:

- informal discussions – there may be some simple misunderstanding of the procedure or facts which can be resolved by an informal route
- use of the grievance procedure

## 8. Where agreement cannot be reached other options are:

- referral to the ACAS Arbitration Scheme if both parties agree the ACAS Arbitration scheme can be used to resolve the dispute.
- complaint to an Employment Tribunal, you must present your complaint to the Tribunal within three months of the date that the decision is notified on appeal or, in complaints relating to procedural breaches (e.g. applications not progressed in accordance with the timetable), three months from the date of the alleged breach.

## 9. Complaints can be made on the following grounds:

- the employer's failure to comply with the statutory procedure
- the employer's use of an incorrect fact to explain why the application has been refused and which the employer failed to address at the appeal
- the employer's refusal to allow the employee to be accompanied

## 10. Dismissal & detriment

Employees are protected from suffering dismissal or detriment in the exercise of their right to apply to work flexibly.

ANDOVER TOWN COUNCIL  
LIST OF MEETING DATES FOR 2013

Day	Date	Time	Meeting	Venue
Tuesday	1 <sup>st</sup> January 2013		BANK HOLIDAY	
Monday	7 January 2013	7.00pm	Planning Committee	Council Office
Tuesday	15 January 2013	12.00noon	Staffing Sub-Committee	Council Office
Thursday	17 January 2013	7.00pm	Amenities & Town Development Committee	Council Office
Monday	21 January 2013	7.00pm	Planning Committee	Council Office
Tuesday	22 January 2013	7.30pm	Allotments Sub-Committee	Council Office
Wednesday	30 January 2013	7.00pm	Council	Guildhall
Wednesday	6 February 2013	7.00pm	Policy and Resources Committee	Council Office
Monday	11 February 2013	7.00pm	Planning Committee	Council Office
Monday	4 March 2013	7.00pm	Planning Committee	Council Office
Wednesday	6 March 2013	7.00pm	Amenities & Town Development Committee	Council Office
Tuesday	12 March 2013	12.00noon	Staffing Sub-Committee	Council Office
Thursday	21 March 2013	7.00pm	ANNUAL MEETING OF ELECTORS	Guildhall
Monday	25 March 2013	7.00pm	Planning Committee	Council Office
Tuesday	26 March 2013	7.00pm	Allotments Sub-Committee	Council Office
Wednesday	27 March 2013	7.00pm	Policy and Resources Committee	Council Office
Friday	29 March 2013		BANK HOLIDAY (GOOD FRIDAY)	
Monday	1 April 2013		BANK HOLIDAY (EASTER MONDAY)	
Thursday	11 April 2013	7.00pm	Council	Guildhall
Monday	15 April 2013	7.00pm	Planning Committee	Council Office
Tuesday	16 April 2013	7.30pm	Allotments Sub-Committee	Council Office
Monday	6 May 2013		BANK HOLIDAY	
Tuesday	7 May 2013	7.00pm	Planning Committee	Council Office
Tuesday	14 May 2013	7.30pm	Allotments Sub-Committee	Council Office
Wednesday	22 May 2013	7.00pm	Amenities & Town Development	Council Office
Thursday	23 May 2013	7.00pm	ANNUAL COUNCIL	Guildhall
Monday	27 May 2013	7.00pm	Planning Committee	Council Office
Tuesday	28 May 2013	12.00noon	Staffing Sub-Committee	Council Office
Wednesday	29 May 2013	7.00pm	Policy and Resources Committee	Council Office
Thursday	13 June 2013	7.00pm	Council (Annual Rtn)	Guildhall
Monday	17 June 2013	7.00pm	Planning Committee	Council Office
Tuesday	18 June 2013	7.30pm	Allotments Sub-Committee	Council Office
Monday	8 July 2013	7.00pm	Planning Committee	Council Office
Tuesday	16 July 2013	7.30pm	Allotments Sub-Committee	Council Office
Thursday	18 July 2013	7.00pm	Amenities & Town Development Committee	Council Office
Monday	29 July 2013	7.00pm	Planning Committee	Council Office
Wednesday	31 July 2013	7.00pm	Policy and Resources Committee	Council Office
Tuesday	6 August 2013	12noon	Staffing Sub-Committee	Council Office
Tuesday	6 August 2013	7.30pm	Allotments Sub-Committee	Council Office
Monday	19 August 2013	7.00pm	Planning Committee	Council Office
Monday	26 August 2013		BANK HOLIDAY	
Thursday	5 September 2013	7.00pm	Council	Guildhall
Monday	9 September 2013	7.00pm	Planning Committee	Council Office
Thursday	19 September 2013	7.00pm	Amenities and Town Development	Council Office
Wednesday	25 September 2013	7.00pm	Policy and Resources Committee	Council Office
Monday	30 September 2013	7.00pm	Planning Committee	Council Office
Tuesday	1 October 2013	7.30pm	Allotments Sub-Committee	Council Office

## APPENDIX I

Monday	21 October 2013	7.00pm	Planning Committee	Council Office
Wednesday	23 October 2013	7.00pm	Amenities & Town Development Committee	Council Office
Wednesday	30 October 2013	7.00pm	Policy and Resources (Budget)	Council Office
Tuesday	5 November 2013	12noon	Staffing Sub-Committee	Council Office
Monday	11 November 2013	7.00pm	Planning Committee	Council Office
Tuesday	12 November 2013	7.30pm	Allotments Sub-Committee	Council Office
Thursday	21 November 2013	7.00pm	Council (Budget)	Guildhall
Wednesday	27 November 2013	7.00pm	Amenities & Town Development Committee	Council Office
Monday	2 December 2013	7.00pm	Planning Committee	Council Office
Wednesday	11 December 2013	7.00pm	Policy and Resources (Budget)	Council Office
Monday	23 December 2013	7.00pm	Planning Committee	Council Office
Wednesday	25 December 2013		BANK HOLIDAY (Christmas Day)	
Thursday	26 December 2013		BANK HOLIDAY (Boxing Day)	