



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 4 SEPTEMBER 2014 at 7.00 pm** when it is proposed to transact the following business:-

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

Wendy R Coulter
Town Clerk – 15 August 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

PRIOR TO THE START OF THE MEETING – AT 5.45PM THERE WILL BE A COUNCILLORS SURGERY FOR ALL MEMBERS OF THE PUBLIC TO ATTEND.

FURTHER DETAILS CAN BE FOUND ON THE TOWN COUNCIL WEBSITE: www.andover-tc.gov.uk

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 11 June 2014 – **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 July 2014 – Amenities and Town Development Committee – **Appendix B.**

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

5 June 2014 – Policy and Resources Committee – **Appendix C.**

6 August 2014 – Policy and Resources Committee – **Appendix D.**

16 June 2014 – Planning Committee – **Appendix E.**

7 July 2014– Planning Committee – **Appendix F.**
28 July 2014 – Planning Committee – **Appendix G.**

7 **REVIEW OF COUNCIL AND COMMITTEE TERMS OF REFERENCE**

To review and agree the recommendations of the Policy and Resources Committee to make amendments to the Council and Committee Terms of Reference. Terms of Reference attached at **Appendix H.**

8 **ANDOVER NEIGHBOURHOOD PLAN**

Test Valley Borough Council has approved Andover Town Councils application of 14 February 2014 for the Andover Neighbourhood Area comprising the administrative boundaries of Andover Town.

9 **TOWN CENTRE PARTNERSHIP**

To agree a representative from the Town Council to be a Member of the Town Centre Partnership.

10 **REPORTS FROM TOWN CENTRE SUMMIT GROUPS**

To receive updates from the Town Centre Summit Groups, Town Council representatives.

11 **YOUTH COUNCIL**

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

12 **FINANCE**

To receive and approve the list of payments up to 3 September 2014 – papers to follow.
To receive and approve the Town Council accounts up to 31 July 2013 – papers to follow.

13 **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.

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.

16 **EXCLUSION OF THE PRESS AND PUBLIC**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 2, Item 17 of the agenda, due to consideration of Personnel Matters.

Part 2 - CONFIDENTIAL ITEMS

17 **PERSONNEL**

To consider a report from the Staffing Sub-Committee and recommendations from the Staffing Sub-Committee – papers to follow under separate cover for Members only.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes Council

Time and date

7.00pm on Wednesday 11 June 2014

Place

The Upper Guildhall, High Street, Andover

Details of Attendance:

Cllr G McBride (Chairman) (P)
Cllr V Pond (Vice-Chairman) (P)

Cllr K Bird (P)	Cllr Z Brooks (A)	Cllr B Carpenter (P)	Cllr A Cotter (P)	Cllr D Drew (P) (arrived at 7.05pm)
Cllr A Fitchet (P)	Cllr K Hamilton (P)	Cllr S Hardstaff (P)	Cllr S Hawke (A)	Cllr K Hughes (P)
Cllr M Kerley (A)	Cllr R Khuman (A)	Cllr B Long (P)	Cllr C Lynn (A)	Cllr P North (A)
Cllr B Page (A)	Cllr R Shukri (P).			

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

Members of the Public: 10

C 15/14 Apologies for Absence

Apologies for absence were received and accepted from Cllrs Khuman and North. The Chairman explained to Members that a letter had been received from Cllr Khuman, requesting dispensation for absence from the Council until he was able to return to his duties. It was proposed by Cllr B Long and seconded by Cllr A Fitchet that Andover Town Council Standing Orders be set aside to allow Cllr Khuman dispensation for absence until he is able to return to his duties.

RESOLVED: That Andover Town Council set aside Standing Orders to allow Cllr R Khuman dispensation for absence until he is able to return to his duties.

C 16/14 Declarations of Interest

There were no declarations of interest.

C 17/14 Minutes

The Minutes of the Council Meeting held on 28 May 2014 were signed by the Chairman as a correct record.

C 18/14 Public Participation

Cllr Nigel Long suggested that the Town Council should consider investing in a sound system to enable the Members of Public to hear the proceedings of the Council Meetings.

C 19/14 Chairman's Announcements

The Chairman, Cllr McBride informed Members that he would shortly be attending a meeting for the Andover Vision Board, one of the items on the Agenda was the Grow Your Own Project which he was keen to progress.

Cllr McBride also informed Members that the Andover Youth Council Advisory Panel would be attending Safeguarding Training on Thursday 12 June 2014.

C 20/14 Committee Minutes

The following Minutes were received and noted:

22 May 2014 – Amenities and Town Development Committee

28 April 2014 – Planning Committee

19 May 2014 – Planning Committee

C 21/14 Internal Auditors Report and Action Plan

Members noted the report from the Internal Auditor and the Action Plan to address the issues raised in the report.

Members noted that the Action Plan included actions completed from the previous year. It was further noted that all the issues raised by the Internal Auditor had been dealt with and completed, including the VAT Returns, minutes signing and Asset Register.

Cllr Bird thanked the Town Clerk for all the work done to complete the Internal Audit and commented that all the issues raised had been dealt with and the Action Plan completed prior to the full Council meeting.

Cllr McBride reiterated his thanks to the volunteers who had been helping out in the office to give the Town Clerk the time to complete all the work.

It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and unanimously

RESOLVED: That the Internal Auditors Report and Completed Action Plan for the year ending 31 March 2014 be received and approved.

C 22/14 Annual Return and Accounts for the Year Ended 31 March 2014

The Annual Return and Accounts for the Year Ended 31 March 2014 were presented to full Council.

It was proposed by Councillor S Hardstaff and seconded by Councillor K Bird and unanimously

RESOLVED: That the Annual Return and Accounts for the Year Ended 31 March 2014 be received and approved for signature by the Chairman of Andover Town Council.

The Chairman, Cllr G McBride signed the Annual Return.

C 23/14 Virements from 2013.2014 to 2014.2015

Members noted that during the December meeting of the Policy and Resources Committee it was noted that there would be possible savings from the 2013/2014 budget which were taken into account when approving the 2014/2015 Budget.

The End of Year Accounts had been completed and the projected savings were confirmed.

To comply with the Town Council's Financial Regulations, approval was required by full Council to transfer monies into Earmarked Reserves.

Members noted a list of proposed transfers into Earmarked Reserves and it was proposed Councillor K Bird and seconded by Councillor D Drew and unanimously

RESOLVED: To that the Virements listed, be approved to be allocated to Earmarked Reserves for 2014/2015 – a full list of Virements to Earmarked reserves is attached to record minutes.

C 24/14 Office Cleaning Contract

Members noted that all the cleaning in the office was currently carried out by the Town Clerk and the Allotments Administrator. In real time the Town Council was spending £1365.24 per annum on the two officers carrying out the cleaning.

Cllr Fitchet advised Members that a cleaning contract had been discussed by the Staffing Sub-Committee and was fully endorsed.

It was proposed by Councillor V Pond and seconded by Councillor K Bird and unanimously

RESOLVED: That a cleaning contract be awarded up to a value of £1,500 and that the Chairman of the Policy and Resources Committee and the Town Clerk be given delegated authority to choose the best value for money contract.

C 25/14 Flags and Banners in the Town Centre

Members noted that the Amenities and Town Development Committee had received a report with a proposal from Test Valley Borough Council to contribute to the cost of banners and flags in the Town Centre to commemorate the WWI centenary. The Amenities and Town Development Committee had recommended that the Town Council contribute £1,000 from Earmarked Reserves towards the banners.

It was proposed by Councillor A Fitchet and seconded by Councillor S Hardstaff and unanimously

RESOLVED: That Andover Town Council contribute £1,000 from Earmarked Reserves to the flags and banners to be erected by Test Valley Borough Council to commemorate the WWI Centenary.

C 26/14 Andover Service Children's Conference

Cllr McBride informed Members that the Policy and Resources Committee had considered the Andover Service Children's Conference project and had recommended that the Town Council continue to support the project. He informed Members that Mr Henry was giving his time, free of charge to the project.

Cllr Drew added that it was an important project for Andover as it was partly a military town.

Cllr McBride explained that the Policy and Resources committee had recommended that the Town Council support the project with funding up to a value of £1,500.

It was proposed by Cllr Hardstaff and seconded by Cllr Fitchet

RESOLVED: That the Town Council support the Andover Service Children's Conference up to a value of £1,500.

C 27/14 Recycling Stars Scheme

Members noted that the Recycling Stars Scheme was an initiative set up by Test Valley Borough Council to encourage more recycling.

Members noted that to sign up to the scheme, the Town Council needed to complete three of the following activities:

- Sign the Recycling Stars Pledge
- Display Recycling Stars Posters
- Include a Recycling Stars article in your newsletter/staff communications/website
- Appoint a Recycling Champion

Cllr McBride encouraged the Town Council to support the scheme and suggested that Members discuss how the Town Council could encourage the scheme at its Strategic Meeting on 17 June 2014.

It was proposed by Cllr Fitchet and seconded by Cllr Drew and

RESOLVED: That the Town Council Sign the Recycling Stars Pledge and support the Recycling Stars Scheme.

C 28/14 Youth Council

Cllr McBride informed Members that the Youth Council had designed and distributed a survey to the young people of Andover, physically and via Facebook to ask what they would like to see in Andover and what they liked about Andover.

The Youth Council was holding a strategic planning session to consider all the suggestions and to choose 1 large project and 2 smaller projects to action and take forward.

Cllr Hamilton added that she would encourage all young people to take a look at the Youth Council Facebook page and become involved with the Youth Council.

C 29/14 Questions from Councillors

There were no questions received from Councillors under Standing order No 8.

C 30/14 Reports from Councillors

Cllr Fitchet reported that he would be attending the WWI commemoration service at Winchester Cathedral on Sunday 22 June 2014.

Cllr Drew reported that on Thursday 12 June at 6pm there would be a chance to meet the new

Town Centre manager at the Star and Garter.

He further reported that the Members of the Heritage Railway Committee were due to visit Swanage Railway to find out how their railway was run and managed. The Ministry of Defence had indicated that the Heritage Railway would not be able to use the Ludgershall Railway Head, so alternative plans were being investigated.

Cllr Hamilton reported that a Consultation on Youth Development was taking place at Saxon Fields on 25 July 2014 from 2pm. Anyone from the area was welcome to come and take part in the consultation and she asked Members to pass the word.

C 31/14 Reports from Borough and County Councillors

There were no reports from Borough or County Councillors.

The Chairman closed the meeting at 7.35pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Minutes of Amenities & Town Development Committee

Time and date

Thursday 17 July 2014

Place

Town Council Offices, 66C High Street, Andover, Hampshire

Details of Attendance:

Cllr Z Brooks (Chairman) (P)
 Cllr B Long (Vice-Chairman) (P)
 Cllr K Bird (P) Cllr A Cotter (P) Cllr S Hardstaff (A) Cllr C Lynn (A)
 Cllr M Kerley (A) Cllr P North (A) Cllr B Page (A) Cllr V Pond (P)

Taking the Minutes: Wendy Coulter (Town Clerk)

Members of the Public: I

Members of the Press: I

Prior to the start of the meeting, the Town Centre Manager updated Members on the current situation regarding the Projects for the Town Centre and the initiatives that he is working on with local businesses.

Minute No.	Item Title	RESOLUTION/ACTION
ATD 01/14	Election of Chairman	Action
	It was proposed by Councillor Long and seconded by Councillor Cotter that Cllr Zilliah Brooks be elected Chairman of the Amenities and Town Development Committee for the municipal year 2014/2015.	That Councillor Zilliah Brooks be Chairman of the Amenities and Town Development Committee for the municipal year 2014/2015.
ATD 02/14	Election of Vice Chairman	Action
	It was proposed by Councillor Zilliah Brooks and seconded by Councillor Veronika Pond that Cllr Barbara Long be elected Vice Chairman of the Amenities and Town Development Committee for the municipal year 2014/2015.	That Councillor Barbara Long be Vice Chairman of the Amenities and Town Development Committee for the municipal year 2014/2015.
ATD 03/14	Apologies for Absence	Action
	Apologies for absence were received and accepted from Councillors Hardstaff, Lynn, Kerley, North and Page.	

ATD 04/14	Declarations of Interest	
	There were no declarations of interest.	
ATD 05/14	Minutes	Action
	The minutes of the previous meeting held on 22 May 2014 were signed by the Chairman as a correct record.	
ATD 06/14	Public Participation	Action
	There were no members of public who wished to make a statement.	
ATD 07/14	2014 Commemoration Events	Action
	<p>Members received the following update on Commemoration Events in 2014:</p> <ul style="list-style-type: none"> • The Library Window with the WWI display for 1914 has been completed • Members requested that if possible the display be moved to somewhere permanently or for longer than one week display. • Posters have been created for the Christmas football matches – members suggested that all the information for the matches be included in one poster • Medals need to be ordered for presentation on the day of the football match – Members agreed that the medals should be given on the day • A vigil has been organised for Monday 4 August 2014 from 10pm to 11pm to commemorate the start of the 1st World War. Members noted that publicity would be rolled out over the next few days. 	If possible locate area to display the WWI information for longer than one week.
ATD 08/14	Assets Working Group	Action
	Cllr Bird reported that she would be meeting with Mr Will Fulbrook the head of Finance at Test Valley Borough Council to discuss the Andover Levy.	Cllr Bird to report her findings at the next meeting.
ATD 09/14	Tourist Information Kiosks	Action
	<p>Cllr Bird reported that she had spoken with one of the shop keepers in the Town who would be interested in providing an area for Tourist Information in their shop.</p> <p>The Town Centre Manager confirmed that he would assist the Town Council.</p> <p>It was also suggested that the local hotels may be interested in providing areas where local information leaflets could be displayed.</p>	Town Clerk to contact Town Centre Manager to consider options for a Tourist Information Point in the Town Centre.
ATD 10/14	Christmas Lights	Action
	<p>Members received the following information update:</p> <ul style="list-style-type: none"> • Christmas Lights damaged in the 2013 storms have been repaired • The Blachere website is monitored for possible replacements to enhance current display • Liaising with Blachere representative to book date and time for installation of lights in November • Hampshire County Council have given permission for a new electrical connection on the lamp post by the Guildhall – the Town Clerk will chase the contractors to install the connection. • All lamp posts where Christmas Lights will be affixed will be checked for their electrical connection – Town Clerk to book inspection • Meetings are being booked with potential suppliers 	<p>Town Clerk to follow up with HCC contractors to install electrical connection on lamp post by Guildhall.</p> <p>Town Clerk to book inspection of all Lamp Posts</p>

	for Christmas Lights in 2015 as the contract end with the current supplier in January 2015.	
ATD 11/14	Website	Action
	<p>Members received the following information update with regard to the website:</p> <ul style="list-style-type: none"> • A decision would be required as to whether the website should be coloured. • Monies have been placed in earmarked reserves to spend on the website in 2014/2015. • Monies in reserves total £2,600. <p>Cllr Bird suggested that the Website Working Group should carry out an overall review of the current website. It was also suggested that consideration should be given to moving the website to a supplier that could provide the Town Council with the freedom to add pages and sections. It is suggested that the Website Working Group be reformed at the next meeting of the Amenities and Town Development Committee.</p>	<p>Website Working Group to review whole of website.</p> <p>To consider moving to supplier who can provide a programme where pages and sections can be added.</p> <p>To reform the Website Working Group at the next meeting.</p>
ATC 12/14	Markets	Action
	<p>There was no update on the Markets. This would be reviewed at the next meeting of the Committee.</p>	The Markets item would be reviewed at the next meeting of the Committee.
ATD 13/14	Work Programme	Action
	<p>It was agreed that the following items would be included on the Work Programme for inclusion on the next agenda:</p> <p>Tourist Information Kiosks Assets Working Group report Website Markets Flood Plan and pack</p>	Town Clerk to include the items on the next agenda.

The Chairman closed the meeting at 7.55pm.

Chairman

Date



ANDOVER TOWN COUNCIL



Minutes of Policy & Resources Committee

Time and date

7.00pm on Thursday 5 June 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr P North (P)

Cllr V Pond (P)

Cllr R Shukri (P)

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

PR01/14 ELECTION OF CHAIRMAN

Councillor Katherine Bird proposed and Councillor Zillah Brooks seconded that Councillor Steven Hardstaff be elected Chairman for the ensuing Municipal Year 2014/2015..

RESOLVED: That Councillor Steven Hardstaff be elected Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2014/2015.

PR02/14 ELECTION OF VICE-CHAIRMAN

Councillor Steven Hardstaff proposed and Councillor Zillah Brooks seconded that Councillor Katherine Bird be elected Vice-Chairman for the ensuing Municipal Year 2014/2015..

RESOLVED: That Councillor Katherine Bird be elected Vice-Chairman of the Policy and Resources Committee for the ensuing Municipal Year 2014/2015.

Councillor Bird registered a vote of thanks to the retiring Chairman Councillor Phillip North; this was agreed by the Committee.

PR03/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillor Kevin Hughes.

PR04/14 DECLARATIONS OF INTEREST

There were no declarations of interest relating to any items included on the agenda.

PR05/14 MINUTES

It was proposed by Cllr Katherine Bird and seconded by Cllr David Drew that the minutes of the meeting held on 2 April 2014 be signed as a correct record.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 2 April 2014 were

agreed and signed by the Chairman as a correct record.

PR06/14 PUBLIC PARTICIPATION

Mr Darren Henry updated Members on the current situation regarding the Andover Service Children's Conference.

Mr Henry explained that the grant application for the project had not been successful, however through his research there remained a need for the type of conference to take place.

Cllr Bird asked whether there was a need as the contacts that she had, within the areas of expertise for the Service Personnel in Andover, suggested that there was no need as the service was being delivered by individual officers,

Mr Henry conformed that he would continue to work on the project and provide his time, free of charge. Members discussed the merits of differing venues for the conference and it was suggested the Mr Henry contact the Major of Test Valley to enquire whether she would allow the use of the Guildhall.

Cllr McBride pointed out that the date of the conference needed to coincide with the schools and not fall within half term or holidays.

Cllr Bird offered to assist Mr Henry with the project and Cllr McBride added that a good dialogue between stakeholders was required for a successful outcome.

It was agreed that an item would be included on the full Council Agenda recommending that the Town Council continue to support the project and that funding be provided up to a value of £1,500.

Cllr B Long requested to speak to the Committee regarding staffing matters. It was therefore resolved:

RESOLVED: That the Press and Public be excluded from the meeting to allow discussion of staffing matters.

Members considered Cllr Long's concerns regarding staffing matters and it was agreed that the Chairman of the Policy and Resources Committee would discuss the issues raised, with the Town Clerk and a report would be brought back to a future meeting of the Policy and Resources Committee.

RESOLVED: That the meeting be re-opened to the Press and Public.

PR07/14 REG PRESLEY MEMORIAL PLAQUE

Members received an update on the progress of the Reg Presley Memorial Plaque:

The Landlord of 12 High Street had sent a letter of approval and permission for the plaque to be erected.

Members noted that it was recommended that he be invited to the unveiling of the plaque.

Planning permission was being sought for the erection of the plaque.

The Heritage Foundation required 3 weeks to manufacture the plaque.

PR08/14 TOWN CENTRE MANAGER

Members received an update regarding the Town Centre Manager.

A company had been appointed to provide the services of the Town Centre Manager and an event was to be held on 12 June 2014 at 6pm in the Star and Garter to meet the new Town Centre Manager.

PR09/14 NEIGHBOURHOOD PLAN

Members received a report regarding the reallocation of monies for the Neighbourhood Plan. Previously the Policy and Resources committee had agreed that £350 be set aside for training for the Neighbourhood Plan. However, two members had received training at a discounted rate and the monies had been drawn from the training budget.

It was proposed that the £350 be used for advertising and marketing for the Neighbourhood Plan.

RESOLVED: That £350 be re-allocated for the use of the Neighbourhood Plan for advertising and marketing.

PR10/14 VIREMENT OF MONIES FROM 2013.2014 BUDGET TO 2014.2015 BUDGET

Members noted that during the December meeting of the Policy and Resources Committee it was noted that there would be possible savings from the 2013/2014 budget which were taken into account when approving the 2014/2015 Budget.

The End of Year Accounts had been completed and the projected savings were confirmed.

To comply with the Town Council's Financial Regulations, approval would be required by full Council to transfer monies into Earmarked Reserves.

Members noted a list of proposed transfers into Earmarked Reserves and

RESOLVED: To Recommend to Full Council that the Virements listed, be approved to be allocated to Earmarked Reserves for 2014/2015.

PR11/14 OFFICE CLEANING CONTRACT

Members noted that all the cleaning in the office was currently carried out by the Town Clerk and the Allotments Administrator. In real time the Town Council was spending £1365.24 per annum on the two officers carrying out the cleaning.

Members noted that three quotes had been received from different cleaning companies to clean the offices once a week.

Members noted that one of the companies did not supply their own materials or apparatus and it was agreed that this could be costly to the Town Council.

It was agreed that the Committee would recommend to full Council that a Cleaning Contract be awarded up to a Value of £1,500 and the Chairman of the Policy and Resources Committee with the Town Clerk be delegated authority to choose the best value contract.

RESOLVED: That it be recommended to full Council that a cleaning contract be awarded up to a value of £1,500 and that the Chairman of the Policy and Resources Committee and the Town Clerk be given delegated authority to choose the best value for money contract.

PRI2/14 VACUUM CLEANER FOR OFFICE

It was agreed that dependent on the Cleaning Contract chosen, a vacuum cleaner would not be required for the office.

PRI3/14 ACCOUNTS FOR YEAR ENDED 31.03.2014

The Accounts for the Year Ended 31 March 2014 were presented to the Policy and Resources Committee for approval and recommendation to full Council.

RESOLVED: That the Accounts for the Year Ended 31 March 2014 be recommended for approval to full Council.

PRI4/14 INTERNAL AUDITORS REPORT

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

Members noted that the Action Plan included actions completed from the previous year. It was further noted that all the issues raised by the Internal Auditor had been dealt with and completed, including the VAT Returns, minutes signing and Asset Register.

RESOLVED: That the Internal Auditors Report for the year ending 31 March 2014 be recommended to full Council for approval.

PRI5/14 ANNUAL RETURN

The Annual Return for the Year Ended 31 March 2014 was presented to the Policy and Resources Committee for approval and recommendation to Full Council.

RESOLVED: That the Annual Return for the Year Ended 31 March 2014 be recommended for approval to full Council.

PRI6/14 LOCAL GOVERNMENT PENSION SCHEME

Members noted that following a revision of Local Government Pension Scheme, the Town Council has been advised that as an employer, it will now contribute 14%.

PRI7/14 FINANCE

Payment of Accounts at 2 June 2014

Members noted and approved the payment of accounts up to 2 June 2014 – recorded below (to comply with Internal Audit, all payments up to 2 June are listed below):

April 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400679	Baxter Confidential	Waste Removal (confidential)	78.00
DD – BT April	British Telecom	Telephone and Broadband Services	78.91
400680	DMJ Butler Country Services	Allotments-Job No's 665,677,694,682	249.82
400681	DMJ Butler Country Services	Allotments-Job No's 547,497,523,493	360.00
400682	Convenient Hire Ltd	Provision of toilets for allotments	560.98
400683	Custom Studio Ltd	Provision of hosting for website/emails	35.94
400684	Danwood Group	Hire of photocopier (quarterly)	187.54
400685	Danwood Group	Colour and Mono printing (quarterly)	89.57
400686	HALC	Affiliation fee and NALC Levy	2528.00
400687	Kevin Justice	Repair of tap (BL) turn on water (6)	280.00
400688	South East Employers	Subscription and Membership renewal	233.10
400689	Southern Water	AW Allts Water Charges	16.62
400690	Southern Water	VR Allts Water Charges	132.29
400691	Southern Water	CW Allts Water Charges	47.54
400692	Test Valley Borough Council	Cost to reinstate/remove xmas tree	431.47
400693	Test Valley Borough Council	Hire of Guildhall 24.04.2014	43.50
400694	Viking Payments	Stationery	38.87
400695	Viking Payments	Stationery for allotment invoices	130.00
400696	WPS Insurance	Insurance Renewal 2014/2015	2197.58
400697	WPS Insurance	Insurance for monies taken for allt rnt	53.00
400698	Blachere Illuminations	Hire of Christmas Lights for 2014	5952.65
400699	Mrs R Greenwood	Locum Town Clerk Support	113.70
400700	DMJ Butler Country Services	Allotments – Job No 710,686,679	509.95

400701	Town Clerk	April Reimbursements	90.98
Total Payments for April 2014			14440.01
May 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400702	Allotment Administrator	Salary May 2014	898.87
400703	Town Clerk	Salary May 2014	2233.41
400704	Hampshire Pension Fund	Pension contribution for AA April '14	192.97
400705	Southern Water	The Drove Allts Water Supply	271.96
400706	Mrs B Long	Stationery and electrical fitting	9.28
400708	Allotment Warden (AW)	Warden Duties	20.00
400709	Allotment Warden (BL)	Warden Duties	20.00
400710	Allotment Warden (CW)	Warden Duties	20.00
400711	Allotment Warden (OWR)	Warden Duties	20.00
400712	Allotment Warden (MR)	Warden Duties	20.00
400713	Allotment Warden (TD)	Warden Duties	20.00
400714	Allotment Warden (VR)	Warden Duties	20.00
400715	Blachere Illuminations	Repair to Christmas Tree Star	96.00
400716	Convenient Hire Ltd	Provision of Toilets for allotments	587.65
400707/400717	Town Clerk	Reimbursements May 2014	209.23
400718	Custom Studio	Email and website provision	35.94
400719	DMJ Butler Country Services	Allotments Job No: 678,679,725	622.80
400720	First Clean Services	Office Window Cleaning	18.00
400721	Mrs B Long/Direct 365	General Waste and Recycling Services	222.00
DD-May 2014	N Power	Energy Provision (Council Office)	91.61
400722	Pitney Bowes	Postal Charges	32.10
400723	DMJ Butler Country Services	Allotments job no: 740	500.00
400724	Southern Water	Barlows Lane Allts – Water Supply	349.99
400725	Southern Water	Old Winton Road Allts – Water Supply	70.59
Total Payments for May 2014			6582.40
June 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400726	Andover Business Computers	Removal of virus/install hardwire	139.99
400727	Andover Business Computers	Cabling & network laptop	120.98
400728	Allotment Administrator	June 2014 Salary	756.45
400729	Town Clerk	June 2014 Salary	2160.12
400730	Town Clerk	June 2014 Reimbursements	98.45
400731	Custom Studio	Web hosting & email provision	35.94
400732	HW Assurance & Controls	Internal Audit May 2014	900.00
400733	H M Revenue & Customs	June 2014 Tax	779.90
400734	LGPS	Hampshire Pension Fund (AA)	158.88
400735	Mrs Simonds	Refund of allotment rent re Warden	20.92
400736	Test Valley Borough Council	Hire of Guildhall 28.05.2014	43.50
400737	Viking Supplies	Stationery	34.79
400738	Convenient Hire Ltd	Allotment Toilet Provision	587.65
DD – BT May 14	British Telecom	Telephone and Broadband Services	26.90
DD-Pitney Bowes	Purchase Power	Monthly franking machine hire	24.88
Total Payments for June 2014			5889.35
Total Payments			26911.76

PRI8/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:
Report from Staffing Sub-Committee – 6 August 2014

The Chairman closed the meeting at 8.50pm.

Chairman

Date



ANDOVER TOWN COUNCIL

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Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 6 August 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr P North (A)

Cllr V Pond (P)

Cllr R Shukri (P)

Also Present: Cllr A Fitchet (Substitute for Cllr G McBride)

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

PR19/14 **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Councillors Kevin Hughes, Marion Kerley, Geoff McBride and Phil North. Cllr Andy Fitchet substituted for Councillor Geoff McBride.

PR20/14 **DECLARATIONS OF INTEREST**

Councillor S Hardstaff declared an Interest in Item 7, Items for Decision from the Allotment Sub-Committee, as he has an allotment.

PR21/14 **MINUTES**

It was proposed by Cllr David Drew and seconded by Cllr Zilliah Brooks that the minutes of the meeting held on 5 June 2014 be signed as a correct record.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 5 June 2014 were agreed and signed by the Chairman as a correct record.

PR22/14 **PUBLIC PARTICIPATION**

Councillor Barbara Long asked whether the Town Council could make a donation to the cost of the candles used at the WWI Vigil on Monday 4 August 2014.

It was agreed that a donation would be made from the Petty Cash Budget.

Councillor Barbara Long asked whether the Rules and Regulations for the allotments had been updated. The Town Clerk confirmed that they had been updated and would be discussed later in the meeting.

PR23/14 **ITEMS FOR DECISION FROM ALLOTMENTS SUB-COMMITTEE**

Members were requested to provide Resolutions for items from the recent Allotment Sub-Committee meeting which was not quorate.

Review of Invoicing Date

Members noted that a request had been received from The Drove Allotment Association to move the Allotment Invoicing Date to October in order to allow allotment tenants to harvest their crops.

Members noted from the report from the Allotment Sub-Committee that there were very few occasions where tenants had required 'harvesting time'. In general tenants either planned their tenancy termination or plots were abandoned.

Members further noted that October was a busy time in the office administratively and would add increased pressure to Members of Staff.

Therefore it was proposed by Cllr D Drew and seconded by Cllr V Pond to keep the Invoicing Date the 1st September.

RESOLVED: That the Allotment Invoice Date would remain as 1st September each year.

Review of Water Charging Policy

Members noted that currently the waters charges are distributed evenly over all allotment plots and charged in arrears. However, each allotment site used different amounts of water. It was proposed that charges for water should be made per site.

It was proposed by Cllr D Drew and seconded by Cllr V Pond to distribute the water charges per site.

RESOLVED: That water for the allotments be charged in arrears per allotment site from 1st September 2014.

Review of Rules and Regulations

Members received a report on proposed changes to the Allotment Rules and Regulations. The following changes were proposed:

"Consideration may be given to offer a second plot to existing tenant with a good proven track record of cultivation if there are allotment plots available and there is no waiting list".

"Recovery of neglected plots, a letter will be issued with date for cultivation, if not adhered to, the Town Council will remove tenant from the plot".

"Recovery of plots from multi-plot holders – the Town Council reserves the right to remove plots from multiple plots holders if they are failing to keep all their plots fully cultivated".

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet that the amendments to the allotment Rules and Regulations be agreed.

RESOLVED: That the amendments relating to second plots, recovery of neglected plots and recovery of multiple plots in the allotment rules and regulations be agreed.

Parking Permits

Members noted that a request had been received from tenants at Mylen Road Allotments for parking permits to allow them to park on roads near the allotment site. Members carefully considered the request but agreed that the Town Council did not have the authority to issue parking permits and that tenants would be requested to park their cars on the allotment site.

Site Lock-up

Members received a report on the proposal for a 'lock up' to be located on one of the allotment sites. Members noted that there was a need to store various pieces of equipment that the Town Council had purchased for use on the allotments.

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet that the Town Clerk carry out a risk assessment on the sites to determine which would be most suitable and that in principle the steel container would be preferred.

RESOLVED: in principle that a steel container be purchased and subject to a risk assessment be placed on the most suitable allotment site.

Mylen Road Hedging

Members considered three quotes for hedging works at Mylen Road allotment site. Members noted that the hedge required cutting back urgently as complaints had been received.

Members carefully considered the quotes and it was proposed by Cllr D Drew and seconded by Cllr V Pond that a maximum of £750 be spent to cut back the hedge.

RESOLVED: That £750 be released from the Allotment Maintenance Budget to cut back the hedge at Mylen Road Allotment site.

PR24/14 REVIEW OF COMMITTEE TERMS OF REFERENCE

Members considered and reviewed changes to the Terms of Reference for the Council and Committees. It was agreed to recommend to full Council the Terms of Reference for: Council, Policy and Resources Committee, Amenities and Town Development Committee, Planning Committee, Allotments Sub-Committee and Staffing Sub-Committee.

PR25/14 EARMARKED RESERVES

Members considered a report on projects using Earmarked Reserves and agreed the following:

Renewal of Office Laptop

Members noted that £600 had been placed in Earmarked Reserves for the replacement of the Office Laptop. It was discussed and agreed to delegate to the Town Clerk the authority to spend up to £600 +VAT on a new Laptop for the office.

RESOLVED: That the Town Clerk be authorised to spend up to £600 +VAT from Earmarked Reserves on a replacement laptop for the Town Council office.

Website

Members noted that £2,600 had been placed in earmarked reserves for the development of the Town Council website. It was agreed that these monies be released but that the Working Group should meet to consider how to develop the website, prior to any authorisation to spend monies.

RESOLVED: That £2,600 be released from Earmarked Reserves to develop the website but the Website Working Group would meet to consider development prior to any monies being spent.

Temporary Staff

Members noted that £6,000 was transferred to Earmarked Reserves for Salaries and Pensions in 2014/2015. Members considered a request, that if volunteers could not be sourced to assist staff during the busiest periods in the office, that the Town Clerk be authorised to recruit a temporary member of staff from a Temping Agency up to a value of £2,000 per annum.

It was agreed that the Town Clerk would initiate a process whereby a call for volunteers would be sent out, if there were no volunteers by a given date, the Town Clerk would then, in consultation with the Chairman and Vice Chairman of the Staffing Sub-Committee recruit a temporary member of staff from a Temping Agency.

RESOLVED: That the Town Clerk would initiate a process whereby a call for volunteers would be sent out, if there were no volunteers by a given date, the Town Clerk would then, in consultation with the Chairman and Vice Chairman of the Staffing Sub-Committee recruit a temporary member of staff from a Temping Agency up to a maximum value of £2,000 per annum.

Telephone Recording System

Members considered whether a telephone recording system for the Town Council office was required, following recent incidents of aggressive phone calls received by Officers and Councillors. It was agreed that the situation would be monitored and if Officers considered that a recording system was required a further report, with supporting evidence would be submitted to the Policy and Resources Committee.

PR26/14 COMPLIANCE WITH THE DISABILITY DISCRIMINATION ACT 1995

Members considered a report on compliance with the Disability Discrimination Act. Members noted that to comply with the Act the Town Council was required to provide a Hearing Loop in the Town Council Office. Members noted that the Council Meetings held in the Guildhall complied with the DDA 1995 because a hearing loop was installed and available for use at the Council meetings.

Members noted that there may be a hearing loop available to the Town Council for a cost of £500 via another organisation, but this was yet to be confirmed.

It was proposed by Cllr D Drew and seconded by Cllr A Fitchet and agreed that the Town Council should purchase a small hearing loop to fulfil the DDA 1995 requirements and if the other hearing loop for £500 became available to Town Clerk would have delegated authority to purchase it for the use of the Town Council.

RESOLVED: That the Town Council should purchase a small hearing loop to fulfil the DDA 1995 requirements and if the other hearing loop for £500 became available to Town Clerk would have delegated authority to purchase it for the use of the Town Council.

PR27/14 RESPONSIBLE DOG OWNERSHIP

Members received a report from Councillor Katherine Bird regarding a new Animal Welfare Scheme being carried out by Test Valley Borough Council regarding responsible dog ownership. Members noted that the proposal was for Andover to become the next pilot area for the project.

Members discussed at length the merits of such a scheme in Andover. Some objections were raised in concern that responsible dog owners may find the scheme somewhat offensive. However Cllr K bird proposed and Cllr K Hamilton seconded a vote was taken, 1 against, 1 abstention and it was

RESOLVED: That Andover Town Council would work with Test Valley Borough Council for Andover to become the next pilot area for the new Animal Welfare Scheme.

PR28/14 URGENT MATTERS

It was agreed to appoint two Members of the ~~16~~ Committee who would be consulted by the Town Clerk

regarding a matter of urgency within the Terms of Reference for the Committee.

RESOLVED: That the Chairman and Vice Chairman of the Policy and Resources Committee be appointed for the Town Clerk to consult regarding matters of urgency within the Terms of Reference for the Policy and Resources Committee.

PR29/14 REVIEW OF FINANCIAL PLAN FOR 2015/2016

Members received a report outlining a Financial Plan for 2015/2016. There were no issues raised and it was agreed that the financial plan would feed into the budgeting process for 2015/2016 (**Financial Plan attached to record minutes**).

PR30/14 FINANCE

Payment of Accounts at 5 August 2014

Members noted and approved the payment of accounts up to 28 July 2014 – recorded below (to comply with Internal Audit, all payments up to 5 August 2014 are listed below):

July 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400749	Andover Business Computers	Scanner and Printing set up	249.93
400750	Allotment Administrator	July salary	927.35
400751	Convenient Hire Ltd	Toilet provision for allotments	560.98
400572	Town Clerk	July Salary	2120.41
400773	Town Clerk	July reimbursements	108.85
400754	Custom Studio Ltd	Website and email provision	35.94
400755	DMJ Butler Country Services	Allotment Maintenance	630.00
400756	DMJ Butler Country Services	Weed Treatment for Allotments	750.00
400757	H M Revenue & Customs	July Tax	974.16
400578	Hampshire Pension Fund	Pension Contribution Allots Admin	198.61
400759	Hedeys Solicitors	Allotments Legal Support	388.80
400760	Test Valley Borough Council	Hire of Guildhall 11.06.2014	43.50
400761	Evergreen Garden Services	Storage of xmas fencing & lights	224.00
BT DD June 2014	British Telecom	Telephone Line rental	7.21
400764	Mr G McBride	Voucher for Youth Council Competition	20.00
400767	Viking Supplies	Computer Monitor	142.80
DD CIT July 2014	CIT Vendor Finance	Rental of Photocopier	308.53
400762	Baxter Confidential	Confidential Waste Management	78.00
DD Mains July 2014	Mainstream Digital	Call Charges 30.05.2014-27.06.2014	5.72
400765	Pitney Bowes	Franking machine rental x 2	60.96
400766	Southern Water	Vigo Road allotment water charges	132.06
400763	Town Clerk	Repairs to office window	138.00
400775	Direct365 Online	Waste and recycling for 1 year	222.00
400774	Danwood Working Solutions	Photocopying Charges April-July 2014	80.54
400773	Mr D Bolland	Grass Cutting – Admirals Way Allots	11.00
400781	Viking Supplies	Fans and Heaters for Offices	95.96
400776	The Drove Allotment Assoc	Allotment Maintenance – The Drove	578.00
400779	Southern Water	Admirals Way Water Charges	95.23
400777	Mr G McBride	Reimbursement – provisions for YC	14.80
400770	DMJ Butler Country Services	Allotment Maintenance	880.00
400771	DMJ Butler Country Services	Allotment Maintenance	680.00
400772	DMJ Butler Country Services	Covering for vacant allotments	265.22
Total Payments for July 2014			11,677.80

July 2014			
Cheque No	Supplier	Service/Product Supplied	Total (£)
400782	Andover Business Computers	Bug Fixes on Administrator PC	69.99
400783	Allotment Administrator	August Salary	813.41
400784	Convenient Hire Ltd	Toilet Provision for Allotments	614.39
400785	Town Clerk	August Salary	2131.67
400786	Town Clerk	August Reimbursements	16.38
400787	Custom Studio Ltd	Website and Email provision	35.94
400788	First Clean Services	Office Window Clean	18.00
400789	Grately homes Services	Replacement broken socket and light	135.00
400790	Hampshire Pension Fund	Pension Provision Allots Admin	172.13
400791	H M Revenue & Customs	August Tax	990.29
400792	Mores Cleaning Services	Office Cleaning July 2014	30.00
400793	Pitney Bowes	Hire of Franking Machine	23.94

400794	Viking Supplies	Tower Fan for Office	39.47
400795	Ebuyer	Laptop for Office (Incl VAT)	773.87
Total Payments for August 2014			5,864.48
August 2014			
Total Payments			£17,542.28

PR31/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed to add the following items:
 Report from Staffing Sub-Committee – 30 October 2014
 Timetable of meetings, cross matched with TVBC meetings – 30 October 2014

The Chairman closed the meeting at 8.50pm.

Chairman

Date



ANDOVER TOWN COUNCIL

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Minutes of Planning Committee

Time and date

6.00pm on Monday 16 June 2014

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 S Hardstaff (P)

Cllr R Khuman (A)

Cllr B Page (A)

Cllr V Pond (P)

Cllr M Kerley (P)

Members of Public Present: 0

PC001/14 Apologies

Apologies were received from Cllr S Hawke, Cllr R Khuman

PC002/14 Election of Chairman

Cllr Alan Cotter proposed by Cllr B Long. Seconded by Cllr S Hardstaff

PC003/14 Election of Vice Chairman

Cllr B Long proposed by Cllr V Pond. Seconded by Cllr S Hardstaff

PC004/14 Declarations of Pecuniary Interest

Item 14/1152 Alan Cotter - neighbour.

PC005/14 Minutes

The Minutes of the Planning Committee meeting held on Monday 19 May 2014 were signed as a correct record.

PC006/14 Public Participation

None

PC007/14 Planning Applications

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

5.1	14/01102/FULLN 13.05.2014 ANDOVER TOWN (HARROWAY)	Retrospective change of use from residential to BI (Business) for two of the existing ground floor rooms	103 Charlton Road (Formerly Walker House, 14 Silchester Close), Andover, Hampshire, SP10 3FF
	Objection Business within a residential area. Large lorries accessing via Silchester Close and turning in close. No provision of collection of business waste No details of parking for customers or deliveries		

5.2	14/00807/FULLN 14.05.2014 ANDOVER TOWN (ST MARYS)	Change use from Class A1 retail to Class A4 drinking establishment, erection of rear extension to provide 2 lobbies and wall around external staircase	41 And 41A London Street, Andover, Hampshire, SP10 2NU
Concerned re exit at back of dance floor. Should be double doors with push bars for fast safe exit re fire regulations. No disabled toilets shown on plan No sound proofing shown in plans.			
5.3	14/00808/LBWN 14.05.2014 ANDOVER TOWN (ST MARYS)	Internal alterations to facilitate change use from Class A1 retail to Class A4 drinking establishment, erection of rear extension to provide 2 lobbies and wall around external staircase	41 And 41A London Street, Andover, Hampshire, SP10 2NU
Subject to listed building officer to ensure no features of grade 2 listed building is lost.			
5.4	14/01007/FULLN 19.05.2014 ANDOVER TOWN (ST MARYS)	Change of use from hair dressers (use class A1) to a taxi office	7 London Street, Andover, Hampshire, SP10 2NU
Objection No spaces for parking for taxis to pick and collect Where do the cars wait? Present taxi firm in Winchester St use 30 min waiting bays Do not want the taxis to take up use of the Dash and Go parking spaces.			
5.5	14/01174/FULLN 21.05.2014 ANDOVER TOWN (ST MARYS)	Erection of six dwellings with associated access, parking and landscaping	Land Adjacent Davenport Depot, Ox Drove, Picket Piece, Hampshire
No Objection			
5.6	14/01176/FULLN 21.05.2014 ANDOVER TOWN (ST MARYS)	Erection of 10 dwellings with associated access, internal road, parking and landscaping	Land Rear 22 And 22A, Walworth Road, Picket Piece, Hampshire
No Objection			
5.7	14/01220/DEMN 21.05.2014 ANDOVER TOWN (ST MARYS)	Application for Prior Notification of Demolition - Stripping back of building to steel frame and demolition of gatehouse on Plot 54	Plots 54 And 89, Walworth Business Park, South Way, Andover Hampshire SP10 5AF
Out of time for consultation			
Decisions on Lists 20, 21, 22, 23			
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 20			
Week Ending: 16th May			
	14/01038/ADV 12.05.2014 ANDOVER TOWN (HARROWAY)	Display of 6 internally illuminated signs and 12 non-illuminated signs	Scats Country Store, Unit 7, Andover Trade Park, Joule Road Portway Business Park Andover
No objection			
	14/01152/FULLN 14.05.2014 ANDOVER TOWN (HARROWAY)	Single storey side and rear extension to provide extended kitchen and dining room	1 Ashfield Road, Andover, Hampshire, SP10 3PE
No objection			
	14/01148/FULLN 16.05.2014 ANDOVER TOWN (MILLWAY)	Change of use to physiotherapy clinic (Class D1)	Unit 8 And 8A, Kenyons Yard, Weyhill Road, Andover Hampshire SP10 3NP
No objection			

14/00693/TPON 15.05.2014 ANDOVER TOWN (WINTON)	T1 - Ash - Reduce by 50% leaving tree as high pollard.	5 Winchester Road, Andover, Hampshire, SP10 2EG
Subject to aboriculturist		
14/01154/FULLN 14.05.2014 ANDOVER TOWN (WINTON)	Erection of single storey side and rear extensions to provide garage, utility/store room and conservatory	19 Dene Path, Andover, Hampshire, SP10 2AJ
No objection		
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 21		
Week Ending: 23rd May 2014		
14/01135/FULLN 19.05.2014 ANDOVER TOWN (HARROWAY)	Erection of single storey garage in rear garden	32 King George Road, Andover, Hampshire, SP10 3DG
No objection		
14/01181/FULLN 21.05.2014 ANDOVER TOWN (HARROWAY)	Erection of orangery to rear of property	1 Tollgate Road, Andover, Hampshire, SP10 3RE
No objection		
14/00668/FULLN 22.05.2014 ANDOVER TOWN (MILLWAY)	Construction of retaining wall along the Eastern boundary of the existing side and rear garden and levelling of garden	7 Leyton Way, Andover, Hampshire, SP10 2UD
No objection		
14/01174/FULLN 21.05.2014 ANDOVER TOWN (ST MARYS)	Erection of six dwellings with associated access, parking and landscaping	Land Adjacent Davenport Depot, Ox Drove, Picket Piece, Hampshire
No objection Concern about number of properties accessing Ox Drove. Request 106 money to improve Ox Drove		
14/01175/FULLN 19.05.2014 ANDOVER TOWN (ST MARYS)	Erection of timber summer house and the installation of external timber decking (Retrospective)	68 Vigo Road, Andover, Hampshire, SP10 1HP
No objection		
14/01176/FULLN 21.05.2014 ANDOVER TOWN (ST MARYS)	Erection of 10 dwellings with associated access, internal road, parking and landscaping	Land Rear 22 And 22A, Walworth Road, Picket Piece, Hampshire
No objection		
14/01220/DEMN 21.05.2014 ANDOVER TOWN (ST MARYS)	Application for Prior Notification of Demolition - Stripping back of building to steel frame and demolition of gatehouse on Plot 54	Plots 54 And 89, Walworth Business Park, South Way, Andover Hampshire SP10 5AF
No objection		
NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)		
14/01217/PDHN 22.05.2014 ANDOVER TOWN (MILLWAY)	Notification of proposed works to a dwelling - Rear conservatory (length 4 metres, height 3.18 metres, height to eaves 2.78 metres)	69 The Crescent, Andover, Hampshire, SP10 3BJ

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 22

Week Ending: 30th May 2014

14/01073/VARN 28.05.2014 ANDOVER TOWN (HARROWAY)	Convert garage to dining room - non-compliance with condition 7 of TVN.4861/31 requiring garage to be used for no purpose other than the parking of cars	42 Jutland Crescent, Andover, Hampshire, SP10 4NB
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No objection

14/01190/LBWN 27.05.2014 ANDOVER TOWN (ST MARYS)	Erection of porch to rear of property	18 Marlborough Street, Andover, Hampshire, SP10 1DG
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No objection

14/01263/ADVN 28.05.2014 ANDOVER TOWN (WINTON)	Display of externally illuminated fascia and hanging signs	Shahi Raj, 4A Winchester Street, Andover, Hampshire SP10 2EA
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No objection

14/01269/LBWN 29.05.2014 ANDOVER TOWN (WINTON)	Display of externally illuminated fascia and hanging signs	Shahi Raj, 4A Winchester Street, Andover, Hampshire SP10 2EA
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No objection

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 23

Week Ending: 6th June 2014

14/01327/FULLN 02.06.2014 ANDOVER TOWN (ALAMEIN)	Single storey utility room extension	37 Trajan Walk, Andover, Hampshire, SP10 5JW
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No objection

14/01372/HCC3N 05.06.2014 ANDOVER TOWN (ALAMEIN)	Construct a new entrance into the site off a recently adopted highway; construct a new access to the rear of the centre to create parking on an existing MUGA; extend the MUGA into an existing grassed area	Andover Education Centre, Smannell Road, Andover, Hampshire SP11 6JP
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No objection

	T1 & T2, 2 x Beech trees on Bank between no.26 and Weyhill rd B3402. To Side reduce to near boundary. To remove over hang. Approx 4 metres to reduce or back to stem if appropriate growth points are not available.	Bank Between 26 Salisbury Road And Weyhill Road, Andover, Hampshire, SP10 2JL
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No objection Subject to arboriculturist

14/01150/FULLN 05.06.2014 ANDOVER TOWN (ST MARYS)	Erection of two warehouses and a paint shed on the south west of the site	34 Walworth Road, Andover, Hampshire, SP10 5LH
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No objection

	14/01341/OUTN 03.06.2014 ANDOVER TOWN (ST MARYS)	Outline application for development of up to 63 residential dwellings with associated access and open space	Land At Picket Piece, South Of Walworth Road, Picket Piece, Hampshire	WV
	No objection			
	14/01367/FULLN 06.06.2014 ANDOVER TOWN (ST MARYS)	Change of use of garage/studio outbuilding to independent two bedroom dwelling and construction of balcony to rear	The Studio, 10 Ox Drove, Picket Piece, Andover, Hampshire SP11 6ND	
	No objection request for 106 money to improve Ox Drove			
	14/01313/FULLN 06.06.2014 ANDOVER TOWN (WINTON)	Erection of single storey rear extension to provide living accommodation and single storey side extension to provide storage area	48 Coachways, Andover, Hampshire, SP10 2Sj	
	No objection			
	14/01315/FULLN 06.06.2014 ANDOVER TOWN (WINTON)	Erection of single storey extension to provide kitchen/dining room	14 Farris Avenue, Andover, Hampshire, SP10 2AH	
	No objection			
	14/01352/FULLN 03.06.2014 ANDOVER TOWN (WINTON)	Erection of detached dwelling including amended drive layouts to new dwelling and existing (Revised Scheme)	15 Croft Avenue, Andover, Hampshire, SP10 2EL	
	No objection			
	14/01363/TPON 05.06.2014 ANDOVER TOWN (WINTON)	T8 - Dead Ash - Fell and remove (Exempt Works); T9 - Lime - Crown lift to a height of 4m above ground level and remove 3 branches encroaching onto power and telephone lines; T10 - Dead Beech - Fell and remove (Exempt Works).	72 Winchester Road, Andover, Hampshire, SP10 2ER	
	No objection Subject to arboriculturist			
	14/01375/TPON 06.06.2014 ANDOVER TOWN (WINTON)	1 x Ash - Remove hanging branch	84 Winchester Road, Andover, Hampshire, SP10 2ER	
	No objection Subject to arboriculturist			
	NOTIFICATION OF A LARGER HOME EXTENSION – (FOR INFORMATION ONLY)			
	14/01330/PDHN 02.06.2014 ANDOVER TOWN (MILLWAY)	Notification of proposed works to a dwelling - Single storey rear extension (Length 6 metres, height 4 metres, height to eaves 2.5 metres)	46 Bishops Way, Andover, Hampshire, SP10 3EH	
PC008/14	Decision Notices The Decision Notices were detailed on the Agenda and were noted by Members.			
PC009/14	Street Naming Shop Mobility and TVCS Andover Bus Station No objection to proposed address Pitts Lane To run consecutively from existing housing Former Recycling Centre Shepherds Spring Lane Link to Jimmy Munroe who owned the garage at the roundabout – now dead			

<p>PC010/14</p> <p>PC011/14</p> <p>PC012/14</p> <p>PC013/14</p>	<p>Munroe Court or Munroe Place Weyhill Road No objection to developers suggestion - what is the connection?</p> <p>To note any communication from Test Valley Borough Council Noted that appeals have been launched for Walker House, Silchester Close and by Mr Ponting on Andover Down</p> <p>Test Valley Borough Council – Northern Area Planning Committee Agreed to make representation regarding Approach Garage</p> <p>Communication from Hampshire County Council</p> <p>To consider any communication from Hampshire County Council. New entrance into site off recently adopted highway Andover Education Centre, Smannell Road, Andover SP11 6JP</p> <p>No objection</p> <p>To consider Street Trading application None</p>
<p>PC014/14</p> <p>PC015/14</p> <p>PC016/14</p>	<p>The Neighbourhood Plan Consultation closed on 13th June. Not heard anything from TVBC yet.</p> <p>TVBC Local Plan To be considered by cabinet and there will be a special council meeting.</p> <p>Items for consideration at the next meeting No items requested</p> <p>It was noted that Andover Town Council do not always get notification of consultation document e.g. Weyhill Road Cycle Route. We also don't always get details from TVBC / HCC re road</p> <p>Haven't heard about the trees being taken down on Shepherd Spring Lane. Clerk to send comments to HCC and TVBC to ensure Andover Town Council are consulted and informed.</p>
<p>PC017/14</p>	<p>Date of next meeting Members noted the date and venue of the next meeting: Monday 7 July 2014 at 6.00pm at the Town Council Office.</p> <p>The meeting closed at 7.00pm.</p> <p>Chairman: _____ Date: _____</p>



ANDOVER TOWN COUNCIL

F

Minutes of Planning Committee

Time and date

6.00pm on Monday 7 July 2014

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 S Hardstaff (P)

Cllr R Khuman (A)

Cllr B Page (P)

Cllr V Pond (A)

Members of Public Present: 0

PC018/14 Apologies

Apologies were received from Cllr S Hawke, Cllr R Khuman and Cllr V Pond.

PC019/14 Declarations of Pecuniary Interest

There were no declarations of interest.

PC020/14 Minutes

The Minutes of the Planning Committee meeting held on Monday 16 June 2014 were signed as a correct record.

PC021/14 Public Participation

There were no Members of the Public present.

PC022/14 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.

1	14/01380/OUTN	Outline: Erection of building for B2 use, with associated B* and B1 uses	Plot 3, Andover Commercial Park (Former Andover Airfield), Monxton Road, Andover
No objection, however Option 2 (sketch 25) for the design of the tower is more in keeping with the site and connection to being an old airfield of height of tower is considered acceptable.			
2	14/01399/FULLN	Retain hoardings around demolished industrial premises (retrospective)	Plot 37, Central Way, Walworth Business Park
No objection			
3	14/01403/FULLN	Demolition of existing rear conservatory and side garage and erection of single storey rear extension, two storey side extension and front porch (amended scheme)	12 Kew Walk, Andover

	No objection		
4	14/01452/FULLN	Demolish porch and erection of single storey front and rear extensions to provide study and family room	10 Andeferas Road, Andover
	No objection		
5	14/01374/VARN	Conversion of garage to home office/studio (relaxation of condition 8 of TVN.04861/41 and condition 5 of TVN.04861/43 requiring the garage to be used for vehicle parking)	15 St Birstan Gardens, Andover
	No objection		
6	14/01447/FULLN	Erection of two storey and single storey rear extension and single storey side extension to provide enlarged kitchen/dining area, utility room, garage and car port on ground floor and two enlarged bedrooms and additional bathroom on first floor.	122 Millway Road, Andover
	No objection		
7	14/01303/FULLN	Erection of 1 no. detached dwelling with associated parking and amenity space	Land to the rear of 32 Love Lane (Accessed via 12 Wolverdene Road), Andover
	Objection – the siting of the development does not allow for redevelopment of adjacent sites of 26, 28 and 30 Love Lane and would prejudice any development on these sites. This is against Policy SET01 The Design and Access Statement only considers the adjacent site of 12 Wolverdene Road.		
8	14/01464/FULLN	Extension to existing detached garage with rear conservatory link to the main dwelling.	51 Turnpike Road, Andover
	No objection		
9	14/01482/FULLN	Single storey front extension	20 Altona Gardens, Andover
	No objection		
10	14/01486/VARN	Conversion of garage to kitchen (non-compliance with condition 07 of TVN.04861/30 restricting use of garage to vehicle parking)	15 Lingen Close, Andover
	No objection		
11	14/01442/FULLN	Erection of single storey rear extension to provide dining/sun room	55 Denning Mead, Andover
	No objection		
12	14/01559/FULLN	Rear extension to provide replacement conservatory and extended lounge	5 Wistaria Court, Andover
	No objection		
13	14/01488/ADV N	Replacement of existing Twinings Sign on the coffee tower with non-illuminated fascia sign	R Twinning and Co Ltd, South Way, Andover
	No objection		
14	14/01357/ADV N	3 sets of non-illuminated text, replacement of 3 non-illuminated plaques, retention of 2 externally illuminated menus, signs on 4 parasols and 4 windbreaks.	Villagio, The Guildhall, High Street, Andover
	Objection. Impact on Listed Building. This is inappropriate in the Conservation Area in front of a building which commands such a high profile in the Town Centre.		

PC023/14 Decision Notices

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

PC024/14 Rural Housing Review

Members noted that the Rural Housing Policy Review, chaired by Lord Best, is exploring what has changed since the production of the key reports into rural affordable housing published 2005-2008 and what now needs to happen to assist delivery. The findings will inform recommendations to nation policy makers and assist those responsible for its delivery. Vital is the understanding of the factors that

encourage and deter Parish Councils from engaging in the delivery of rural affordable housing.
Members noted a questionnaire and

RESOLVED: That the Town Clerk complete the questionnaire on behalf of the Town Council.

PC025/14 Street Naming

There were no Street Naming applications to be considered. However, Councillor Long suggested that the Committee should think about names for upcoming developments such as:
The Wolversdene Road development
The Picket Piece development.

PC026/14 Communications from Test Valley Borough Council

Members noted that there were no communications from Test Valley Borough Council.

PC027/14 Test Valley Borough Council – Northern Area Planning Committee

There were no applications to be considered that required further comment from the Town Council.

PC028/14 Communications from Hampshire County Council

Members noted that there were no communications from Hampshire County Council.

PC029/14 Street Trading Licences

Members considered an application for a Street Trading Licence Renewal:

Location: Whittle Road, Portway

Trading hours: Monday to Friday 7am to 5pm.

No objections

PC030/14 The Neighbourhood Plan

Members noted that there had been no updates from Test Valley borough Council regarding the decision about the proposed area for the Neighbourhood Plan.

PC031/14 Test Valley Borough Council Local Plan

Consultation closed on 13th June. Members noted that the Local Plan will be considered by Cabinet on 16 July and Full Council on 24 July at Crossfield Hall, Romsey.

PC032/14 Items for consideration at the next meeting

The Town Clerk was requested to contact Mrs Tomlinson regarding the Town Access Plan to ensure the Town Council was consulted on any changes.

PC033/14 Date of next meeting

Members noted the date and venue of the next meeting: Monday 28 July 2014 at 6.00pm at the Town Council Office.

The meeting closed at 7.00pm.

Chairman:

Date:



ANDOVER TOWN COUNCIL



Minutes of Planning Committee

Time and date

6.00pm on Monday 7 July 2014

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 B Page (P)

Cllr S Hawke (A)

Cllr V Pond (A)

Cllr S Hardstaff (P)

Cllr R Khuman (A)

Members of Public Present: 0

PC034/14	Apologies Apologies were received from Cllr S Hawke and Cllr R Khuman.		
PC035/14	Declarations of Pecuniary Interest There were no declarations of interest.		
PC036/14	Minutes The Minutes of the Planning Committee meeting held on Monday 7 July 2014 were approved and signed as a correct record.		
PC037/14	Public Participation There were no Members of the Public present.		
PC038/14	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.		
I	14/01382	Development of 51 dwellings, associated access streets within site, car parking and landscaping for Phase 2 (East Parcel) (details of 10/00242/OUTN)	Land at Picket Piece, Picket Piece, Andover
	No objection, however concerned regarding the following: <ul style="list-style-type: none"> • Concerned that there are only 3 visitor parking spaces provided for 51 dwellings • Concerned that building 475 may be overwhelmed by the 3 and 2.5 storey buildings next to it • Concerned about the cladding colour Iron Grey, feel that this would make it very harsh and be out of keeping. • There is mention of a cycle/pedestrian access to the Walworth Business Park, however, the extension is not yet built so residents of Picket Piece will not be able to use this. • The transport plan talks about a footpath on Ox Drove and a Bus Route but the 		

	<p>Town Council understands from the Developer that this has changed. The Ox Drove is not suitable as a bus route.</p> <ul style="list-style-type: none"> Currently there is only one footpath from the Development into Andover. 		
2	14/01552/FULLN	Change of use of ground floor and lower floor from A1 (retail) to A5 (hot food takeaway) and installation of external extraction flue	Askalot, 1 Atholl Court, Andover
	<p>Objection</p> <ul style="list-style-type: none"> The external extraction flue will be facing the patio area of the pub and the flat above the pub. This will have an adverse effect on the local amenities Suggest that flue is re-sited in an alternative location Take away at opposite end of building flue goes through roof at back of building. 		
3	14/01468/FULLN	Change of use from Class A2 (financial and professional services) to Class A1 (retail) and tattoo studio	12A High Street, Andover
	No objection		
4	14/01569/FULLN	Boundary fence to plots 161, 162, 167 – 169 of permission 13/00768?RESN – Retrospective	Land to rear of Cheavley and Baitna, Walworth Road, Picket Piece, Andover
	<p>Objection</p> <ul style="list-style-type: none"> The residents of Cheavley and Baitna are not happy with the situation of privacy. The fence to the rear of the properties has not been completed Trellis does not provide privacy from overlooking from the new developments bedroom windows Suggest that Planning Officers visit the site to view the problem. The bottom of the garden shed, erected behind Baitna is level with the top of the current boundary fence. 		
5	14/01626/FULLN	Change of use from Class D2 Dance Studio to Class B2 Tachograph Centre	Unit H, Hopkinson Way, Andover
	No objection		
6	14/01694/FULLN	Removal of existing single storey rear construction, erection of two storey and single storey rear extension	4 Elm Bank Road, Andover
	No objection. However, concerned about possible overlooking of 6 Elm Bank Road.		
7	14/01611/FULLN	Erection of replacement conservatory at front of sales office	Unit 9, Mylen Business Centre, Beckett Road, Andover
	No objection		
8	14/01619/TPON	Clear fell Sycamore 1 and 2 (labelled on plan)	Willowdale, 57 Rooksbury Road, Andover
	No objection		
9	14/01606/FULLN	Two storey side extension	313 Vigo Road, Andover
	No objection		
10	14/01657/FULLN	Two storey side extension to provide family room with enlarged bedroom over, and single storey rear extension to provide enlarged lounge	16 Old Winton Road, Andover
	No objection		
11	14/01606	Two storey side extension	313 Vigo Road, Andover
	No objection		
12	14/01669/FULLN	Proposed conservatory to the side of property and front porch	2 Wellesley Road, Andover
	No objection		
13	14/01721/LBWN	Reconfigure and upgrade Cashiers Counters	Barclays Bank Plc, 5 High Street, Andover
	No objection		
14	14/01664/FULLN	Erection of oak framed carport in front garden	2 Appleton Mews, Andover
	No objection		

15	14/01550/TREEN	T1-T10 (Leylandii) – Fell; T11 (Cherry) – Fell; T12 (Lilac) – Fell; T13 (Yew) – Fell; T14 (Lilac) – Fell; T15 (Leylandii) – Fell; T16 (Laurel) – Fell; T17 (Lilac) – Crown to be reduced to height of 3.2m, spread of 2.3m; T18 (Lilac) – Crown to be reduced to height of 3.2m, spread of 2.3m; T19 (Pear) – Crown to be reduced to height of 3.2m, spread of 1.8m.	Priory Lodge, 4 Newbury Street, Andover
No objection subject to the consent of the Arboricultural Officer			
16	14/01755/TPON	2 x Lime Trees – Deadwood in upper canopy, crown raise required over footpath to 2.3m	2-6 The Oaks, Lynwood Drive, Andover
No objection			
17	14/01176/FULLN	Erection of 9 dwellings with associated access, internal road, parking and landscaping	Land rear of 22 and 22A, Walworth Road, Andover
No objection			
18	14/01682/ADVN	Display of illuminated signs	Approach Andover, 160 New Street, Andover
Objection <ul style="list-style-type: none"> • Detrimental effect to residential properties • The letters on the signs will be 12 feet above street level and illuminated at 600 cd/m2 will have a detrimental impact on residents as this will be above the boundary fence • Out of keeping with the street scene in New Street, which is close to residential housing • Lighting levels should be reduced to avoid impact • Conditions should be imposed for lights to be turned off out of trading hours 			
19	14/01678/ADVN	Display of illuminated and non-illuminated signs	160 New Street, Andover
Objection <ul style="list-style-type: none"> • The signs should not say open 24 hours (no permission for 24 hours trading) • All lights should be turned off at close of business to avoid impact on residential properties • All the lights say 600 cd/m2 feel this would have a huge impact which will have a detrimental effect to residents and street scene • The signage on New Street does not allow for signage to other retail units and garage on the same site • Suggest that signage should be considered for all units • Signage for MacDonald's will have an overbearing effect on other units • Concerns of light pollution and effect on residents • Some signs will be 12 feet high which will be higher than the boundary fence at the rear of the development 			
Mr Barry Groves from David Wilson Homes went answered Members questions regarding the Picket Piece development (East Parcel). Following this they made the above observations.			
PC039/14	Decision Notices The Decision Notices were detailed on the Agenda and were noted by Members.		
PC040/14	Street Naming There were no Street Naming applications to be considered.		
PC041/14	Communications from Test Valley Borough Council Members noted that there were no communications from Test Valley Borough Council.		
PC042/14	Test Valley Borough Council – Northern Area Planning Committee There were no applications to be considered that required further comment from the Town Council.		
PC043/14	Communications from Hampshire County Council Members noted that there were no communications from Hampshire County Council.		
PC044/14	Street Trading Licences Members noted that there were no Street Trading Licences to be considered.		

PC045/14	<p>The Neighbourhood Plan Members noted that there had been no updates from Test Valley borough Council regarding the decision about the proposed area for the Neighbourhood Plan.</p>
PC046/14	<p>Test Valley Borough Council Local Plan Members noted that Test Valley Borough Council have submitted the Local Plan despite objections from Romsey.</p>
PC047/14	<p>Items for consideration at the next meeting The Town Clerk was requested to contact Mrs Tomlinson again regarding the Town Access Plan to ensure the Town Council was consulted on any changes.</p>
PC048/14	<p>Date of next meeting Members noted the date and venue of the next meeting: Monday 18 August 2014 at 6.00pm at the Town Council Office.</p> <p>The meeting closed at 7.55pm.</p> <p>Chairman: _____ Date: _____</p>

APPENDIX H

ANDOVER TOWN COUNCIL

BUSINESS OF THE COUNCIL AS A CORPORATE BODY

TERMS OF REFERENCE

These Terms of Reference apply to a Council which operates solely as a Council and or with Committees/Sub Committees.

Therefore the Term 'Committee or Sub Committee' only applies where a Council chooses to appoint any of these.

Purpose:

To ensure that Andover Town Council, its Elected Members, Officers, volunteers and representatives comply with all legislation relevant to the Town Council.

The Council may (under section 101, Local Government Act 1972) with certain exceptions delegate any of its functions to:

- a) A committee
- b) A Sub-Committee
- c) An officer of the Council

The exceptions are:

- a) Issuing a Precept
- b) Approving the End of Year Accounts and Annual Return
- c) Borrowing money
- d) Lending money
- e) Amending Standing Orders and Financial Regulations
- f) Incurring capital expenditure which is over and above the Council's approved budget
- g) Fixing the number of committees, and the names and number of Members appointed to each committee
- h) Determine the functions and constitution of Committees and Sub-Committees
- i) Fix dates of routine meetings of the Council and its Committees
- j) Fill Member vacancies which occur on any Committee or Council (if required to do so by law)
- k) Appoint or nominate persons to fill vacancies on outside bodies
- l) Confirm the appointment of and dismiss the Town Clerk

Delegated Authority to Town Clerk:

The Council may, from time to time and by mutual consent, delegate authority to the Town Clerk or other appropriate officer.

- a) The Town Clerk may send to the Full Council any matter which in his/her opinion it would be advisable to so refer. And further, that each of the Standing Committees shall formulate a resolution to the effect that:

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The Town Clerk shall take such action as is deemed necessary, in the interests of expediency, on any matter for which the committee has delegated authority.

- b) The Town Clerk has the authority to cancel or postpone a meeting owing to lack of business or in an emergency.
- c) Any Standing Committee may on the requisition of 51% of the members present, should it consider that a wider view on any particular issue be necessary, refer the matter to the Full Council for determination.

Standing Orders

Full Council will make decisions on the following matters:

Policy and Procedures

1. To review policy and policy objectives
2. Amend as required, Standing Orders and Financial Regulations
3. To authorise matters of major policy resource use under the Council's own terms of reference and in the form of recommendations from other committees; or where the recommendations of one committee on a particular matter differ from the recommendations of another committee on the same matter.
4. To carry out as necessary, a performance review on aims, objectives, powers and duties of the Council and standing committees.
5. To develop and monitor the Council's Risk Management Strategy.
6. To develop the Council's Strategic Objectives and monitor the Council's performance against these.

Finance

7. Develop the Council's Financial Plan.
8. To prepare annual estimates and precept
9. The use of financial reserves
10. To regulate and control the finances of the Council with powers to revise, in each financial year the estimates of the spending committees.
11. To authorise additional expenditure at the request of a spending committee for items not included in the estimates, provided that savings cannot be found within the committee's estimates and that funding is available.
12. Expenditure from the Contingency Fund.

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13. To consider and authorise capital expenditure on schemes approved by Council.
14. To receive statements of income and expenditure
15. To receive details of urgent expenditure incurred by the Town Clerk under Financial Regulations.
16. To direct the raising of loans, leasing finance and investment funds held by the Council and the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
17. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
18. To authorise the acceptance of a tender, other than the lowest if the payment is to be made by the Council, or the highest tender, if payment is to be made by the Council, or the highest tender , if payment is to be received by the Council.
19. To waiver Financial Regulations
20. The making of grants to local organisations in accordance with the Local Government Act 1972, s 137, 144, 145. Local Government (Miscellaneous Provisions) Act 1976 s 19, Local Government and Rating Act 1997, Part III S26 – 30.
21. The use of powers to participate in schemes of collective investment in accordance with the provisions of the Trustee Investments Act 1961, s. 11.
22. To appoint an independent Internal Auditor.

Staffing

23. Agree, with a recommendation from the Town Clerk on
 - a) Staffing levels
 - b) The Grading of Staff and level of remuneration using as a guide the National Joint Council salary scale and conditions of service.
24. To undertake the appointment of Town Clerk in line with the Terms and Conditions approved by the National Association of Local Council and the Society of Local Council Clerks.
25. To consider the terms and conditions of service and pension provisions of the Town Council's staff referring to the Scheme of Conditions of Service of the National Joint Council's, and the National Association of Local Councils.
26. To oversee that Staff are appointed in accordance with the Council's Recruitment Procedure and Equal opportunities Statement and Guidelines on Employment Practice.
27. To determine the final internal appeal stage within the grievance and disciplinary procedures for all employees.

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Civic

28. The use by any other organisation of the Armorial Bearings as exemplified according to the laws of arms and recorded in the College of Arms.
29. Future provision of civic regalia.
30. To promote the highest standards in all aspects of public life.

Assets

31. To manage the Council's freehold and leasehold property and make recommendations on all land use issues.
32. To oversee the management and administration of all the Town Council's Assets.
33. Provision for offices and for public meetings and assemblies in accordance with the provisions of the Local Government Act 1972, s. 133.
34. To deal with all leases and licences.
35. The use of powers to acquire by agreement, to appropriate, to dispose of land in accordance with the provisions of Local Government Act 1972, ss 124, 126, 127.
36. Approve requests for reproduction rights.

Services

37. To ensure the Council's existing services are effectively and efficiently undertaken.
38. To identify any new service(s) or facilities required which can be delivered by the Town Council.
39. To make representations to the appropriate local authority to identify services which could be delivered by the Town Council.
40. To make representations to the appropriate authority in respect of all health care, social care, community care, housing matters and public transport services.

Insurance

41. To ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
42. To ensure that the Council has managed all risks relevant to or associated with its services.

Legal Matters

43. The prosecution or defence of any legal proceedings.

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- 44. To deal with all matters affecting the Local Government boundaries of the town of Andover.
- 45. To deal with all matters regarding leases and licences.
- 46. To deal with all legal matters pertaining to Andover Town Council e.g. Freedom of Information Act, Data Protection.

Administration

- 47. Oversee the production of the Annual Report and other publications.
- 48. To oversee the administration of all Council services.
- 49. To appoint representatives from the Council to Outside Bodies

General

- 50. To accept gifts, including land.
- 51. To consider, where appropriate, the environmental impact on decisions being made by the Council.
- 52. To consider under Section 17 of the Crime and Disorder Act, any implications the decisions of the Council may have on Community Safety.
- 53. To deal with all matters not specifically delegated to any other Standing Committee.

NOTE:

The Town Council is a Corporate Body (Local Government Act 1972 sections 14 and 33). As a Corporate Body the Council is a person (Interpretation Act 1889, section 19) and is distinct from its members (either as individuals or collectively). The Council remains in uninterrupted existence until its lawful dissolution, even if its members vacate office, or its membership falls so low that it is unable to act because it is not quorate.

APPENDIX H

ANDOVER TOWN COUNCIL

AMENITIES AND TOWN DEVELOPMENT COMMITTEE

The Amenities and Town Development Committee will comprise of up to 12 Elected Members.

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

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

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

Purpose

To address and, where appropriate, formulate policy regarding Amenities provided by the Council and develop schemes and projects for Town Development; to manage the Council's media relations, external relationships, and partnership with the local community.

Terms of Reference

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

1. To develop and manage the Christmas Lights
2. To investigate the possible management/ownership of assets in Andover.
3. To promote and organise community events in Andover.
4. To support and encourage young people get involved in the local community.
5. To support Andover and promote local facilities, including conferences and local shopping.
6. To formulate policy on engagement with external organisations.

Finance

7. To be responsible for the following Budget Heads and approve expenditure accordingly:
4700 – Town Centre Development

Urgent Matters

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

Working Groups

- Working Groups will be task and finish Panels and complete their task, report back to the Amenities and Town Development Committee and then be disbanded.
- There will be as many Panels as required to complete the functions of the Committee.

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- The membership of each Panel will be up to six Town Councillors up to 3 of whom will be from the Amenities and Town Development Committee
- The Task Group may also co-op non-councillors.
- A maximum of six people shall sit on each panel.
- Each panel shall meet as many times as need to complete the task.
- Every panel must record and keep notes of each and every meeting. Copies are to be sent to the Town Clerk, Chairman and Vice Chairman of the Amenities and Town Development Committee.
- Each Panel must produce a WRITTEN report for the Amenities and Town Development Committee meeting and this must be sent to the Town Clerk 10 days before the meeting.
- Panels are advisory and can book provisional events. They have no powers to make decisions.
- All decisions are to be made by the Amenities and Town Development Committee, unless approval is necessary from full Council.
- The Chairman and/or Vice Chairman of the Amenities and Town Development Committee may sit on every panel, extra to the members selected.

Panel Meetings

- Meetings should be held in the Town Council offices at a time agreed by all panel members and in consultation with the Town Clerk (to confirm availability of the office).
- A list of meeting dates and times to be supplied to the Clerk.
- Each Panel will nominate a lead member and a secretary; this could be the same person.
- Full written reports for the Amenities and Town Development Committee meeting must be submitted to the Clerk 10 days before the meeting.
- The Clerk will not normally be involved in Panel meetings as no substantial decisions will be taken. The Clerk can be asked for advice on any matter and will be present at every meeting of the Amenities and Town Development Committee.

APPENDIX H

ANDOVER TOWN COUNCIL POLICY AND RESOURCES COMMITTEE AMENDED JULY 2014

The Policy and Resources Committee will comprise of 12 Elected Members plus Ex Officio the Chairmen of all other standing committees.

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

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

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

Purpose

To address and, where appropriate, formulate policy, other than that determined by the Amenities and Town Development Committee, for consideration by Council; to be responsible for the Council's financial budget and other assets as delegated by Council; to secure the good governance of the Council's affairs, including the management of staffing and appointments, media relations, external relationships, committee arrangements and day to day business.

Terms of Reference

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

Policy and Procedures

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

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Finance

9. To be responsible for the following Budget Heads and approve expenditure accordingly:
 - 4000 – Corporate Management
 - 4100 – Democratic Representation
 - 4200 – Administration Rechargeable (Staffing)
 - 4210 – Administration Rechargeable
 - 4211 – Administration Rechargeable (Petty Cash)
 - 4500- Allotments (delegated to the Allotments Sub-Committee to approve expenditure)
10. To review the Council's Financial Plan and Strategy
11. To prepare annual budgets reflecting the Council's agreed strategy and priorities for approval by Council and recommendation of Precept to Council.
12. To secure effective control of expenditure authorising items of expenditure on behalf of the Council and scrutiny of expenditure against budgets throughout the year.
13. To authorise the use of financial reserves
14. To make recommendations to Council on charges and fees of Council services.
15. Treasury Management
16. Leasing, loans and finance
17. To appoint an Independent Internal Auditor for the accounts and procedures of the Council.
18. To consider the audited accounts and report back to Council
19. To oversee the Council's banking and investment arrangements and keep investment policy under review.
20. To ensure the proper management of the property and amenities owned, controlled or provided by the Council.

Asset Management

21. Asset and Management Strategy
 - To maintain an overview of the Council's assets and potential assets (including services) and report to Council on their impact and effectiveness.
 - To negotiate the transfer or management of assets to Andover Town Council from Test Valley Borough Council.
22. To ensure that the Council is fully covered by Insurance to carry out all its functions as a Local Authority

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Human Resources

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

Communications

28. To develop strategy on media relations, and to formulate policy on public participation.
29. To act as a channel for communication with external partners.
30. To assist the Town Clerk with the preparation of the Annual Report for the Town Meeting.
31. To oversee the maintenance and development of the Council's website.
32. To formulate an Emergency Plan for the Council as and when required.

Democratic Services

33. To oversee and approve a programme for Members Training
34. To oversee provision for Members Services
35. To formulate an Economic Development Policy for recommendation to Council.

Urgent Matters

36. To provide any two elected members of the group to be consulted by the Town Clerk to deal with urgent matters which may have a legal or financial implication for the Council and time restraints prevent the normal arrangement of a Council meeting.

Working Groups

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

APPENDIX H

ANDOVER TOWN COUNCIL

PLANNING COMMITTEE

The Committee will comprise of 8 Elected Members plus Ex Officio the Chairman of all other Standing Committees.

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

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

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

Purpose:

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

Key Tasks

To have delegated authority to carry out the following:

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

APPENDIX H

- n) To respond to any consultations or matters on Minerals affecting the Town Council area.
- o) To refer any of the above matters to Full Council for debate and decision.

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

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

APPENDIX H

ANDOVER TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE

TERMS OF REFERENCE (DRAFT 2) 16.07.2014

The Allotments Sub-Committee will comprise of 6 Elected Members.

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

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

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

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

Purpose

To address and, where appropriate, formulate policy, other than that determined by Council, for consideration by Council; to secure the **good governance** of the Council's affairs, for Allotment provision in Andover, agree maintenance works, develop partner relationship with other local organisations for the provision of leisure gardens in Andover and monitor and maintain the Budget for allotment provision.

Terms of Reference

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

Allotments

To have delegated authority to carry out the following:

1. To approve maintenance works for the provision of the Allotment Service, within the Allotments Budget
2. To monitor day to day maintenance within the Budget and to agree Capital Expenditure.
3. To develop relationships with relevant organisations and bodies in the Andover area for the provision of leisure gardens in Andover
4. To investigate further areas for allotment provision in Andover.

Finance

5. To be responsible for the following Budget Heads and approve expenditure accordingly:
4500 – Allotment Service
3050 – Allotment Rents
3051 – Allotment Deposits

Working Groups

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

ANDOVER TOWN COUNCIL

STAFFING SUB-COMMITTEE – TERMS OF REFERENCE Amended July 2014 Version 3

The Staffing Sub-Committee will comprise of 5 Elected Members of the Council.

The quorum of the Sub-Committee will be 1/3 its Membership + 1.

Its officer will be the Town Clerk.

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

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

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

Terms of Reference

Compliance with Legislations

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

Staffing Levels, Recruitment and Retention.

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

Training and Development

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

Performance Management

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

Employee Relations

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