

ANDOVER TOWN COUNCIL

Constantia Basis Virtutum

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of the **ANNUAL COUNCIL** to be held in the Upper Guildhall, Andover on Thursday 14 May 2015 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 circular stamp.

Wendy R Coulter
Town Clerk – 8 May 2015

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1 ELECTION OF THE CHAIRMAN

To elect a Chairman for the municipal year 2015/2016.

1. To receive proposals for the position of Chairman. (The proposer and seconder to make a short statement to support the proposition).
2. If there is more than one proposition to take a vote by show of hands.

2 THE CHAIRMAN TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Chairman's Declaration of Acceptance of Office.

1. The Chairman to sign the Declaration of Acceptance of Office.
2. The Chairman to make a short statement on his/her appointment.

The newly elected Chairman will take the Chair.

3 VOTE OF THANKS TO THE RETIRING CHAIRMAN

To receive the Vote of Thanks for the retiring Chairman.

4 **CHAIRMAN'S REVIEW**

The Retiring Chairman to give a short speech on his review of the past Municipal year and to give his thanks.

5 **ELECTION OF VICE CHAIRMAN**

To elect the Vice-Chairman for the municipal year 2015/2016.

1. To receive proposals for the position of Vice-Chairman. (The proposer and seconder to make a short statement to support the proposition).
2. If there is more than one proposition to take a vote by show of hands.

6 **VICE CHAIRMAN TO MAKE THE DECLARATION OF ACCEPTANCE OF OFFICE**

To receive the Vice-Chairman's Declaration of Acceptance of Office.

1. The Vice-Chairman to sign the Declaration of Acceptance of Office.
2. The Vice-Chairman to make a short statement on his/her appointment.

7 **ACCEPTANCE OF OFFICE**

The Town Clerk, as Responsible Officer for Andover Town Council, this being an Election Year, to receive from ALL Councillors, the Declaration of Acceptance of Office.

8 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

9 **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.

10 **DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the Agenda for this meeting required to be disclosed by the Localism Act 2011 and the Andover Members' Code of Conduct.

11 **MINUTES**

The Chairman to sign as a correct record the minutes of the Andover Town Council meeting held on 28 January 2015 – attached at **Appendix A**.

12 **COMMITTEE MINUTES**

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

4th March 2015 - Amenities and Town Development Committee – **Appendix B**.

4th February 2015 - Policy and Resources Committee – **Appendix C**.

2nd April 2015 – Policy and Resources – **to follow**.

9th February 2015 - Planning Committee – **Appendix D**.

2nd March 2015 - Planning Committee – **Appendix E**.

23 March 2015 - Planning Committee – **Appendix F**.

13th April 2015 – Planning Committee – **Appendix G**.

13 **COMMITTEE STRUCTURE 2015/2016**

To approve a committee structure for 2015/2016.

Members have requested that the Committee Structure for the Town Council be changed. It is proposed that the Amenities and Town Development Committee be disbanded and its business be included in the main Council agenda.

Therefore the Committee structure as proposed is as follows:

Full Council

Policy and Resources Committee

Planning Committee

Allotments Sub-Committee

Staffing Sub-Committee

Christmas Lights Working Group (to operate all year)

Members are requested to approve and agree the new Committee Structure.

14 **MEMBERSHIP OF STANDING COMMITTEES**

To approve the following Membership of Standing Committees

P&R Cttee	Planning Ctte	Allts Sub	Staffing Sub	Christmas Lights WG
Katherine Bird	Barbara Carpenter	Kevin Hughes	Katherine Bird	Barbara Long
Stephen Hardstaff	Alan Cotter	Veronika Pond	Len Gates	
Robin Hughes	Christopher Ecclestone	Geoff McBride	Stephen Hardstaff	
Geoff McBride	Michael James		Geoff McBride	
Rick Pond	Barbara Long			
	Veronika Pond			

15 **AMENDMENTS TO STANDING ORDERS AND FINANCIAL REGULATIONS**

The Town Council is required to review and amend its Standing Orders. A new law 'Protocol for public and press reporting at Council Meetings' has been introduced which requires the Town Council to amend its Standing Orders and provide an appropriate Protocol.

The Policy and Resources Committee have reviewed the amendment and protocol which are attached at **Appendix I** and recommend that Council approve the amendment.

As per statutory requirement the Town Clerk has reviewed the Town Council's Financial Regulations, suggested amendments were reviewed by the Policy and Resources Committee and recommend that Council approve the amended Financial Regulations – attached at **Appendix J**.

16 **AUTHORISATION OF THE CLERK**

To authorise the Clerk to sign or, where appropriate to have sealed on behalf of the Town Council any orders, deeds, or documents necessary to give effect to any of the matters contained in the Reports received at this meeting or in any future Resolution passed by the Council.

17 **REPRESENTATION ON OUTSIDE BODIES**

To consider the Appointment of Members to Outside Bodies.

Recommendations:

Andover Vision Board: Chairman of Andover Town Council

Test Valley Association of Town and Parish Councils: Cllr G McBride, Cllr B Long, Cllr K Bird.

Andover Youth Council: Cllr G McBride, Cllr M James.

18 **CHEQUE SIGNATORIES**

As per the Town Council's Financial Regulations, the Town Council is required to have Councillors authorised to sign cheques and authorise payments.

Currently the Town Council operates a dual system using BACS and Cheques.

All payments are either approved at the Policy and Resources Committee or full Council or reported to the next available meeting thereof.

Following the recent election, the Town Council only has four remaining signatories:

Cllrs K Bird, A Cotter, B Long and V Pond.

It is recommended that as many Councillors as possible be nominated as signatories to ensure availability and openness.

Councillors are requested to put their names forward for authorisation.

19 **CHRISTMAS LIGHTS**

To consider the continuing contract provision for the Christmas Lights – **report to follow.**

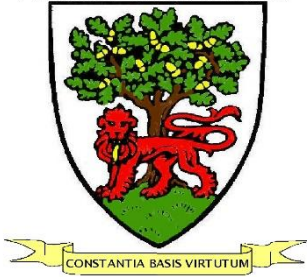
20 **NOTICE BOARD**

To consider accepting management of a Community Notice Board, provided by Hampshire County Council in Newbury Street – **report to follow.**

21 **DATE OF NEXT MEETING**

The date of the next Full Council meeting is scheduled to be held on **Thursday 11 June 2015 at 7pm in the Upper Guildhall.**

The Chairman will close the meeting.



Minutes Council

Time and date

7.00pm on Wednesday 28 January 2015

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 (P)

Cllr B Carpenter (A)

Cllr A Cotter (P)

Cllr D Drew (A)

Cllr A Fitchet (A)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr S Hawke (P)

Cllr K Hughes (P)

Cllr M Kerley (A)

Cllr R Khuman (A)

Cllr B Long (P)

Cllr C Lynn (P)

Cllr P North (P)

Cllr B Page (A)

Cllr R Shukri (A).

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

Members of the Public: 5

C 65/14 Apologies for Absence

Apologies for absence were received and accepted from Cllrs B Page, B Carpenter, D Drew, A Fitchet, M Kerley and R Shukri.

C 66/14 Declarations of Interest

There were no declarations of interest.

C 67/14 Minutes

The Minutes of the Council Meeting held on 19 November 2014 were agreed and signed by the Chairman as a correct record.

C 68/14 Public Participation

No Members of the public asked a question or made a statement.

C 69/14 Chairman's Announcements

The Chairman Councillor G McBride reminded all present that the Town Council would be going to the Elections in May 2015. He encouraged anyone with an interest in the Town to stand as a Councillor.

Cllr McBride called for a minutes silence to commemorate Holocaust Day.

Cllr McBride further reported that the Health and Wellbeing Group had sent a letter requesting that an Orthodontist be set up in Andover.

C 70/14 Youth Council Update

Youth Councillors Jordan Simcox and Theo Youds made a presentation to the Town Council on the progress of the Projects of the Youth Council.

They were pleased to announce that the Youth Council had received £6,300 from the Big Lottery fund towards the A-Fest. Confirmation was also awaited for funding from 2 Wards from Test Valley Borough Council.

Dates had been fixed for auditions for performers at the A-Fest and Youth Councillors would be sitting on the panel of judges.

They reported that the Hampshire Association of Local Councils had been informed of the Youth Council's formation and that HALC were actively promoting the work of the Youth Council.

Cllr Youds informed Members that he was standing for the United Kingdom Youth Parliament Elections for the Test Valley and New Forest Area and that the Youth Council was supporting him as much as possible by getting local schools to vote for him.

The Youth Councillors reported that Andover Leisure Centre was actively supporting the Youth Council by allowing them to use one of their meeting rooms on a regular basis free of charge, Yth Cllr Simcox and Youds extended their thanks to Kevin Patterson and Mark Raithby for all their continued help and support.

C 71/14 Committee Minutes

The following Minutes were received and noted:

27 November 2014 – Amenities and Town Development Committee

15 January 2015 – Amenities and Town Development Committee

10 December 2014 – Policy and Resources Committee

10 November 2014 – Planning Committee

1 December 2014 – Planning Committee

15 December 2014 – Planning Committee

19 January 2015 – Planning Committee

C 72/14 Town Council Budget and Precept 2015/2016

Members considered the recommendations of the Policy and Resources Committee for the Council Budget 2015/2016. The Chairman of the Policy and Resources Committee, Cllr Steven Hardstaff gave Members the following information in support of the Budget:

Following amendments made during the Policy and Resources Committee meetings the Town Council's proposed budget is £163,033 for 2015/2016. Leaving a deficit of - £138,293.

In 2014 the Town Council received a Business Rates rebate of £9,906.13.

It is suggested that the rebate be transferred to the 2015/2016 Budget to offset the deficit to £128,386.87.

The figures for the Tax Band D income have been received from Test Valley borough Council. The Tax Band D household's level is: 12,522.

The Policy and Resources Committee have recommended that the Precept remain the same at £10.58 per Band D Tax Household, therefore the Precept for Andover Town Council will be £132,482.76

The Town Council currently has General Reserves of £49,768.79.

Cllr Hardstaff proposed and Cllr Bird seconded that the Andover Town Council Budget for 2015/2016 should be £163,033 that the Precept for 2015/2016 should be £132,482 leaving an estimated Reserve of £49,768.79.

RESOLVED: That the Town Council Budget for 2015/2016 should be £163,033 that the Precept for 2015/2016 should be £132,482 leaving an estimated Reserve of £49,768.79

C 73/14 Town Centre Map

Members considered a proposal from the Town Centre Manager regarding a contribution from the Town Council of £300 towards the production of a Town Centre Map.

Cllr Hardstaff, the Town Council's representative on the Town Centre Partnership reported that a project had been suggested between the Town Centre Manager, Hampshire County Council, Test Valley Borough Council and local businesses to update the maps that were currently displayed in the Town Car Parks.

The Map will also be available in a website version which the Town Council would have access to.

Members discussed the proposal and agreed that the Town Council should support it. It was agreed that £300 would be given towards the project on the understanding that the Town Council's logo be included on all advertising and promotion of the Maps.

RESOLVED:

- a. That the Town Council approve the funding of a Town Centre Map in partnership with the Town Centre Manager, Test Valley Borough Council and Hampshire County Council.
- b. That £300 be released from the Development of the Town Centre Budget.

C 74/14 Hampshire Police – Precept

Members were asked to consider a consultation from Hampshire Police which was as follows:

“Simon Hayes, Police and Crime Commissioner for Hampshire, is inviting members of the public across Hampshire and the Isle of Wight to have their say on the level of council tax precept for the policing budget in 2015/2016.

The commissioner is proposing a nominal increase of 1.99 percent. For an average Band D household, this equates to a rise of just £3.07 per annum (or 26p per month, or 6p per week) from £154.26 to £157.33. This increase would generate an additional £2 million for 2015/2016, which is the cost of employing 43 police officers”.

Members discussed the proposal.

Cllr North made the following observation; Hampshire County Council have frozen their council tax for the last 6 years, Test Valley Borough Council have frozen their council tax for 3 out of the last 4 years, and Andover Town Council has frozen its council tax for 4 out of the last 5 years. Why have the police out it up every year for the past 3 years?

In 2013/2014 the police precept went up by 3.4% - £5 on Band D

In 2014/2015 the police precept went up by 1.99% - £3.01 on Band D

In 2015/2016 a further 1.99% proposed - £3.07 on Band D

Essentially an £11.08 rise in 3 years.

Mr Hayes is only proposing a 1.99% increase, if it were to increase by 2% or more (the Government Cap) a referendum would have to be called.

Members considered Councillor North’s observation and agreed that the following statement should be sent on behalf of the Town Council with regard to the consultation: “Andover Town Council would like to see more restraint with regard to Hampshire Police’s Precept, having increased it over the past 2 years would like to see a freeze this year.”

It was agreed that the Town Clerk would write a letter on behalf of the Town Council in response to the consultation.

RESOLVED: That the Town Clerk write to Hampshire Police in response to the consultation on the Precept for 2015/2016 on behalf of Andover Town Council with the following statement: “Andover Town Council would like to see more restraint with regard to Hampshire Police’s Precept, having increased it over the past 2 years would like to see a freeze this year.”

C 75/14 Finance

BACS/Cheque No	Date of Inv	Description	Supplier	Amount (£)
300109	12.01.2015	Removal of xmas lights	Blachere	3291.30
300104	05.01.2015	Allotments Assist Pension Jan ‘15	Hampshire Pension Fund	162.16
300105	05.01.2015	Tax contributions Jan ‘15	HMRC	1085.82
300106	23.12.2014	Mrs B Long	2 Litter pickers	15.98

300107	04.12.2014	Water supply – AW	Southern Water	21.27
300108	09.01.2015	Road Closure fee A-Fest	Test Valley BC	25.00
980676869	21.01.2015	Rent difference Council office	Garry Hatto	375.03
536142683	30.12.2014	3 mths service charge – recycling	Baxter Confidential	78.00
DD1536817	12.12.2014	Electricity 15.11.2014-15.12.2014	BES Commercial	85.79
DD1580934	15.01.2015	Electricity 15.12.2014-15.01.2015	BES Commercial	81.14
DD4402911753	16.12.2014	Photocopier Rental 01.01.15-31.03.15	CIT Vendor Finance	308.53
886504268	31.12.2015	Allotments – Toilet Hire	Convenient Hire	614.39
648026334	01.01.2015	Website hosting & email provision	Custom Studio Ltd	224.70
245608568	27.01.2015	Reimbursements January 2015	Town Clerk	86.55
BACS16.01.2015	06.11.2014	Design Logo for YC A-Fest	Joshua Hush	60.00
DD MainsNov	30.11.2014	Phone call charges 01.11.2014-28.11.2014	Mainstream Digital	7.35
DD MainsDec	31.12.2014	Phone call charges 02.12.2014-19.12.2014	Mainstream Digital	6.54
202054898	29.12.2014	Cleaning Services 1-28 Dec'14	Moores Cleaning Services	130.00
458030083	19.12.2014	Heritage Plaque Planning app	Spencer Architecture	761.00
20432046	01.01.2015	Hire of halls	Test Valley BC	95.40
600810197	01.01.2015	Hire of Guildhall 08.01.2015	Test Valley BC	58.00
328360940	09.01.2015	Hire of Guildhall 28.01.2015	Test Valley BC	58.00
217286648	28.01.2015	Salary February 2015	Allotment Administrator	907.59
113274274	28.01.2015	Salary February 2015	Town Clerk	2270.50
300110	28.01.2015	Allotment Admin Pension Feb'15	Hampshire Pension Fund	194.01
300111	28.01.2015	Tax contributions Feb 2015	HMRC	1102.13
TOTAL				12,106.18

C 76/14 Questions from Councillors

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

C 77/14 Reports from Councillors

Members received a report from Cllr Pond on the National Association of Local Council's Annual Conference that she attended on 3 December 2014. She confirmed that Andover Town Council was still the youngest Council with the largest population. Cllr Hawke reported that the Encounters Project results were stored at The Lights and were open for public viewing.

Cllr Hawke further reported that the new Trauma Centre for Hampshire would be located off Junction 7 on the A303 at Dummer, it would have a birthing centre but Andover would not lose its birthing centre.

Cllr Hardstaff thanked the Mayor of Test Valley for attending the Town Council's Commemorative football match on Christmas Day.

Cllr Bird reported that there appeared to be no trace of the original floral clock, however, senior officers at Test Valley Borough Council were in support of the project. She asked

that if there were any other organisations that wished to be involved they contact either herself or Mr James. Test Valley Borough Council had confirmed that they would continue to plant flowers and tend the beds.

Cllr Long thanked all those who had assisted with the turning on of the Christmas Lights. She further reported that Hampshire County Council had installed a Grit Bin at Leighton Way.

Cllr McBride expressed an intention to investigate the creation of 'Friends of Andover Railway Station' further details would follow.

C 78/14 Reports from Borough and County Councillors

Cllr I Andersen reported that Andover Framing had won an award and that there was a display in Test Valley Borough Council's reception, she urged everyone to have a look.

The Chairman closed the meeting at 8.00pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Minutes of Amenities & Town Development

Time and date

Wednesday 4 March 2015

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 (P) (arrived at 7.45pm) Cllr C Lynn (A)
 Cllr M Kerley (A) Cllr P North (P) Cllr B Page (P) Cllr V Pond (P)
 Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

Minute No.	Item Title	RESOLUTION/ACTION
ATD 53/14	APOLOGIES FOR ABSENCE	
	Apologies for absence were received from Councillor M Kerley and C Lynn.	
ATD 54/14	DECLARATIONS OF INTEREST	
	There were no declarations of interest.	
ATD 55/14	MINUTES	
	The Minutes of the Meeting held on 15 January 2015 were agreed and signed by the Chairman as a correct record.	
ATD 56/14	PUBLIC PARTICIPATION	
	There were no members of the public present.	
ATD 57/14	2015 COMMEMORATION EVENTS	
	Members considered events to be held in 2015 to	Cllr Long to contact local

	<p>commemorate WW1. Cllr Long reminded Members that the main conflict remembered for 1915 was Gallipoli.</p> <p>She further reported that trees were being given to places that had a Gallipoli connection.</p> <p>Cllr Long confirmed that she would contact 2 local historians to ask whether anyone listed on the war memorial was involved in the Gallipoli conflict.</p> <p>A concert with the Military Wives was also considered. Investigation would need to be carried out as to whether it would be feasible.</p> <p>Members confirmed that they would like to hold another football match during the festive season to commemorate WW1 1915.</p>	<p>historians to enquire whether anyone listed on the war memorial had a connection with the Gallipoli conflicts in 1915.</p>
ATD 58/14	GRANT APPLICATIONS FOR 2015	
	<p>Members noted that only two applications for grant funding had been received.</p> <p>It was agreed to award grants as follows:</p> <p>Andover Trees United - £100 – towards Access point between Diamond Wood and Harmony Woods to assist disabled visitors.</p> <p>11th Andover Cub/Scout Group - £300 – towards tents, portable toilet and dining shelter.</p> <p>Members further noted that £800 remained in the Grants Budget, including roll over monies from the previous year.</p> <p>The Grants Working Groups recommendation was agreed and a second tranche of Grants would be offered in June/July 2015.</p> <p>It was further agreed that the Working Group would review the Grants rules and guidelines in June 2015 as they had not been reviewed since 2011.</p>	<p>To award:</p> <p>Andover Trees United: £100</p> <p>11th Andover Cub/Scouts: £300</p> <p>To offer a second tranche of Grants in June/July 2015</p> <p>The Grants Working Group to review the Grants Guidelines in June 2015.</p>
ATD 59/14	TOURIST INFORMATION IN ANDOVER	
	<p>Cllr Bird reported that she had been in contact with Mr D Gleave from Test Valley Borough Council. Mr Gleave had confirmed that planning permission was not required for a leaflet stand for Tourist Information in the Travelling Cup-Cake shop, provided it was not situated too near the window. Mr Gleave had also confirmed that he had a leaflet stand that he would donate to the Town Council.</p> <p>Members agreed that once all arrangements had</p>	<p>To arrange an opening ceremony for the Tourist Information Point in the Travelling Cup-Cake.</p>

	been completed, a small opening ceremony should be organised.	
ATD 60/14	FLORAL CLOCK	
	<p>Cllr Bird reported that investigations had been carried out and sadly the original Floral Clock has not survived. She further reported that she had spoken with Mr D Tasker at Test Valley Borough Council and he was very supportive of the project. He confirmed that Test Valley Borough Council would continue to tend the flower beds and suggested that if a new clock were to be made, it be as heavy as possible to avoid damage or theft.</p> <p>Cllr Bird reported that Mr James had been kept informed during the whole process and that the project would continue.</p>	
ATD 61/14	TOWN CENTRE PARTNERSHIP	
	<p>Members received a short report from the Town Centre Manager on the progress of the Town Centre Partnership.</p> <p>Cllr Hardstaff reported that investigations were taking place as to the future of Markets in Andover including the Town Council's proposed Saturday Markets.</p> <p>The Chairman requested that the Town Clerk contact the Town Centre Manager and ask him to attend the Town Electors meeting to give report as the Town Council was part funding the position of Town Centre Manager.</p>	Town Clerk to contact Town Centre Manager and request his attendance at the Town Electors meeting to give a report on the Town Centre Partnership.
ATD 62/14	ANNUAL TOWN ELECTORS REPORT	
	The Chairman confirmed details included in her Annual report and confirmed that she would send the report to the Town Clerk as soon as it was completed.	
ATD 63/14	MARKETS	
	Further investigations were taking place with the Town Centre Manager as to the future of Markets in Andover including the Town Council's Saturday Markets.	Town Clerk to continue to liaise with the Town Centre Manager on the future of Saturday Markets.
ATD 64/14	WORK PROGRAMME	
	It was agreed that the following be added to the Work Programme for the next meeting to be held on 4 March 2015:	

	Floods – update report, including relevant information Markets Christmas Lights – potential new providers WW1 Commemoration Events – possible events for 2015 Commemoration Plaque	
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The Chairman closed the meeting at 8.25pm.



ANDOVER TOWN COUNCIL

C

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 4 February 2015

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 (A)

Cllr K Hamilton (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr P North (P)

Cllr V Pond (P)

Cllr R Shukri (A)

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

PR57/14 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors David Drew, Karen Hamilton, Kevin Hughes, Marion Kerley and Roy Shukri.

PR58/14 DECLARATIONS OF INTEREST

There were no declarations of interests.

PR59/14 MINUTES

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 10 December 2014.

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 10 December 2014 were agreed and signed by the Chairman as a correct record.

PR60/14 PUBLIC PARTICIPATION

There were no members of the public present.

PR61/14 INTERNAL AUDIT REVIEW

Members noted that Andover Town Council appointed an Internal Auditor in 2011. They noted that the Local Councils Government Review recommended that Town and Parish Council's review the appointment of the internal auditor at least every three years. The Town Clerk wrote to four companies who carry out Internal Audits for Parish Councils. Three quotes were received as follows:

HWCA – Basingstoke - £770 plus VAT per annum

Auditing Solutions Ltd – Bromham - £820 plus VAT per annum

Internal Audit & Compliance Ltd – Trowbridge - £690 plus VAT per annum.

Members considered the quote letters received and agreed to appoint Internal Audit and Compliance Ltd for the next 3 years until 2018 to carry out the Town Council's Internal Audit.

RESOLVED: That Internal Audit & Compliance Ltd – Trowbridge, be appointed as Andover Town Council's Internal Auditors for the next three years until 2018.

PR62/14 OFFICE EQUIPMENT

Members considered a short report on the proposal to purchase new shelves/cupboard for the Town Council Office.

Members noted that the current shelves were unsafe and that a wooden cupboard had been discounted as the files which required storage were extremely heavy.

It was agreed that the Town Clerk be authorised to spend up to £300 on a new cupboard/shelving unit for the Town Council Offices.

RESOLVED: That the Town Clerk be authorised to spend up to £300 to be taken from General Reserves if necessary, on new shelving/cupboard unit for the Town Council Offices.

PR63/14 ANNUAL ELECTORS MEETING REPORT

Members noted the Annual Electors report for 2014 that had been written by the previous Chairman, Cllr North and the Chairman confirmed that he would write a report for the Committee for 2015. It was agreed that the report would take the same format.

RESOLVED: That the Chairman of the Policy and Resources Committee would write a report for the Committee for the 2015 Annual Report.

PR64/14 FINANCE

Reconciled Bank Statements

Members noted that the Town Clerk was continuing to work with the Software Company providing the Accounting System which was preventing the reconciliation of Bank Statements. The Town Clerk confirmed that as soon as the problem had been resolved the Bank Statement would be forwarded to the P&R Committee.

Cllr McBride asked the Clerk whether the Town Council was legal with regard to the absence of the Reconciliations. The Town Clerk confirmed that the Council was legal as all the information was entered on the Software System and the Bank Statements were available and filed on the system.

PR65/14 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme and agreed that there were no further items to add to the work programme.

PR66/14 EXCLUSION OF PUBLIC AND PRESS

RESOLVED: To exclude the Press and Public from the meeting at Part 2 – Confidential Items, Item 11, Assets and Levy of the agenda due to consideration commercial contracts.

Part 2 – CONFIDENTIAL ITEMS

PR67/14 ASSETS/LEVY

Members considered a Confidential Report on Assets and the Andover Levy. It was agreed that a further report would be brought to a future Policy and Resources Committee meeting.

The Chairman closed the meeting at 7.45pm.

Chairman

Date



ANDOVER TOWN COUNCIL

D

Minutes of Planning Committee

Time and date

6.00pm on Monday 9 February 2015

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (A)

Cllr S Hardstaff (P)

Cllr R Khuman (A)

Cllr B Page (P)

Cllr V Pond (P)

Members of Public Present: 0

PC162/14 Apologies

Apologies were received from Cllrs Carpenter, Hawke and Khuman.

PC163/14 Declarations of Pecuniary Interest

There were no declarations of interest.

PC164/14 Minutes

The Minutes of the Planning Committee meeting held on Monday 19 January 2015 were agreed and signed as a correct record.

PC165/14 Public Participation

There were no members of the public present.

PC166/14 Planning Applications

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

5.1	14/02943/FULLN	Change of use of public highway to create external seating area	The John Russell Fox, 10 High Street, Andover
	Objection.		

	<p>This is the main entrance to the town from the car park. The seating area should not be given 2 metres of space where other seating areas in the town have 1.5 meters. This is the main access for deliveries for 2 businesses, this could prevent 2 businesses receiving their goods.</p>		
5.2	14/02961/OUTN	Outline application for the erection of 3 terrace dwellings	Land adjacent 299, Pilgrims Way, Andover
	<p>Objection. This is a very crowded area for parking. There are 50 houses in block A and only 14 car parking spaces. Recently permission has been granted for 14 spaces, however these houses will take away 6 spaces. There should be provision for at least 6 further spaces to compensate for those that could be removed.</p>		
5.3	15/00010/ADV	Signage to advertise roundabout sponsors	Jct of Anton Mill Rd and Western Ave, Jct of Weyhill Rd and Sailsbury Rd, Jct of Churchill Way and London Rd, Jct of Vigo Rd and New Street and Jct Winchester Rd and Eastern Ave, Andover and Jct of Andover Rd and Amesbury Rd, Weyhill
	<p>No objections, however would recommend that all the signs are the same size and the smaller size.</p>		
5.4	15/00207/FULLN	Change of use of public highway to use as external seating area for the John Russell Fox public house	The John Russell Fox, High Street, Andover
	<p>Objection. This is the main entrance to the town from the car park. The seating area should not be given 2 metres of space where other seating areas in the town have 1.5 meters. We understand that The George's original approval for a seating area was 1.5 meters. This is the main access for deliveries for 2 businesses, this could prevent 2 businesses receiving their goods.</p>		
5.5	15/00208/FULLN	Erection of 24 dwellings (details of 14/00670/OUTN)	Landfall, Walworth Road, Picket Piece, Andover
	<p>The proposals indicate that 9 affordable houses will be provided but does not indicate where they will be situated. The concerns regarding the footway/cyclepath to Picket Piece appear to have been addressed in the Outline Planning Permission which includes a footway/cyclepath to be constructed along the proposed site, connecting the footpath for the Picket Piece development making access into Picket Piece.</p>		

Observations on Lists 3, 4 & 5 attached at Appendix B.

PC167/14 Decision Notices

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

PC168/14 Street Naming

There were no street naming applications.

PC169/14 Communications from Test Valley Borough Council

Permanent Traffic Order – Alamain Ward

Consolidation Order, Andover – Parking Place, prohibition of stopping and restriction of waiting.

Cllr Long explained to Members that a Permanent Traffic Order was due to come into force on 21st February 2015 to restrict the parking in the layby of Shepherds Spring Nursery to 30 minutes. She explained that most of the courses run at Spring Meadows were for an hour.

Cllr Long also explained that she has asked the Town Clerk whether the Town Council had been informed of a consultation about the proposed changes. The Town Clerk reported that she had checked back through the records and could find no trace of a notification of a consultation.

It was agreed by Members that the changes were impractical for the site and that investigation would be undertaken as to whether the Town Council could lodge an objection.

Town Access Plan

Cllr Long reported that the revised Town Access Plan would be presented to Cabinet on Thursday 12 February. She advised Members that a statement which was included in the Access Plan was wrongly attributed and should have been attributed to the Town Council. She had contacted the Officer responsible for the Access Plan and requested that the statement be correctly attributed. Cllr Long would attend the Cabinet Meeting. The Planning Committee fully supported Cllr Long's actions.

Members requested that the Town Clerk add an item to the next agenda with regard to Breach of Standing Orders.

PC170/14 Test Valley Borough Council – Northern Area Planning Committee

There were no applications to be considered at Northern Area Planning Committee that required further comment or representation from the Town Council.

PC171/14 Telecommunication Applications

There were no telecommunication applications

PC172/14 Communication from Hampshire County Council

Members noted that the Draft Hampshire Countryside Access Plan 2015-2025 Consultation was released. Members requested that this be an item on the next agenda.

PC173/14 Street Trading Licences

There were no Street Trading Licences to consider.

PC174/14 The Neighbourhood Plan

Councillor Long reported that the Neighbourhood Plan Steering Committee had received Grants from 3 Wards at Test Valley Borough Council. The money would enable them to purchase display boards for the Consultations that they would be carrying out. The Steering Committee had arranged to make a Presentation to the Andover Youth Council and had sent information to the Town Centre Manager for local businesses in the Town.

PC175/14 Test Valley Borough Council Local Plan

Cllr Long reported that the inspectors had asked for parts of the Local Plan to be rewritten. Consultations for the new parts will be sent out, it is expected that they will be concluded by September 2015.

PC176/14 Items for consideration at the next meeting

Draft Hampshire Countryside Access Plan 2015-2025

Test Valley Borough Council Revised Local Plan DPD and Test Valley Borough Council

Gypsy & Traveller DPD

Breach of Standing Orders

PC177/04 Date of next meeting

Members noted the date and venue of the next meeting: Monday 2 March 2015 at 6.00pm at the Town Council Office.

The meeting closed at 7.10pm.

Chairman:

Date:

MINUTES OF 09.02.2015

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 3

Week Ending: 16th January 2015

15/00067/VARN 13.01.2015 ANDOVER TOWN (HARROWAY)	Removal of tree protection conditions 6, 7 and 8 of 11/01281/FULLN (Erection of 3 bed detached dwelling and alterations to the access) as tree has been removed under 12/01830/TPON	The Laurels, Harrow Way, Andover, Hampshire	Mr James Suckling	Mrs Samantha Owen 04.02.2015	YES
No comment					
15/00084/TPON 12.01.2015 ANDOVER TOWN (MILLWAY)	T1. Lime - Reduce to height of 12m above ground level, T2. Sycamore - Reduce to a height of 6m above ground level (exempt from TPO)	Luben, 40 Weyhill Road, Andover, Hampshire SP10 3AP	Mr Glenn Ward	Mr Alistair Jeans 05.02.2015	
Considered at Planning Committee held on 19 January 2015					
15/00096/FULLN 16.01.2015 ANDOVER TOWN (MILLWAY)	Two storey rear extension	9 Marchant Road, Andover, Hampshire, SP10 3QB	Mr And Mrs W Pearson	Rebecca Redford 11.02.2015	
Considered at Planning Committee held on 19 January 2015					
15/00068/FULLN 16.01.2015 ANDOVER TOWN	Demolition of conservatory and utility room; conversion of loftspace to form habitable	Glendevon , 19B Winchester Road, Andover, Hampshire SP10 2EQ	Mr A J Murray And Mrs C A Murray	Mr Martin McNamara 10.02.2015	

(WINTON)	accommodation and single storey extension to form utility room				
No objections					
15/00090/FULLN 15.01.2015 ANDOVER (WINTON)	Demolish garage and erection of garage/workshop	101 Barlows Lane, Andover, Hampshire, SP10 2HB	Mr And Mrs David Whitby	Rebecca Redford 09.02.2015	
Considered at Planning Committee held on 19 January 2015					

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

15/00069/PDHN 14.01.2015 ANDOVER TOWN (ST MARYS)	Householder notification of proposed works to a dwelling - Single storey rear extension (length 3.80m, height 3.40m, height to eaves 2.60m)	48 Picket Twenty Way, Andover, Hampshire, SP11 6TH	Mr Adam David Jones	Rebecca Redford 09.02.2015	
Noted					

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 4

Week Ending: 23rd January 2015

15/00128/FULLN 19.01.2015 ANDOVER TOWN (WINTON)	Two storey extension to the south and north elevations to replace attached side entrance and single storey lean-to respectively. Single storey extension to rear (west). First floor extension over new open porch to east elevation. Internal alterations with replacement windows to west. New gate and fence to eastern boundary	82 Winchester Road, Andover, Hampshire, SP10 2ER	Mr And Mrs Jonathan Noyes	Rebecca Redford 13.02.2015	
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No objections

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 5

Week Ending: 30th January 2015

15/00103/FULLN 27.01.2015 ANDOVER TOWN (HARROWAY)	Retrospective application for use of first floor office space as hairdressing salon ancillary to use of remainder of premises as gym	Unit 20, Brunel Gate, Macadam Way, Portway Business Park Andover Hampshire	Mr Gary Gillies	Mrs Samantha Owen 27.02.2015	
No objections					
15/00179/CLPN 26.01.2015 ANDOVER TOWN (HARROWAY)	Application for lawful development certificate for proposed single storey rear extension	4 Andeferas Road, Andover, Hampshire, SP10 4NF	Mr And Mrs B Bothman	Rebecca Redford 20.02.2015	
Noted					
15/00028/ADVN 30.01.2015 ANDOVER TOWN (MILLWAY)	Installation of three signs consisting of 1 no. internally illuminated fascia, 1 no. aluminium projection sign and 1 no. vinyl sign	The Co-Operative Food , Weyhill Road, Andover, Hampshire SP10 3BH	Mr David Bowles	Rebecca Redford 28.02.2015	
No objections					
15/00169/TPON 26.01.2015 ANDOVER TOWN (MILLWAY)	Hazel Hedge Row - Reduction to the hedge at rear of 10 and 11 The Willows down to 4m above ground level. Prune back all overhanging growth at the back of 11 The Willows back to fence line.	10/11 The Willows, Andover, Hampshire, SP10 2NN	Mr harry timms	Mr Alistair Jeans 17.02.2015	

No objections					
15/00189/TPON 28.01.2015 ANDOVER TOWN (MILLWAY)	T1 - Lime tree - Reduce branches leaning over and interfering with the roof of The Oaks. Drawing attached 'X' Marks pruning cuts and the yellow line indicates branches to be removed. A number of old pruning wounds are visible facing 'The oaks building' We are only looking to remove branches which are within 3m of the roof vertically. T2 - Yew, Prune tree back to stem of trunk.	The Oaks, Lynwood Drive, Andover, Hampshire SP10 3BD	Mr Karl Baines	Mr Alistair Jeans 19.02.2015	
No objection – refer to Arboricultural Officer					
15/00165/CLPN 26.01.2015 ANDOVER (ST MARYS)	Application for a lawful development certificate for proposed single storey raised switch house for the protection of operational plant within the boundary of an existing electric grid site. The proposed switch house sits on stilts to enable electrical cable drops beneath it. Work will be carried out surrounding the proposed switch house to alter the existing access road for delivery of new electrical equipment and provide access for future maintenance. Work will also be undertaken to form a retaining wall into the	Andover East Substation , West Way, Andover, Hampshire SP105AP	Mr Duncan Black	Mr Martin McNamara 20.02.2015	

	slope of the site out of gabions. Rainwater from the building will be dispersed to a new soakaway within the existing compound				
No objections					
15/00182/FULLN 27.01.2015 ANDOVER (ST MARYS)	Conservatory	121 Vigo Road, Andover, Hampshire, SP10 1HW	Mr And Mrs B Johnson	Rebecca Redford 24.02.2015	
No objections					
15/00227/FULLN	Front Bay extension	4 Rooksbury Road, Andover		Rebecca Redford	
No objections					
15/00261/FULLN	Erection of single storey front extension to provide bathroom	8 Newton Close, Andover		Rebecca Redford	
No objections					
14/01269/LBWN	Display of externally illuminated fascia and hanging signs	Shahi Raj, 4A Winchester Street, Andover		Miss Emma Jones	
No objections					
15/00205/FULLN	Erection of conservatory to rear of property	5 Topaz Drive, Andover		Mr Martin McNamara	
No objections					
15/00243/TPON	Beech Tree – 2.5m of crown reduction, 5m of crown lift, 2m pruning of lateral branches to SE side of tree	To the rear of 27 Sainsbury Close, Andover		Miss Rachel Cooke	
No objection, refer to Arboricultural Officer					
15/00257/TPON	Ash a. Reduce southernmost stem to 3m above ground level. b. Selective branch tip pruning to reduce the loading on lateral branches exhibiting stress fractures to the stems. c. Overall crown reduction of 30mm over the crown volume.	11 Quicksilver Crescent, Andover		Mr Alistair Jeans	

	Further information applied on sheet 1.				
No objections – refer to Arboricultural Officer					



ANDOVER TOWN COUNCIL

E

Minutes of Planning Committee

Time and date

6.00pm on Monday 2 March 2015

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (A)

Cllr S Hardstaff (A)

Cllr R Khuman (A)

Cllr B Page (A)

Cllr V Pond (P)

Also present: Cllr Z Brooks

Members of Public Present: 0

PC178/14 Apologies

Apologies were received from Cllrs Carpenter, Hawke, Hardstaff, Khuman and Page.

PC179/14 Declarations of Pecuniary Interest

There were no declarations of interest.

PC180/14 Minutes

The Minutes of the Planning Committee meeting held on Monday 9 February 2015 were agreed and signed as a correct record.

Permanent Traffic Order – Alamain Ward

Cllr Long provided the following update regarding the Permanent Traffic Order

PC181/14 Public Participation

There were no members of the public present.

PC182/14 Planning Applications

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

5.1	15/00309/FULLN	Erection of single storey dwelling served from existing vehicular access and new driveway providing two parking spaces and two parking spaces for No 19	19 Wolverdene Close, Andover
<p>Concern that there appears to be no access to the proposed landscaping at the rear of the property. The site plan is not clear and well defined.</p> <p>Who owns that wall which is shown to be demolished, again the site plan is not well defined.</p>			
5.2	15/00318/FULLN	Demolition of former car sales showroom with flat over and erection of six flats including associated parking and external works.	Gardner House, Suffolk Road, Andover
<p>No objections</p>			
5.3	15/00319/FULLN	Works to entrances , and façade of the library and offices	Chantry Centre, Chantry Street, Andover
<p>Concerned that the proposed design is out of keeping with the Conservation Area. Although this is a modern building every effort should be made to keep in sympathy with the street scene.</p> <p>Entrance 6 is stylish and in keeping.</p> <p>Suggestion – the cladding behind the Guildhall be a plain cladding rather than patterned and of a lighter shade of wood.</p> <p>The Town Council would welcome the Conservation Officers opinion on the red surrounds of the doors and the black cladding on the columns.</p>			
5.4	14/02927/FULLN	Erection of Skills and Technology Centre with associated landscaping and parking.	Andover College, Charlton Road, Andover
<p>No objections.</p> <p>Pleased to see that bricks matching the existing buildings are being used. However, the grey cladding is still overbearing and out of keeping with the surrounding area. The Cladding does not need to be grey, there is no indication of pantone colour. There are no grey buildings in this area.</p> <p>It is not clear whether the blue engineering bricks are being used as they are referred to in the design statement. These too would be out of keeping.</p>			

Observations on Lists 6, 7 & 8 attached at Appendix B.

PC183/14 Decision Notices

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

PC184/14 Street Naming

There were no street naming applications.

PC185/14 Communications from Test Valley Borough Council

Notice of complaint to Test Valley Borough Council regarding a high hedge at Picket Twenty.

CIL Infrastructure Levy – to consider at next planning committee meeting.

Consultation regarding Gypsy and Traveller Provision – to consider at the next planning committee meeting.

PC186/14 Test Valley Borough Council – Northern Area Planning Committee

There were no applications to be considered at Northern Area Planning Committee that required further comment or representation from the Town Council.

PC187/14 Telecommunication Applications

There were no telecommunication applications

PC188/14 Communication from Hampshire County Council

Members noted that the Draft Hampshire Countryside Access Plan 2015-2025 Consultation was released. Members requested that this be an item on the next agenda.

PC189/14 Street Trading Licences

Local Government (Miscellaneous Provisions) Act 1982 Schedule 4 – Application for Street Trading Consent

Site: East Portway

Days/Times of Trading: Fridays 7am to 4pm.

No objections

PC190/14 The Neighbourhood Plan

Councillor Long reported that the Neighbourhood Plan Steering Committee would be holding a further information meeting on 24 March 2015 in the Upper Guildhall. Grant funding monies had been received from Test Valley Borough Council and a Bank Account had been opened in the name of Andover Neighbourhood Parish Plan.

PC191/14 Test Valley Borough Council Local Plan

There were no further updates on the Local Plan.

PC192/14 Items for consideration at the next meeting

Draft Hampshire Countryside Access Plan 2015-2025

Test Valley Borough Council Revised Local Plan DPD and Test Valley Borough Council

Gypsy & Traveller DPD

Breach of Standing Orders

PC193/14 Date of next meeting

Members noted the date and venue of the next meeting: Monday 23 March 2015 at 6.00pm at the Town Council Office.

PC194/14 Exclusion of the Public and Press

RESOLVED: To exclude members of the public and press from the meeting at Part 2, Item 18 of the agenda, due to consideration of a breach of Standing Orders.

PC193/14 Breach of Standing Orders

It was agreed that as there were less than half the Members of the Committee present it was not possible to discuss any possible breach of Standing Orders. Therefore it was agreed to defer the item to the next meeting of the Committee.

The meeting closed at 7.10pm.

Chairman:

Date:

MINUTES OF PLANNING COMMITTEE 02.03.2015

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 6

Week Ending: 6th February 2015

15/00205/FULLN 03.02.2015 ANDOVER TOWN (HARROWAY)	Erection of conservatory to rear of property	5 Topaz Drive, Andover, Hampshire, SP10 3ED	Mr And Mrs K Wood	Mr Martin McNamara 27.02.2015	
Considered on 9 February 2015					
15/00227/FULLN 02.02.2015 ANDOVER TOWN (MILLWAY)	Front bay extension	4 Rooksbury Road, Andover, Hampshire, SP10 2LW	Mr And Mrs Mears	Rebecca Redford 02.03.2015	YES
Considered on 9 February 2015					
15/00261/FULLN 04.02.2015 ANDOVER TOWN (MILLWAY)	Erection of single storey front extension to provide bathroom	8 Newtown Close, Andover, Hampshire, SP10 3AU	Mr And Mrs Lambourne	Rebecca Redford 02.03.2015	
Considered on 9 February 2015					
15/00257/TPON 04.02.2015 ANDOVER TOWN (ST MARYS)	Ash a. Reduce southernmost stem to 3m above ground level. b. Selective branch tip pruning to reduce the loading on lateral branches exhibiting stress fractures to the stems. c. Overall crown reduction of 15%	11 Quicksilver Crescent, Andover, Hampshire, SP11 6UB	Persimmon Homes Ltd	Mr Alistair Jeans 26.02.2015	

	remaining tree to balance the crown not exceeding pruning wounds of 30 mm over the crown volume. Further information supplied on sheet 1.				
Considered on 9 February 2015					

RE-ADVERTISEMENTS

15/00243/TPON ANDOVER TOWN (WINTON) 29.01.2015	Beech Tree - 2.5m crown reduction, 5m crown lift, 2m pruning of lateral branches to SE side of tree.	To The Rear Of 27 Sainsbury Close Andover Hampshire SP10 2LE	Mrs Jane Aldridge	Miss Rachel Cooke 24.02,15	
Noted					

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 7

Week Ending: 13th February 2015

15/00080/FULLN 11.02.2015 ANDOVER TOWN (HARROWAY)	Erection of steel base conservatory - retrospective	34 Beckett Road, Andover, Hampshire, SP10 3HT	Mr And Mrs Colin And Dawn Harman	Rebecca Redford 09.03.2015	5a
No objection. According to the plans submitted and viewed, there is no indication of encroachment. Would recommend a site visit.					
15/00287/FULLN 11.02.2015 ANDOVER TOWN (ALAMEIN)	To replace existing rear conservatory with proposed single storey rear extension to provide a dining area (Amended scheme)	18 Claudius Close, Andover, Hampshire, SP10 5LB	Mrs M J Pinchbeck	Rebecca Redford 09.03.2015	5b
No objections					

15/00277/CLPN 10.02.2015 ANDOVER TOWN (ST MARYS)	Certificate of proposed lawful development - Proposed rear lean to extension and first floor side window	74 Corunna Main, Andover, Hampshire, SP10 1JF	Mr Connolly	Rebecca Redford 09.03.2015	5c
No objections					
15/00288/FULLN 11.02.2015 ANDOVER TOWN (ST MARYS)	Conservatory to rear	130 Picket Twenty Way, Andover, Hampshire, SP11 6TH	Mr And Mrs Surawy	Mr Martin McNamara 09.03.2015	5d
No objections					
15/00269/FULLN 09.02.2015 ANDOVER TOWN (WINTON)	Install front dormer window	14 Heath Vale, Andover, Hampshire, SP10 2AE	Mr Giles Hargreave	Rebecca Redford 09.03.2015	5e
No comment – no plans provided					
15/00315/TPON 10.02.2015 ANDOVER TOWN (WINTON)	T1-T6 - Lime Trees - Repollard back to just above existing pollard points as part of routine maintenance.	8 Winchester Road, Andover, Hampshire, SP10 2EG	Mr Richard Meek	Mr Alistair Jeans 04.03.2015	5f
No objections					

NOTIFICATION OF A CHANGE OF USE UNDER CLASS M - FROM AN AGRICULTURAL BUILDING TO A FLEXIBLE USE - (FOR INFORMATION ONLY)

15/00256/PDMBN 10.02.2015 ANDOVER TOWN (ST MARYS)	Notification for Prior Approval under Class MB - Change of use and alter poultry farm/agricultural machinery storage building to 3 dwellinghouses	13A Walworth Road, Picket Piece, Andover, Hampshire SP11 6LU	Mr Richard Meek	Mrs Laura McKay 09.03.2015	5g
Noted					

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 8

Week Ending: 20th February 2015

15/00341/FULLN 20.02.2015 ANDOVER TOWN (HARROWAY)	Change of use from Class A1 (shop) to Class A5 (hot food takeaway) with installation of extraction system for pizza oven and air attenuation supply to the property; installation of 2 no. wall mounted condensers to serve cold-rooms; alteration of the internal floor space and associated building works	1 Mylen Road, Andover, Hampshire, SP10 3HJ	Mr Akhtar Arafat	Miss Emma Jones 19.03.2015	5h
Concerned that there is no provision for the collection of waste. Concerned that there are no parking spaces provided.					
15/00342/ADV N 20.02.2015 ANDOVER TOWN (HARROWAY)	Internally illuminated fascia and projecting signs	1 Mylen Road, Andover, Hampshire, SP10 3HJ	Mr Akhtar Arafat	Miss Emma Jones 19.03.2015	5i
No objections					
15/00369/FULLN 20.02.2015 ANDOVER TOWN (HARROWAY)	Single storey rear extension to provide enlarged kitchen/dining room	47 Moneyer Road, Andover, Hampshire, SP10 4NG	Mr David Hewett	Rebecca Redford 18.03.2015	5j
No objections					
15/00392/VARN 19.02.2015 ANDOVER TOWN (MILLWAY)	Conversion of garage to home study (Relaxation of requirements of condition 15 of TVN.00740/20 requiring garage to be used for vehicle parking)	20 Georgia Close, Andover, Hampshire, SP10 2UF	Mrs Cawkill	Rebecca Redford 18.03.2015	5k

No objections					
15/00321/TPON 19.02.2015 ANDOVER TOWN (MILLWAY)	Italian Alder Tree - Fell	55 Shaw Close, Andover, Hampshire, SP10 3BT	Mr And Mrs C Ings	Mr Alistair Jeans 13.03.2015	5l
No objections – refer to arboricultural officer					
15/00319/FULLN 17.02.2015 ANDOVER TOWN (ST MARYS)	Works to the entrances, and facade of the library and offices	Chantry Centre, Chantry Street, Andover, Hampshire	Friends Life Ltd C/o AXA And Test Valley Borough Council	Mrs Lucy Page 20.03.2015	5m
No objections					
15/00381/ADV 17.02.2015 ANDOVER TOWN (WINTON)	Retention of one fascia sign	45 Bridge Street, Andover, Hampshire, SP10 1BG	Mr E Aydin	Rebecca Redford 20.03.2015	5n
No objections					
15/00382/ADV 18.02.2015 ANDOVER TOWN (WINTON)	Five vinyl window signs and one projecting sign	45 Bridge Street, Andover, Hampshire, SP10 1BG	Mr E Aydin	Rebecca Redford 20.03.2015	5o
No objections					
15/00247/VARN	Relaxation of requirement to retain parking in garage (non- compliance with condition of 10 of TVN.07413/1 Erection of 6 houses and garages (details of TVN.7413)) To allow the garage to be converted into playroom	1 High Beech Gardens, Andover, Hampshire		Rebecca Redford	5p
No objections					
15/00408/FULLN	Erection of two storey and single storey rear extension with rain water harvest tank below to provide extended kitchen, living	1 Thames Court, Andover, Hampshire		Rebecca Redford	5q

	room and bedroom. Single storey front extension to provide additional storage, alter first floor front windows and install first floor side (east) window				
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No objections

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

15/00419/PDHN 19.02.2015 ANDOVER TOWN (WINTON)	Notification of proposed works to a dwelling - Single storey rear orangery extension (Length 4.6 metres, height less than 4 metres, height to eaves 2.45 metres)	3 Mead Close, Andover, Hampshire, SP10 2JT	P And E Attwood	Rebecca Redford 18.03.2015	
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Noted



ANDOVER TOWN COUNCIL

F

Minutes of Planning Committee

Time and date

6.00pm on Monday 23 March 2015

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (A)

Cllr S Hardstaff (A)

Cllr R Khuman (A)

Cllr B Page (A)

Cllr V Pond (P)

Members of Public Present: 1

PC194/14 Apologies

Apologies were received from Cllrs Carpenter, Hawke, Hardstaff, Khuman and Page.

PC195/14 Declarations of Pecuniary Interest

There were no declarations of interest.

PC196/14 Minutes

The Minutes of the Planning Committee meeting held on Monday 2 March 2015 were agreed and signed as a correct record.

PC197/14 Public Participation

Councillor N Long (Borough Councillor) confirmed that he was attending the meeting to listen to the Town Council's observations regarding the Chantry Centre application and the upper High Street application.

PC198/14 Planning Applications

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

5.1	15/00399/ADVN	Replacement signs to include illuminated single letter C's, illuminated wording/fascia's and non-illuminated direction and free standing signs	Chantry Centre, Chantry Street, Andover
<p>Concerned about the details of the cladding and the number of banners behind the Guildhall.</p> <p>Concerned that there will be too many signs behind the Guildhall.</p> <p>The signage at the Bus Station – concerned that it will obscure the sign for shop mobility.</p> <p>Concerned that the illumination may be overpowering for the Conservation Area.</p>			
5.2	15/00405/FULLN	Erection of 2 new three bedroomed dwelling houses	Land adjacent to 96 High Street, Andover
<p>Objection. Three bedroomed dwelling would be overdevelopment for this site. The buildings will be detrimental to the street scene and vista towards the Church. There is no overriding need for housing in the town centre, the allocation has been met.</p> <p>This will be a loss of green space within the town centre.</p> <p>The side window will overlook Ford Cottage.</p> <p>Would suggest an archaeological survey of the site, considering the history of the area.</p> <p>Any development in this area should be in keeping with numbers 96 and 94.</p> <p>Concerned about the relocation of the Jubilee Bench, it must be kept within the town of Andover.</p>			
5.3	15/00412/VARN	Vary condition 11 as added by 3/00574/NMA2 to planning permission 13/00574/FULLN to allow for replacement of drawings 04F and 06F with drawings 04G and 06G to allow for alteration to the storage area, including new doors (Conversion to ancillary retail floor space to four flats and one commercial unit within either classes A1 (Retail) or A2 (Financial or Professional Services) of the Use Classes Order and new shop fronts)	64 High Street, Andover
<p>The plans provided are not showing the Lamp Post in BlackSwan Yard. The space for the refuse does not appear to be large enough for double doors.</p> <p>Would like to see original signage retained.</p>			
5.4	15/00505/OUTN	Outline application for the erection of two detached dwellings	The Bungalow, 10 Ox Drove, Picket Piece, Andover
<p>Concerned that the access splay for the access road onto what will be a bus, cycle and pedestrian access to and from Picket Piece, may not be adequate.</p>			

5.5	15/00374/FULLN	Demolition of existing car showroom, workshop and warehouse building to provide 1,596sqm gross Class A1 food store with associated access, parking and landscaping.	278 Weyhill Road, Andover
<p>This is out of town development which is against local policy. The Town Council notes that the applicant prefers their own dedicated parking. This development may make Weyhill Road even busier with traffic. This development may be detrimental to the other convenience stores in the area, i.e. Sainsbury's, Tesco's and the Co-op. This will be taking shopping away from the Town Centre.</p>			
5.6	15/00565/FULLN	Demolition of rear structures, erection of single storey rear extension to restaurant; erection of two storey above to provide two 2 bed flats; change of use to half of existing restaurant to A5 (revised scheme)	15-17 Bridge Street, Andover
<p>Objection. There is no disable toilet in the main restaurant. The plan for the restaurant is not well thought out. The design statement mentions 11 car parking spaces, only 10 are shown on the plans. The plan of the rear elevation 14008/P2110 is not included in the Town Council's papers, therefore the impact of the rear extension cannot be accessed.</p>			

Observations on Lists 9, 10 & 11 attached at Appendix B.

PC199/14 Decision Notices

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

PC200/14 Street Naming

There were no street naming applications.

PC201/14 Communications from Test Valley Borough Council

Members noted communications from Test Valley Borough Council including appeal notices and a notification regarding a complaint for a high hedge at Picket Twenty.

PC202/14 Test Valley Borough Council – Northern Area Planning Committee

There were no applications to be considered at Northern Area Planning Committee that required further comment or representation from the Town Council.

PC203/14 Telecommunication Applications

There were no telecommunication applications

PC204/14 Communication from Hampshire County Council

Members noted that the Draft Hampshire Countryside Access Plan 2015-2025 Consultation was released. There were no comments on the Access Plan.

PC205/14 Street Trading Licences

There were no Street Trading Licences to consider.

PC206/14 The Neighbourhood Plan

Councillor Long reported that there would be a Neighbourhood Plan meeting on 24 March 2015 in the Upper Guildhall.

PC207/14 Test Valley Borough Council Local Plan

Cllr N Long (Borough Councillor) provided the following update on the TVBC Local Plan: Test Valley Borough Council has received a 60 page report from the Inspector with minor points regarding the Local Plan. Once amended the Local Plan will go out for consultation again for three weeks.

Cllr Long further reported that all TVBC Ward profiles were being reviewed and updated.

PC208/14 Items for consideration at the next meeting

There were no extra items to be considered.

PC209/14 Date of next meeting

Members noted the date and venue of the next meeting: Monday 13 April 2015 at 6.00pm at the Town Council Office.

The meeting closed at 7.15pm.

Chairman:

Date:

ANDOVER TOWN COUNCIL MINUTES

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 9

Week Ending: 27th February 2015

15/00408/FULLN 23.02.2015 ANDOVER TOWN (ST MARYS)	Erection of two storey and single storey rear extension with rain water harvest tank below to provide extended kitchen, living room and bedroom. Single storey front extension to provide additional storage, alter first floor front windows and install first floor side (East) window	1 Thames Court, Andover, Hampshire, SP10 5HQ	Miss Julie Cole	Rebecca Redford 18.03.2015	
Considered at meeting held on 2 March 2015.					
15/00247/VARN 23.02.2015 ANDOVER TOWN (WINTON)	Relaxation of requirement to retain parking in garage (non-compliance with condition 10 of TVN.07413/1 Erection of 6 houses and garages (details of TVN.7413)) To allow the garage to be converted in to playroom	1 High Beech Gardens, Andover, Hampshire, SP10 2AD	Mr Nicholas Turpin	Rebecca Redford 18.03.2015	YES
No objections					

RE-ADVERTISEMENTS

15/00341/FULLN ANDOVER TOWN (HARROWAY) 20.02.2015	Change of use from Class A1 (shop) to Class A5 (hot food takeaway) with installation of extraction system for pizza oven and air attenuation supply to the property; installation of 2 no. wall mounted condensers to serve cold-rooms; alteration of the internal floor space and associated building works	1B Mylen Road Andover Hampshire SP10 3HJ	Mr Akhtar Arafat	Mrs Sharon Brentnall 23.03.2015	
Concerned that there is no provision for the collection of waste. Concerned that there are no parking spaces provided. Would suggest that the highest possible quality extraction system installed to minimise odour impact on local residents.					
15/00342/ADV ANDOVER TOWN (HARROWAY) 20.02.2015	Internally illuminated fascia and projecting signs	1B Mylen Road Andover Hampshire SP10 3HJ	Mr Akhtar Arafat	Mrs Sharon Brentnall 23.03.2015	
No objections.					

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 10

Week Ending: 6th March 2015

15/00386/ADV 02.03.2015 ANDOVER TOWN (ST MARYS)	Display of 3 internally illuminated replacement flex to existing flaxface boxes	Homebase- Argos Enham Arch Retail Park , Newbury Road, Andover, Hampshire SP10 4DU	Argos Ltd	Rebecca Redford 25.03.2015	YES
No objections					
15/00500/FULLN 03.03.2015	Change of use of betting shop to fish and chip restaurant and	16A Bridge Street, Andover, Hampshire, SP10 1BJ	Summerband Limited	Mrs Samantha Owen 03.04.2015	

ANDOVER TOWN (ST MARYS)	installation of ventilation equipment				
The Town Council is pleased to see that the stunning shop frontage is to be retained.					

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 11

Week Ending: 13th March 2015

15/00580/TPON 11.03.2015 ANDOVER TOWN (ST MARYS)	2 x Horse Chestnut Trees (T1, T2) - Fell to ground level as described within Tree Report	Lane To The West Of Shallowell, 6 Walworth Road, Picket Piece, Andover Hampshire SP11 6LU	Mr Barker	Mr Alistair Jeans 02.04.2015	
No objections, would suggest that a replacement tree be planted.					
15/00593/FULLN	Front bay extension (amended scheme)	4 Rooksbury Road, Andover			
No objections					
15/00628/FULLN	Erection of single storey rear extension to provide orangery	24 Cross Lane, Andover			
No objections					



ANDOVER TOWN COUNCIL

A

Minutes of Planning Committee

Time and date

6.00pm on Monday 13 April 2015

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (A)

Cllr S Hardstaff (A)

Cllr R Khuman (A)

Cllr B Page (A)

Cllr V Pond (P)

Members of Public Present: 1

PC210/14 Apologies

Apologies were received from Cllrs Carpenter, Hawke and Hardstaff.

PC211/14 Declarations of Pecuniary Interest

There were no declarations of interest.

PC212/14 Minutes

The Minutes of the Planning Committee meeting held on Monday 23 March 2015 were agreed and signed as a correct record.

PC213/14 Public Participation

There was no public participation.

PC214/14 Planning Applications

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

APPENDIX G

5.1	15/00621/FULLN	Change of use from office to residential (7 dwellings), internal alterations and alteration to window openings.	24A High Street, Andover Hampshire SP10 1NN.
Full application not received			
5.2	15/00622/LBWN	Change of use from office to residential (7 dwellings), internal alterations and alteration to window openings.	24A High Street, Andover Hampshire SP10 1NN.
At a previous submittal the Town Council commented on keeping the original wire glass. Papers state that bins have been moved but does not state to which position.			
5.3	14/02003/FULLN	Alterations and second storey extension to convert first and second floors from office space to six residential flats, relocate air conditioning units to rear elevation wall and provision of bin store and bicycle store to rear (amended description)	27A High Street, Andover SP10 1LJ.
Prior comments on this application centred around the distance that residents would have to travel to place their rubbish in the bins provided. There is no access within the curtilage of the property, residents are expected to traverse a public alleyway to reach their bins and this is unacceptable.			
WEEKLY LIST OF PLANNING APPLICATION AND NOTIFICATION : NO 13			
5.4	14/02846/OUTN	Erection of terrace comprising of 3 dwellings.	Land adjacent to 13 Camelot Close, Andover, Hampshire SP10 4BD.
Parking spaces are at a premium on this estate, the construction of three additional dwellings whilst increasing additional spaces nearby will be taking away six spaces immediately in front of the new houses, which have been in use by the original residents for a considerable number of years. Houses will be substantially higher than other houses in Camelot Close, possibly overbearing to existing residents			



APPENDIX G

5.5	15/00715/FULLN	Partial conversion of double Garage to form habitable accommodation to include 2 no. new windows to front elevation.	28 Denning Mead, Andover, Hampshire SP10 3LG
	No objection		
5.6	15/00667/OUTN	Outline application for the erection of 25 residential dwellings with associated access, internal road, parking and landscaping	8A Ox Drove, Picket Piece, Andover, Hampshire SP11 6ND
	Dwellings 1 – 10 in cul-de-sac will need street lighting. Dwellings 21 – 25 overlook a high hedge, which in itself fronts onto the main road. There is no rear access from their garages and so residents will have to walk along an unlit pathway to reach their front doors. We would like Police comments as there is no natural surveillance for these five properties.		
WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATION : NO 14			
5.7	15/00761/ADV N	Siting of 70 freestanding A-boards	Andover Town Centre Highway Land, Andover, Hampshire
	It would be beneficial to speak to Steve Raw from the Planning Department on how his department arrived at the 70 allocated places as some areas seem to contradict the restrictions placed in the notes.		

Observations on Lists 12, 13 & 14 attached at Appendix B.

PC215/14 Decision Notices

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

PC216/14 Street Naming

There were no street naming applications.

PC217/14 Communications from Test Valley Borough Council

Members noted communications from Test Valley Borough Council who refused change of use from Class A1 to Class A5 on 1B Mylen Road, Andover, Hampshire SP10 3HJ.

PC218/14 Test Valley Borough Council – Northern Area Planning Committee

Cllr Long will book in to speak at Thursday 16th April 2015 meeting on the item for Sparsholt College, as TVBC are giving delegated permission to the College on all items of building design for the new Technology Centre but imposing comments on the landscaping. Other items of note are the Fascia signs at 45 Bridge Street and the demolition of the Cherry Orchard Care Home.

PC219/14 Telecommunication Applications

There were no telecommunication applications



PC220/14 Communication from Hampshire County Council

There were no communications from Hampshire County Council.

PC222/14 Street Trading Licences

The Street Trading Licence for 50 Central Way, Walworth Estate is due for renewal. The requested opening hours of 2am – 11 pm seems excessive, possible change in hours from previous year?

PC223/14 The Neighbourhood Plan

Whilst the elections were taking place work for the Neighbourhood Plan was placed on hold, however, as circumstances have changed the steering committee are planning a meeting for later in the month.

PC224/14 Test Valley Borough Council Local Plan

Nothing to report on the Local Plan..

PC225/14 Items for consideration at the next meeting

Additional display cabinets/boards in Andover High Street.

PC226/14 Date of next meeting

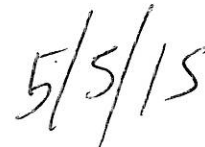
Members noted the date and venue of the next meeting: **Tuesday 5 May 2015 at 6.00pm at the Town Council Office.**

The meeting closed at 7.15pm.

Chairman:



Date:



15/006609/FULLN 20.03.2015 ANDOVER TOWN (WINTON)	To erect a conservatory/porch to the front of the property.	9 Mile Close, Andover, Hampshire SP11 6TA	Mr and Mrs Stallard	Rebecca Redford 14.04.2015.	
No objections.					

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 13

Week Ending: 27 March 2015

15/00664/FULLN	Erection of single storey rear kitchen extension and alterations to the single storey roof.	43 Ashfield Road, Andover, Hampshire SP10 3PE	Mr and Mrs Paul Pressley	Rebecca Redford 20.04.2015	
No objections					
15/00674/FULLN 24.03.2015 ANDOVER TOWN (MILLWAY)	Single storey front and side extension to Church Hall.	Church Hall, St John the Baptist Church, Alexandra Road, Andover, Hampshire SP10 3AD.	Father Austin Gurr	Mrs Sharon Brentnall 15.04.2015.	
No objections					



ANDOVER TOWN COUNCIL MINUTES

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS: NO. 12

Week Ending: 20 March 2015

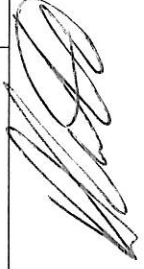
15/00593/FULLN 16.03.2015 ANDOVER TOWN (MILLWAY)	Front bay extension (Amended scheme)	4 Rooksbury Road, Andover, Hampshire SP10 2LW	Mr and Mrs Mears	Rebecca Redford 14.04.2015	YES
Considered at meeting held on 23 March 2015.					
15/00628/FULLN 18.03.2015 ANDOVER TOWN (MILLWAY)	Erection of single storey rear extension to provide orangery.	24 Cross Lane, Andover Hampshire SP10 3JE	Mr and Mrs Bowden	Rebecca Redford 14.04.2015	YES
Considered at meeting held on 23 March 2015.					



WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 14

Week Ending: 3rd April 2015

15/00458/FULLN 30.03.2015 ANDOVER TOWN (HARROWAY)	New shop front	132 Weyhill Road, Andover, Hampshire SP10 3BE	Dr Chitnis	Mr Martin McNamara 23.04.2015	Yes
No objections.					
15/00530/FULLN 21.04.2015 ANDOVER TOWN (MILLWAY)	First floor extension over existing kitchen and living room to form one new and one enlarged bedroom with Juliet balcony plus increased height of existing two storey rear elevation to same height as proposed new extension with pitched roofs over.	36 Queens Avenue, Andover, Hampshire SP10 3HZ	Mr N Bishop and Mrs L B Bishop	Mrs Samantha Owen 30.04.2015	
No objections					
15/00727/FULLN 31.03.2015 ANDOVER TOWN (MILLWAY)	Single storey side extension to provide home study, utility room and enlarged kitchen	1 Lodge Close, Andover, Hampshire SP10 3EY	Mr and Mrs Cook	Rebecca Redford 24.04.2015.	
Sent in March, due 2nd April.					
15/00759/TPON 01.04.2015 ANDOVER TOWN (MILLWAY)	T1 – Sycamore – reduce crown by 1/3 deadwood and prune	Tanglewood 22 Salisbury Road, Andover, Hampshire SP10 2JL	Mr Jakeman	Miss Rachel Cooke 23.04.2015	



15/00671/FULLN 23.03.2015 ANDOVER TOWN (ST MARYS)	Side extension to garage and restructure of retaining wall.	Willows, 5 Ox Drove Rise, Picket Piece, Andover, Hampshire SP11 5NG	Mr and Mrs Hamley	Rebecca Redford 16.04.2015
No objections				
15/00693/FULLN 26.03.2015 ANDOVER TOWN (ST MARYS)	Installation of dormer window and roof lights to facilitate loft conversion.	31 Junction Road, Andover, Hampshire SP10 3QU	Dr Angela Chetty	Miss Emma Jones 22.04.2015
No objections				
15/00661/FULLN 25.03.2015 ANDOVER TOWN (WINTON)	Alterations and extension to existing bungalow to form a two-storey, five bedroom house with a granny annexe with living accommodation (amended scheme).	18A Heath Vale, Andover, Hampshire SP10 2AE	Mr Steve Morgan	Mrs Sharon Brentnall 21.04.2105
No objections				
15/00682/CLEN 26.03.2015 ANDOVER TOWN (WINTON)	Certificate of existing lawful development – construction of conservatory to rear under permitted development.	20 Beresford Close, Andover, Hampshire SP10 2HN	Mr Graham Soulby	Rebecca Redford 22.04.1205
No objections				



No objection	15/00776/FULLN 01.04.2015 ANDOVER TOWN (MILLWAY)	T1 Lime – reduce by 1/3 deadwood and prune	High Trees 20 Salisbury Road, Andover, Hampshire SP10 2JL	Mrs M Jones	Mr Alistair Jeans 28.04.2015	
No objection	15/00744/FULLN 01.04.2015 ANDOVER TOWN (WINTON)	Removal of existing conservatory, erection of two storey rear extension and replacement of existing flat roof with new mono pitched roof to side.	11 Winchester Gardens, Andover, Hampshire SP10 2EH	Mr John Martin	Rebecca Redford 30.04.2015.	
New windows on the side of the west elevation appear to overlook, drawing too small to gauge extent.						



B

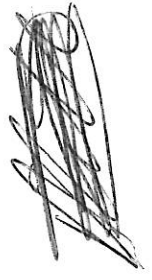
APPENDIX B

WEEKLY LIST OF PLANNING APPLICATIONS AND NOTIFICATIONS : NO. 15

Week Ending: 10th April 2015

15/00616/ADV 10.04.2015 ANDOVER TOWN (ST MARYS)	Advertising hoardings on 3 elevations	Plot 35, South Way, Walworth Business Park, Andover Hampshire SP10 5LH	Mr George Shepherd, Kier Ventures Ltd	Mrs Samantha Owen 07.05.2015	YES
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15/00795/ADV 07.04.2015 ANDOVER TOWN (ST MARYS)	Marketing banner sign	Roman House, Walworth Road, Walworth Business Park, Andover, Hampshire	Threadneedle Pension Funds Limited	Rebecca Redford 05.05.2015	
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ANDOVER TOWN COUNCIL

PROTOCOL FOR REPORTING AT MEETINGS

[ADDENDUM to Standing Order No: 1 L]

1. Introduction

1.1 This Protocol provides guidance to members of the public or press who wish to photograph or record proceedings at any of Andover Town Council's public meetings.

1.2 The Council supports the principles of openness and transparency in the way it conducts its meetings. Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

- (a) Subject to the provisions of this Protocol; and
- (b) Provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

1.3 No restrictions will be placed on anyone using social media at a public meeting subject to the limitations regarding photography and audio/visual recording set out in this Protocol.

1.4 Meetings which take the form of hearings or which discuss sensitive employment or contractual information such as the Staffing Sub-Committee, may not be suitable for recording due to the nature of some of the evidence given at the meeting. It will be at the Chairman's discretion to determine whether the recording of a particular meeting will be permitted.

1.5 Failure to follow the provisions within this Protocol may result in the Chairman refusing to allow the proceedings to be photographed or recorded.

1.6 For the purposes of this Protocol 'recording' includes sound recording, photographing, filming, and use of social media. Social media includes, but is not limited to Twitter, Facebook and blogs.

2. Before the meeting

2.1 Those wishing to record proceedings at a meeting are recommended to contact the Town Clerk as early as possible before the start of the meeting so that arrangements can be discussed and the agreement of the Chairman be sought.

2.2 The name, organisation (if applicable) and contact details of the person wishing to record proceedings are required and should be provided before the meeting if possible.

3. At the meeting

3.1 Notices will be displayed in the meeting room advising that proceedings may be recorded, and the Chairman will make an announcement to this effect at the beginning of the meeting if a request has been received.

3.2 Members of the public attending a meeting to ask a question will be deemed to have given consent to being photographed or recorded.

3.3 Members of the public seated in the public seating area who actively object, should not be photographed, filmed or recorded as long as this does not undermine the broader transparency of the meeting.

3.4 Photography or filming must take place from a fixed position in the meeting room approved by the Chairman, to ensure that the view of Councillors, officers, public and press, is not obstructed.

3.5 The use of flash photography or additional lighting will only be permitted if agreed in advance with the Clerk and the Chairman.

3.6 Photography or audio/visual recording will be stopped if the Chairman feels it is disrupting or inhibiting the meeting in any way.

3.7 If someone refuses to stop recording when requested to do so the Chairman will ask the person to leave the meeting. If the person refuses to leave, the Chairman will

adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

3.8 Anyone asked to leave a meeting because they have refused to comply with the Chairman's request to do so, may be refused permission to record future meetings.

4. After the meeting

4.1 Photographs and audio/visual recordings must not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being expressed in a way that may ridicule or show lack of respect towards those being photographed or recorded.

4.2 If someone fails to comply with this Protocol the Chairman may refuse to allow this person to record any future meetings.

4.3 The responsibility for how any photographs or audio/visual recording is used rests with the person who made the recording and not the Council.

ANDOVER TOWN COUNCIL

IMPORTANT NOTICE

PROTOCOL FOR REPORTING AT MEETINGS

1. The Town Council supports the principles of openness and transparency in the way it conducts its meetings.

Sound recording, photographing, filming, and use of social media at meetings which are held in public is permitted:

(a) subject to the provisions of the Protocol for Reporting at Meetings;
and

(b) provided that the Chairman is satisfied that it will not be disruptive or distracting to the good order and conduct of the meeting.

2. Where recording has been confirmed by the Chairman an announcement will be made at the start of the meeting to advise all participants of the presence and location of any recording devices.

3. If you enter the room after the meeting has started please ensure that any recording does not disrupt the meeting. If there is such disruption, the Chairman may adjourn the meeting or make other appropriate arrangements for the meeting to continue without disruption.

4. Only the official signed minutes of the council and its committees will be recognised as the formal, statutory and legally binding record of a meeting.



W Coulter
Town Clerk and Proper Officer