

# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held in **The Upper Guildhall, Andover on Thursday 23 March 2017 at 7.00 pm** when it is proposed to transact the following business:-

Wendy R Coulter  
Town Clerk – 17 March 2017

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*MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS*

- 1 **APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
- 2 **DECLARATIONS OF INTEREST**  
To receive and note any declarations of interest relevant to the agenda.
- 3 **MINUTES**  
The Chairman to sign as a correct record the minutes of the Town Council meeting held on 26 January 2017, attached at **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 may be given in the meeting and recorded in the minutes 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 **CO-OPTION OF TOWN COUNCIL MEMBERS**  
To consider and agree the co-option of two Members to Andover Town Council for Winton Ward, following the resignation of Mr Dean Marriner and Millway Ward, following the resignation of Mrs Josie Msonthi.

Applications have been received from:

Mrs Iris Andersen (Preference Winton Ward)  
Mr Ross Fifield (Preference Millway Ward)  
Mr P Crossman (Preference not yet confirmed)  
Mrs L Bird (Preference not yet confirmed)

Details of applicants and application letters are attached at **Appendix B**.

To receive presentations from the applicants, to receive nominations and seconders and to vote on the Co-option of a Town Councillor.

Members are asked to note that voting will be by show of hands (as per Standing Orders).

*“The successful candidate must receive an absolute majority vote of those present and voting. As there are more than 2 candidates for each vacancy and if no one of them at the first count receives a majority over the aggregate votes given to the rest, steps will be taken to strike off the candidate with the last number of votes and the remainder must then be put to the vote again, this process will be repeated, if necessary until an absolute majority is obtained”.* – source (Local Council Administration – Charles Arnold-Baker(9<sup>th</sup> Edition)), (Local Government Act 1972, Sch 12, para 39).

## 6 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS FROM THE ANDOVER WARDS**

To receive any reports from Borough and County Councillors from the Andover Wards.

For clarification: Reports are;

- Information and updates regarding Andover with which the Councillor has been involved
- News from Test Valley Borough Council and Hampshire County Council committees which directly affect any of the Andover Wards.

Reports are not;

- Comments on the evening’s meeting
- Comments on Andover Town Council policies or procedures
- Press releases.

Items which are not reports can be forwarded to the Town Clerk for circulation.

## 7 **QUESTIONS FROM TOWN COUNCILLORS TO BOROUGH AND COUNTY COUNCILLORS**

To receive any Questions from Town Councillors to Borough and County Councillors for the Wards of Andover.

## 8 **YOUTH COUNCIL UPDATE**

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

## 9 **COMMITTEE MINUTES**

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

2 February 2017, Assets & Amenities Committee – **Appendix C.**

16 February 2017, Community Engagement Committee – **Appendix D.**

12 January 2017, Policy & Resources Committee – **Appendix E.**

30 January 2017, Planning Committee – **Appendix F.**

13 February 2017, Planning Committee – **Appendix G.**

19 January 2017, Allotments Committee – **Appendix H.**

## 10 **MOTIONS FROM TOWN COUNCILLORS**

### **Motion Proposed by Cllr K Bird and seconded by Cllr L Gates:**

*ATC notes the controversy over the new Leisure Centre plans, and concerns voiced at the lack of consultation with ATC, local residents, and other interested groups prior to publishing the current plans.*

*ATC urges TVBC to undertake a wider public consultation on the real needs and views of Andover Leisure Centre users and local residents before proceeding with their proposed redevelopment of the site.*

## 11 **NEIGHBOURHOOD PLAN FOR ANDOVER**

To receive an update on the progress of consideration for the future of the Neighbourhood Plan – report attached at **Appendix I.**

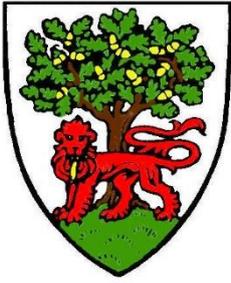
## 12 **TOWN CENTRE MANAGER POSITION**

To approve the future of the Town Centre Manager Position – **report to follow.**

## 13 **BOUNDARY REVIEW**

To receive a report from the Boundary Review Working Group – report attached at **Appendix J.**

- 14 **ANDOVER TOWN COUNCIL STRATEGY 2017 - 2020**  
To approve the adoption of a Strategy for Andover Town Council – document attached at **Appendix K.**
- 15 **FINANCE**  
To receive and approve the list of payments up to 21 March 2017 – papers to follow.  
To receive and approve the Bank Reconciliation up to 28 February 2017 – papers to follow.
- 16 **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.
- 17 **REPORTS FROM TOWN COUNCILLORS**  
To receive any reports from Town Council Members.
- 18 **DATE OF NEXT COUNCIL MEETING**  
To note the date of the next Council meeting, **Thursday 11 May 2017**, in the Upper Guildhall, starting at **7pm.**
- The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes Council

*Constantia Basis Virtutum*

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### Time and date

7.00pm on Thursday 26 January 2017

### Place

Upper Guildhall, High Street, Andover

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### Details of Attendance:

#### Town Councillors

Cllr K Bird (Chairman) (P)

Cllr L Gates (Vice-Chairman) (P)

Cllr C Bartholomew (P)

Cllr A Fitchet (P)

Cllr R Hughes (P)

Cllr G McBride (P)

Cllr R Rowles (P)

Cllr B Carpenter (P)

Cllr L Gregori (P)

Cllr R Kidd (P)

Cllr A Cotter (P)

Cllr S Hardstaff (P)  
(arrived 7:50pm)

Cllr B Long (P)

Cllr M Mumford (P)

Cllr C Ecclestone (P)

Cllr K Hughes (P) (arrived  
7.04pm)

Cllr D Marriner (A)

Cllr V Pond (P)

#### County Councillors

Cllr Z Brooks (P)

Cllr Rolt (P)

#### Borough Councillors

Cllr I Andersen (P)

Cllr J Lovell (P)

Cllr S Hawke (P)

#### Alabare

Vanessa Bedford +1

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

Members of the Public: 5

A statement regarding the Leisure Centre development was read prior to the start of the meeting by the Chairman.

#### C124/16 Apologies for Absence

There were no apologies for absence.

**C125/16 Declarations of Interest**

There were no declarations of interest.

**C126/16 Minutes**

The chairman to sign as a correct record the Minutes of the Council meeting held on 1<sup>st</sup> December 2016 were agreed and signed by the Chairman as a correct record.

Proposed by Cllr R Kidd and seconded by Cllr B Carpenter a vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Council meeting of 1<sup>st</sup> December 2017 were signed by the Chairman as a correct record.**

**C127/16 Public Participation**

Vanessa Bedford from Alabare informed Members that as there had been a change of funding from Hampshire County Council and the Junction would be closing its doors on 31 March 2017. The Junction had over 7,500 visitors per year and cost £108,000 to run per year. The Junction helped many young people in Andover and many with low level mental illness.

David, a young person from The Junction, stated that he used it on a daily basis and starting when he was 17, he is now 23 years old. He felt he could be himself there and could talk to them about anything. He suffered from mental health issues and The Junction have helped him. He was very grateful for the work they had done and did not know how to repay them. He depended and relied upon the service.

Mr Nigel Long stated that he was pleased the microphones were being used for the meeting. He was pleased to see that there was no proposed increase to the Precept. Last year the Town Council increased the Precept significantly, are they going to publish on the website their achievements from last year?

**C128/16 Reports from Borough and County Councillors from the Andover Wards**

Cllr T Rolt – Hampshire County Councillor gave a verbal report covering the following topics:

Roman Way School Crossing – officer meeting to discuss options.

King Arthurs Way – school crossing patrol person has retired, a new crossing patrol person is being recruited.

Picket Twenty – Picket Twenty Lane – Persimmons have produced drawings of plans for the roadway, it had to be re-drawn to Highways criteria.

Salting – the County Council has many salt routes, encouraging the salt routes to be along the Bus Routes. Will ensure the Town Council is kept up to date with progress on this matter.

Pilgrims Way – concerns about lighting levels, if there are any concerns, please let Cllr T Rolt know.

Alabare – fully support the Town Council's motion, asking HCC what can be done.

Batchelors Barn Road – pot holes, please inform HCC when vehicles are not parked along the road so that pot holes can be filled.

Cllr I Andersen – Test Valley Borough Councillor gave a verbal report covering the following topics:

Thank Cllr Rolt for his support.

Leisure Centre – 23 people have spoken about it so far, asking Test Valley Borough Council to consider the concerns

The Junction – support all the working being done to try and save the service.

Cllr Z Brooks – Hampshire County Councillor and Test Valley Borough Councillor gave a verbal report on the following topics:

Concerns about Harroway School and Portway, there are safety issues. Working with safety officers to teach the children road safety.

Charlton Road – safe crossing.

Saxon Road to Charlton – speed limit down to 40mph.

**C129/16 Questions from Town Councillors to Borough and County Councillors**

Cllr Ecclestone asked Cllr Anderson if she could confirm if Test Valley Borough Council thought that 2 years for the redevelopment of the Leisure Centre was acceptable. Was it an Officer's decision? How long will the closure be? Cllr Ecclestone also asked then the users of the leisure centre would be informed. He brought to Members attention that the proposed panoramic windows would leave children exposed to passers-by.

Cllr L Gregori asked Cllr Brooks is there was anything personally she could do for The Junction?

Cllr Brooks responded that she had investigated, there was currently a service available across a number of overlapping providers and Hampshire County Council is already funding; Andover Mind, Family Lives, Kim Frances Sunrise Family Support. There is support already available that young people need.

Cllr Fitchett asked Cllr Brooks if she felt that there was adequate provision for the young people of Andover, as he did not believe that the existing services overlap with the service The Junction provides.

Cllr Brooks responded that she would go to The Junction and find out what it is they offer.

Cllr Rowles asked Cllr Brooks what cost benefit analysis had been done to qualify withdrawing the funding.

Cllr Books responded by asking Cllr Rowles to email the question.

**C130/16 Youth Council Update**

Cllr A Fitchet gave a report which included the following:

The Youth Council met before Christmas, discussions were about how to move the Youth Council forward. The Advisory Panel would meet the week commencing 30 January 2017. The Panel was monitoring the Young People.

**C131/16 Committee Minutes**

The following Minutes were noted.

8 December 2016 - Assets & Amenities Committee.

5 January 2017 - Community Engagement Committee.

17 November 2016- Policy & Resources Committee

15 December 2016- Policy & Resources Committee

12 January 2017 - Policy & Resources Committee

5 December 2016- Planning Committee

19 December 2016- Planning Committee

9 January 2017 - Planning Committee

**C132/16 MOTIONS FROM TOWN COUNCILLORS**

**Proposed by Cllr R Kidd and Seconded by Cllr C Ecclestone**

*Andover Town Council resolves to contact Aster Properties and invite them to a future meeting to give a presentation on their operations in Andover and answer questions on local issues.*

Cllr Kidd spoke to the motion, indicating that he was concerned about the number of complaints he was receiving from Aster Tenants.

Members discussed the motion and agreed that Aster should be invited to a future Town Council meeting.

A vote was taken, which Cllr L Gregori requested was recorded:

Voted For: L Gregori, R Hughes, B Carpenter, A Cotter, C Bartholomew, K Hughes, R Kidd, G McBride, a Fitchet, B Long, V Pond, R Rowles, C Ecclestone, L Gates, K Bird.

Voted against: None

Abstentions: M Mumford

**RESOLVED: That Andover Town Council contact Aster Properties and invite them to a future meeting to give a presentation on their operations in Andover and answer questions on local issues.**

**Proposed by Cllr C Bartholomew and Seconded by Cllr L Gregori**

*Andover Town Council resolves to:*

*Encourage and support public attempts to raise funding for the running costs of The Junction. Write to the Chief Executives of Hampshire County Council and Test Valley Borough Council putting forward a case for continued public funding for The Junction.*

Cllr C Bartholomew spoke to her motion, explaining that she had sent a briefing note to Town Councillors regarding the situation at The Junction.

(Cllr S Hardstaff arrived)

Members discussed the motion, concerns were raised that public money was being spent where it was really needed. It was noted that discussions had been taking place with The Junction to try and find a solution to the situation. All Town Council members expressed their deepest concerns about the closure of The Junction.

A vote was taken and it was agreed UNANIMOUSLY.

**RESOLVED: That the Town Council encourage and support public attempts to raise funding for the running costs of The Junction. The Town Council would write to the Chief Executives of Hampshire County Council and Test Valley Borough Council, putting forward a case for the continued public funding for The Junction.**

#### **C133/16 Town Council Budget and Precept 2017/2018**

Members considered the recommendations of the Policy and Resources Committee for the Council Budget 2017/2018. The Chairman of the Policy and Resources Committee, Cllr Steven Hardstaff gave Members the following information in support of the Budget:

*“The Budget and the Precept must be considered in two separate parts. Firstly Members are asked to consider and agree the Budget.*

*Once the Budget has been agreed, it is the Council’s duty to agree how the Precept should be funded.*

*It has been extremely difficult to manage the budget, however the Policy and Resources have recommended that for 2017/2018, there will be no increase in the Precept. Residents will not see an increase this year”.*

Members discussed the proposed budget and questions were asked, including:

The Chairman’s Regalia has been included again in 2017/2018?

The Town Centre Management Budget has been reduced, why?

Is funding included in the Assets & Amenities Budget for Tourist Information kiosks?

Only £1,000 has been set aside for Grants, is this enough?

There is a budget for a New Building, as well as increasing the budget for rent, this is inconsistent.

The Chairman of Policy and Resources Committee, Cllr S Hardstaff, responded to the questions:

The Town Council has not spent the funds for the Chairman’s regalia in 2016/2017, by putting aside monies in the 2017/2018 Budget as well, there will be sufficient for the Vice Chairman.

The Town Centre Managers contract was for 3 years, which will end in May 2017. Funding has been provided until May and a short transition period.

Monies for offices – the landlord has the right to increase the rental and the Town Council is looking for alternative premises, there is likely to a crossover from one property to another.

Grants – yes, the £1,000 is used, however there are monies set aside in Earmarked Reserves for Grants.

Tourist Information Kiosks are covered in Projects.

Members noted that the figures for the Tax Band D income had been received from Test Valley Borough Council. The Tax Band D household's level is: 13,380.

Cllr Hardstaff proposed and Cllr A Fitchet seconded that the Andover Town Council Budget for 2017/2018 should be £268,002.00

A vote was taken, 15 for and 1 abstention. The vote was carried.

**RESOLVED: That the Andover Town Council Budget for 2017/2018 be £268,002.00 (Two Hundred and Eight Thousand and Two Pounds).**

It was proposed by Cllr S Hardstaff and seconded by Cllr A Fitchet that the Precept for 2017/2018 be £268,001.40 or £20.03 per Band D Tax household.

A vote was taken which was UNANIMOUS.

**RESOLVED: that the Precept for 2017/2018 should be £268,001.40 (Two Hundred and Sixty Eight Thousand and One Pounds and Forty Pence).**

#### **C134/16 Neighbourhood plan for Andover**

Members received and noted the Report given on the Neighbourhood Plan, members discussed three potential options:

1. Continue with the Neighbourhood plan as it stands
2. Suspend the current Neighbourhood Plan
3. Consider further options.

Concerns were raised by some Members that the voting of Members on the Neighbourhood Plan Steering Committee were not correctly held.

The Chairman explained that they were originally voted on by full Council and then additional members were voted on at a public meeting.

Members were asked what they wanted to do with regard to the Neighbourhood Plan, with Members noting that at the previous Council meeting a report was received recommending the cessation of the Neighbourhood Plan.

Members further noted that a great deal of work was required to look at the options in detail and could not be completed in one Council meeting. It was suggested that a series of meetings be held for Members to consider all the options and formulate a way forward.

Concerns were raised again that new Members should be voted onto the Neighbourhood Plan Steering Committee with the argument that the newly elected Members in 2015, had not had a chance to vote.

Members further considered the submitted report and it was agreed that a decision on the future of the Neighbourhood Plan could not be made at the Council meeting.

It was proposed by Cllr A Fitchet, that the report be received and noted and that the Chairman and Town Clerk be tasked to find time for a meeting for Members to consider options, before the next meeting of full Council. This was seconded by Cllr M Mumford.

The members discussed this proposal and an amendment was proposed by Cllr R Hughes, to suspend the Neighbourhood Plan before moving forward. This was seconded by Cllr L Gates.

(Cllr K Hughes left at 8.35pm)

A vote was taken on the amended proposal that the Neighbourhood plan be suspended before moving forward, which was requested by Cllr L Gregori to be recorded:

Voting for: R Hughes, C Bartholomew, B Carpenter, L Gates, L Gregori.

Voting Against: A Cotter, S Hardstaff, R Rowles, G McBride, M Mumford, A Fitchet, B Long, R Kidd, C Ecclestone, K Bird.

Abstentions: V Pond.  
The Amendment was lost.

A vote was taken on the original proposal that the report be received and noted and that the Chairman and Town Clerk be tasked to find time for a meeting for Members to consider options, before the next meeting of full Council

A vote was taken, 11 for, 2 against, 3 abstentions.

**RESOLVED: That the report be received and noted and that the Chairman and Town Clerk be tasked to find time for a meeting for Members to consider options, before the next meeting of full Council.**

**C135/16 Travel and Expenses Policy**

The members considered the recommendation from Policy and Resources Committee to adopt a Travel Expenditure Policy for staff.

It was proposed to accept by Cllr S Hardstaff and seconded by Cllr A Fitchet.

A vote was taken which was UNANIMOUS.

**RESOLVED: to adopt a Travel and Expenditure Policy for Staff, attached to Record Minutes.**

**C136/16 Boundary Review**

Members were asked to consider re-forming the Boundary Review Working Group because Test Valley Borough Council's ward boundary review was triggered by the LGBCE.

It was suggested that the Working Group be reformed to consider the proposals for the Andover Wards and feed into Test Valley Borough Councils ward boundary review.

The following Members offered to be on the Working Group:

V Pond, L Gregori, B Long, C Ecclestone K Bird, R Hughes, L Gates, S Hardstaff and R Rowles.

It was proposed by Cllr C Ecclestone and seconded by Cllr B Long that the Town Council's Boundary Review Working Group re-convene to consider the proposals for the Andover Wards and feed into the Test Valley Borough Council's ward boundary review.

A vote was taken which was UNANIMOUS.

**RESOLVED: that the Town Council's Boundary Review Working Group re-convene to consider the proposals for the Andover Wards and feed into the Test Valley Borough Council's ward boundary review. The Membership of the Working Group to be: V Pond, L Gregori, B Long, C Ecclestone K Bird, R Hughes, L Gates, S Hardstaff and R Rowles.**

**C137/16 Committee membership**

Members were asked to approve the Membership of the Planning Committee to include Cllr B Carpenter. Members were asked to approve the Membership of the Community Engagement Committee to include Cllrs R Kidd and M Mumford.

Proposed by Cllr Fitchett and seconded by Cllr Hardstaff that Cllr Carpenter be accepted on to the Planning Committee and Cllrs R Kidd and M Mumford be accepted on to the Community Engagement Committee.

A vote was taken which was UNANIMOUS

**RESOLVED: that Cllr Carpenter be accepted on to the Planning Committee and Cllrs R Kidd and M Mumford be accepted on to the Community Engagement Committee.**

**C138/16 Finance**

Members were asked to approve the list of payments up to 24 January 2017.

It was proposed by Cllr S Hardstaff and seconded by Cllr A Fitchet.

A vote was taken which was UNANIMOUS.

**RESOLVED: That the payments up to 24 January 2017 be approved (Listed below).**

BACS/Cheque No	Supplier	Item	Amount (£)
599185132	Alto Digital	Photocopying costs 30.09.16-31.12.16	622.91
7495347	Baxter Confidential	Removal of confidential waste up to 31.12.2016	78.00
436622730	Convenient Hire	Provision of toilets x 7 sites	587.65
515598299	Custom Studio	Website hosting and provision of emails x 25	35.94
373452327	Grass and Grounds	Hedge cutting and grounds maintenance (Allots)	1296.00
126842384	Kevin Justice	Plumbing works + turn off water x 6 sites	210.00
DDMainDec16	Mainstream Digital	Telephone call charges 31.11.2016-22.12.2016	7.68
528087054	Moore's Cleaning	Cleaning services for offices - December 2016	135.19
583842114	Pitney Bowes	Franking Machine Rental January 2017	19.15
DDSAGEJan17	Sage UK	Monthly charge for payroll Jan 2017	6.00
626723770	TVBC	Hire of Guildhall 26 Jan 2017	54.00
DDBESJan17	BES Commercial Electricity	Electricity provision 15.12.2016 – 15.01.2017	124.46
926124903	Blachere Illuminations	Garlands for Town Mills + additional bulbs	1247.04
8628036	Blachere Illuminations	Removal of Christmas Lights (1)	430.00
423665363	Blachere Illuminations	Removal of Christmas Lights (2)	3659.46
DDICOJan17	Information Commissioner	Data Protection Registration Renewal Jan 2017	35.00
857069755	Lightatouch Internal Audit	Internal Audit services covering April – Dec 2016 + financial risk assess for Allotments	745.25
436890583	M B Pest Services	Pest control services for allotments January 2017	400.00
300348	Valley Leisure Limited	Provision of climbing wall for A-Fest 2016	300.00
DDPEACFeb2017	Pan European Asset Company	Rental of photocopier 01.02.2017 – 30.04.2017	767.18
1742 & 1746	Staff	Salaries for February 2017	3,652.90
1748	NEST	Pension contributions February 2017	83.70
1743	H M R C	Tax contributions February 2017	84.23

Members were asked to approve the Bank Reconciliations up to 30 November and 31 December 2016. It was proposed by Cllr S Hardstaff and seconded by Cllr A Fitchet.

A Vote was taken which was UNANIMOUS.

**RESOLVED: That the Bank Reconciliations up to 30 November and 31 December 2016 be approved.**

#### **C139/16 Questions from Councillors**

Three questions were received from Cllr R Rowles regarding the Andover BID and the Andover Leisure Centre:

Has the Town Council been approached by the organisers of the Andover BID to play our part?

Answer – no not at the current time.

With regard to the sports centre being a community asset of the town centre, were the Town Council made any assurances regarding the scope and availability of services?

Answer – The Town Council were given assurances which were included in the report submitted to the Town Council on Thursday 27 October 2016.

If so what were they?

Answer –

“The papers that have been provided all very clearly state that the contract will only be considered if the following is included:

“*Redevelopment of ALC, through either a total replacement or major refurbishment, with a facility mix which meets the needs analysis but in particular should seek to include:*

- *Enhanced pool provision over and above the existing provision, to address the shortfall in provision identified. This is anticipated to be at least a 6 lane, 25 metre pool, with a learner pool provision as a minimum provision, with the potential to deliver additional capacity for swimming (such as through a moveable floor or through larger water space)*

- *Sports Hall provision to deliver on the current programmes of use (recognising the needs for events)*
- *Squash Court provision to meet the need identified, possibly through flexible space (utilizing moveable walls to deliver studios when not being used for squash)*
- *Health and Fitness provision to meet the identified demand, including studios*
- *Possible space allocated for community health provision (this is identified as circa 800 square metres of space)*
- *Supporting facilities to ensure delivery of an effective leisure facility” – ref: TVBC Descriptive Document, Section 2- Outcomes and Objectives, Facility Development”.*

#### **C140/16 Reports from Town Councillors**

##### **Cllr K Bird**

Attended Icknield Nativity and report that the children were all well behaved.  
Test Valley Borough Council Wayfinders projects, thanks to all the Councillors we were able to send back over 60 corrections with special thanks to Cllr Long.

Andover Vision is going to Beech Hurst and happy that feedback is accurate.

##### **Cllr B Long**

Attended Andover Stakeholder meeting

##### **Cllr V Pond**

Attended Andover Vision on 11 January.

##### **Cllr Gates**

Recently attended meeting at Roman Way School, thanks to T Rolt. Town Centre Management Board – specific issues.

##### **Cllr A Fitchett**

Met with Peter Pan Club-table tennis. Wished to relay to the Town Council how many lives would be negatively affected if the space was lost at the Sportshall. Very unimpressed with plans.

##### **Cllr M Mumford**

Reported that the Proms in the Park Working Group has met 3 times.

##### **Cllr G McBride**

Reported that the A-Fest team has met twice since Christmas and that the Andover Challenges team will meet on 9 March.

##### **Cllr R Kidd**

Reported meetings with several constituents.

##### **Cllr S Hardstaff**

Reported meeting with Andover Vision.

##### **Cllr C Bartholomew**

Reported meeting with Andover Vision with The Junction

##### **Cllr B Carpenter**

Thank TR and Cllr L Gates Roman Way.

#### **C141/16 Date of Next Meeting**

It was noted that the date of the next Council meeting was, **Thursday 23 March 2017**, in the Upper Guildhall, starting at **7pm**.

The Chairman closed the meeting at 9.00pm

Chairman

Date



ANDOVER TOWN COUNCIL  
 RECEIVED  
 DATE: 10/3/2017

## ANDOVER TOWN COUNCIL

### CO-OPTION OF A TOWN COUNCILLOR

For consideration for co-option as a member of the Andover Town Council please complete and return this form to the Town Clerk, Town Council Office, 66C High Street, Andover, Hampshire. SP10 1NG

NAME: (In full).....MRS IRIS ANITA ANDERSEN.....

ADDRESS: VIGO ROAD ANDOVER  
 ... Postcode: SP10 1HP

Telephone (Day)..... Evening.....

You must be able to answer "YES" to at least one of the following four questions:

- a) Are you registered as a Local Government Elector at the above address? YES
- b) Do you reside in the parish of Andover, or within 4.5 kilometres [3 miles]? YES
- c) Do you occupy land or premises within the parish of Andover? YES
- d) Is your main place of work within the parish of Andover? YES

If you answer "YES" to any of the following six questions, please supply full details on a separate sheet. You may not qualify to serve as a Town Councillor. All information will be treated in the strictest confidence.

- a) Do you now, or have you in the last 12 months, held any paid office, or any other position of profit within this Council? NO
- b) Have you ever been surcharged by the District Auditor for £500 or more? NO
- c) Have you ever been disqualified by a Court from holding Public Office? NO
- d) Have you ever been declared bankrupt? NO
- e) Have you ever been convicted of any offence where the conviction was more than 3 months (even if sentence suspended)? NO

f) Have you ever been found guilty of corrupt or illegal practices under Election Laws? <sup>NO</sup>  
**APPENDIX B**

Signed..... *James A Anderson* .....  
Date..... *15/3/2017* .....

Please return the completed form to the Town Clerk by 16<sup>th</sup> March 2017.

**From:** Iris Andersen  
**To:** [REDACTED]  
**Subject:** Fwd: Town Council  
**Date:** Wed, 15 Mar 2017 10:56

ANDOVER TOWN COUNCIL

RECEIVED

DATE: 15/3/2017

To the Town Council

I have been thinking about applying for a position on the town council for some time now, this is a golden opportunity now a vacancy has come up.

Community is very important to me and the people that live here.

I feel that the Town Council work on lots of things to make our communities stronger.

I very much like a challenge, I do see lots of things that are challenged by the Town Council.

I feel that it is very important for all of us to work together.

Also I feel that the Andover people should have a voice on what they want to see and happen in their own Town.

Signed *Iris Andersen*



ANDOVER TOWN COUNCIL  
RECEIVED  
DATE: 16/3/2017

# ANDOVER TOWN COUNCIL

## CO-OPTION OF A TOWN COUNCILLOR

For consideration for co-option as a member of the Andover Town Council please complete and return this form to the Town Clerk, Town Council Office, 66C High Street, Andover, Hampshire. SP10 1NG

NAME: (In full) ROSS Aaron Field

ADDRESS: Artists Way, Andover Postcode: SP10 3PX

Telephone (Day) 1111111111 Evening 1111111111

You must be able to answer "YES" to at least one of the following four questions:

- a) Are you registered as a Local Government Elector at the above address?
- b) Do you reside in the parish of Andover, or within 4.5 kilometres [3 miles]?
- c) Do you occupy land or premises within the parish of Andover?
- d) Is your main place of work within the parish of Andover?

If you answer "YES" to any of the following six questions, please supply full details on a separate sheet. You may not qualify to serve as a Town Councillor. All information will be treated in the strictest confidence.

- a) Do you now, or have you in the last 12 months, held any paid office, or any other position of profit within this Council?
- b) Have you ever been surcharged by the District Auditor for £500 or more?
- c) Have you ever been disqualified by a Court from holding Public Office?
- d) Have you ever been declared bankrupt?
- e) Have you ever been convicted of any offence where the conviction was more than 3 months (even if sentence suspended)?
- f) Have you ever been found guilty of corrupt or illegal practices under Election Laws?

Signed.......... Date..... 15/3/2017 .....

Please return the completed form to the Town Clerk by 16<sup>th</sup> March 2017.

ANDOVER TOWN COUNCIL  
RECEIVED  
DATE: 16/3/2017

Town Clerk  
Andover Town Council  
First Floor Office,  
66C High Street,  
Andover,  
Hampshire  
SP10 1NG

15/03/2017

Mr Ross A Fifield

Artist's Way  
Andover  
Hampshire  
SP10 3PX

Dear Sir or Madam,

I am aware that the Town Council currently has two vacancies and I would be grateful if I were considered as a candidate for co-option. I'm particularly interested in representing Millway Ward.

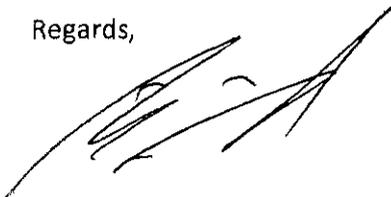
I have a wide variety of voluntary management experience having until recently, served on the Governing Body for John Hanson School and feel I can readily bring a wide range of public engagement experience to the Council. I am passionate about ensuring that a wide range of local people's views are properly represented at all levels of Government and would relish the opportunity to improve public services for the Town and its residents.

I would be grateful if the Council could consider my application at its earliest convenience.

I can be contacted at [redacted] or via phone on [redacted].

I look forward to hearing from you.

Regards,



Ross Fifield



ANDOVER TOWN COUNCIL  
 RECEIVED  
 DATE: 16/3/2017

## ANDOVER TOWN COUNCIL

### CO-OPTION OF A TOWN COUNCILLOR

For consideration for co-option as a member of the Andover Town Council please complete and return this form to the Town Clerk, Town Council Office, 66C High Street, Andover, Hampshire. SP10 1NG

NAME: (In full)..... PAUL CHARLES CROSSMAN

ADDRESS: ALTONA GARDENS ANDOVER  
 Postcode: SP10 4LG

Telephone (Day,..... Evening.....

You must be able to answer "YES" to at least one of the following four questions:

- a) Are you registered as a Local Government Elector at the above address? YES
- b) Do you reside in the parish of Andover, or within 4.5 kilometres [3 miles]? YES
- c) Do you occupy land or premises within the parish of Andover? YES
- d) Is your main place of work within the parish of Andover? NO

If you answer "YES" to any of the following six questions, please supply full details on a separate sheet. You may not qualify to serve as a Town Councillor. All information will be treated in the strictest confidence.

- a) Do you now, or have you in the last 12 months, held any paid office, or any other position of profit within this Council? NO
- b) Have you ever been surcharged by the District Auditor for £500 or more? NO
- c) Have you ever been disqualified by a Court from holding Public Office? NO

d) Have you ever been declared bankrupt? **NO**

**APPENDIX B**

e) Have you ever been convicted of any offence where the conviction was more than 3 months (even if sentence suspended)? **NO**

f) Have you ever been found guilty of corrupt or illegal practices under Election Laws? **NO**

Signed.....



Date.....

**13 MARCH 2017**

Please return the completed form to the Town Clerk by 16<sup>th</sup> March 2017.

ANDOVER TOWN COUNCIL  
RECEIVED  
DATE: 16/3/2017

Mr P Crossman  
Altona Gardens  
Andover  
Hampshire  
SP10 4LG

Andover Town Council  
First Floor Offices  
66c High Street  
Andover  
Hampshire  
SP10 1NG

13<sup>th</sup> March 2017

Dear Sir or Madam,

I would like to apply to join the Town Council.

I have been resident in Andover since 1993 when I was posted back here from Germany.

I then bought the property at Altona Gardens in 1996 which I am still resident in.

I left the Army in 2006, and now work in Aldershot.

I have been a Trustee of Andover MIND for some 18 months.

I have strong planning, management and interpersonal skills that I could bring to the role.

I would like to make a difference if I can in the development and improvement of Andover for its residents, businesses and visitors.

Paul Crossman



ANDOVER TOWN COUNCIL

RECEIVED

DATE: 16/3/2017

## ANDOVER TOWN COUNCIL

### CO-OPTION OF A TOWN COUNCILLOR

For consideration for co-option as a member of the Andover Town Council please complete and return this form to the Town Clerk, Town Council Office, 66C High Street, Andover, Hampshire. SP10 1NG

NAME: (In full) Lynn Bird

ADDRESS: The Drove, Andover Postcode: SP10 3PD

Telephone (Day)..... Evening.....

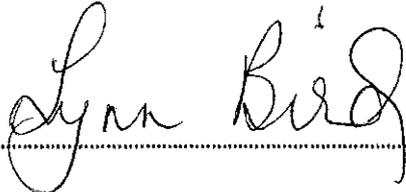
You must be able to answer "YES" to at least one of the following four questions:

- a) Are you registered as a Local Government Elector at the above address? Yes
- b) Do you reside in the parish of Andover, or within 4.5 kilometres [3 miles]? Yes
- c) Do you occupy land or premises within the parish of Andover? Yes
- d) Is your main place of work within the parish of Andover? N/A

If you answer "YES" to any of the following six questions, please supply full details on a separate sheet. You may not qualify to serve as a Town Councillor. All information will be treated in the strictest confidence.

**APPENDIX B**

- a) Do you now, or have you in the last 12 months, held any paid office, or any other position of profit within this Council? No
- b) Have you ever been surcharged by the District Auditor for £500 or more? No
- c) Have you ever been disqualified by a Court from holding Public Office? No
- d) Have you ever been declared bankrupt? No
- e) Have you ever been convicted of any offence where the conviction was more than 3 months (even if sentence suspended)? No
- f) Have you ever been found guilty of corrupt or illegal practices under Election Laws? No.

Signed.......... Date.....14-3-17.....

Please return the completed form to the Town Clerk by 16<sup>th</sup> March 2017.

Lynn Bird  
 The Drove  
 Andover  
 SP10 3PD

ANDOVER TOWN COUNCIL

RECEIVED

DATE: 16/3/2017

I would like to become involved with Andover Town Council because this is where I live; my home town. I have an interest in what goes on in and around where I live and the things that affect the general population living here. Although I have only lived here for 4 years, the town is changing all the time, sometimes for the better, sometimes not. I would like to be involved with positive change even though this is not always popular at the time.

I have a vested interest in what is planned and any changes as my daughter and grandsons live here too. Their future is very important to me for schooling, further education and job opportunities. I like to think I can see a problem from all sides and am happy to debate issues.

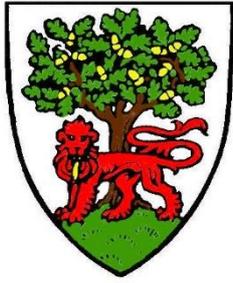
Andover itself faces many challenges with diversification, immigration and migration, some historic and some new. I believe that the skills I have would be a positive advantage for the Town Council with forward facing ideas and ways to bring the community together.

I have taken many qualifications over the years including disaster recovery and improving Customer Relations. More recently I have taken my (PTLLS) course and distance learning computer courses on business, creativity and communication. I have been a Trustee Governor for Home-Start (UK) in Andover, sat on the Designated Complaints Panel for Aster Communities and was involved with Help the Heroes European Charity for 3 years.

I enjoy building rapport; on the telephone, face to face, by e-mail and letter. My communication skills are professional. I am polite, to the point and clearly spoken. I also communicate well with children and older people who may be more comfortable with a different verbal style. I am well versed in working under pressure but will need fuelling with tea.... I can think on my feet and try to find alternative solutions when problems arise. I have worked with the elderly and disabled whose needs differ from the mainstream and am not intimidated easily.

I enjoy working with people from different backgrounds. Inclusion and Diversity are integral parts of our society, no less so in Andover. I also enjoy explaining issues and asking pertinent questions. I like to feel comfortable and confident with my subject, able to answer questions honestly and truthfully. Although the truth is not always what people want to hear, an explanation of 'why' can make a decision more transparent.

Computer Literacy – Competent with Office, Twitter, Whatsapp, Messenger and I have tried other software with my online courses including making a video for promotion with voice-over and music.



# ANDOVER TOWN COUNCIL



*Constantia Basis Virtutum*

## Minutes of Assets and Amenities Committee

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### Time and date

7.00pm on Thursday 2<sup>nd</sup> February 2017

### Place

Town Council Offices, High Street, Andover

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Details of Attendance:

#### Town Councillors

Cllr C Ecclestone (P) – Chairman

Cllr V Pond (P) – Vice Chairman

Cllr S Hardstaff (A)

Cllr A Cotter (P)

Cllr R Hughes (A)

Cllr L Gregori (P)

Cllr R Kidd (P)

Cllr M Mumford (P)

Cllr K Bird (A)

Cllr Long (A)

Officer: Wendy Coulter (Town Clerk – taking minutes) and Tor Warburton (Training)

Also present:

Cllr Z Brooks – Test Valley Borough Council and Hampshire County Council.

Members of the Public: 0

#### AA 87/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors K Bird and B Long

#### AA 88/16 DECLARATIONS OF INTEREST

There were no declarations of interest

#### AA 89/16 MINUTES

To receive and agree the minutes of the Assets and Amenities Committee meeting held on 8 December 2016

**RESOLVED: The minutes of the Assets and Amenities Committee meeting held on 8 December 2016 were signed as a true record of the meeting. Proposed by Cllr R Kidd and seconded by Cllr A Cotter. All members voted unanimously to accept this resolution.**

**AA 90/16** Cllr Z Brooks reported that she had received a letter from a member of the public who tripped and fell on the High Street breaking her arm. Cllr Brooks wanted to know if we receive reports on accidents that occur in Andover Town Centre. The Town Clerk responded that we do via the Internet and that there are about 15-20 reports a year, which is considerable.  
Cllr L Gregori asked why was she asking and Cllr Brook responded that she was just trying to gauge the impact and how many.

**AA 91/16 HIGH STREET ACCESSIBILITY SURVEY**

It was agreed that this be deferred until Officers had got the Test Valley Borough Council report that was produced on this topic. They would then update the Committee with findings.

**AA 92/16 CHRISTMAS LIGHTS**

To consider proposal for works schedule for Christmas Lights 2017 and further works to roll out during 2018. Report attached – Appendix A

**Cllr L Gregori proposed and Cllr R Kidd seconded, that the recommendations be noted and that the Officers be asked to proceed.**

**RESOLVED: That the recommendations be noted and that the Officers be asked to proceed.**

**This was passed unanimously.**

**AA 93/16 DIFIBRALATOR**

It was agreed that Cllr K Bird would be asked to submit a written report.

**AA 94/16 REPORTS FROM WORKING GROUPS**

Reports were received from the Working Groups:  
Ludgershall Railway – report attached Appendix B

No other reports from Working Groups

It was agreed that where possible written reports will be submitted.

Cllr Z Brooks noted the Lengthman scheme which is in place in some of the villages. It was agreed to add this to the next agenda for discussion.

**AA 86/16 DATE OF NEXT MEETING**

To note the date of the next Assets and Amenities Committee meeting as Thursday 30<sup>th</sup> March 2017

The Chairman closed the meeting at 7.39pm.

Chairman

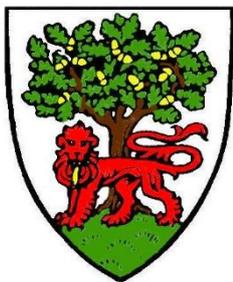
Date

**ANDOVER TO LUDGERSHALL RAILWAY  
STEERING GROUP**

<b>A Steering Group meeting was held in Ludgershall Town Council Office on Tuesday 6<sup>th</sup> December 2016 at 2pm.</b>		
<b>Present:</b>	Ludgershall Cllr White	Andover Cllrs:- Ecclestone & Msorithi
Representatives	HCC - Cllr T. Rolt	Mr A. Johnston, Network Rail
	Wilts Cllr H Prickett	

	<u>Agenda Item</u>	<u>Action</u>
1.	Prior to the meeting all the above members present visited the site.	
2.	<u>Apologies</u> were received from Ludgershall Cllrs Cordery, M. Williams, Hall & Pickernell (prior meetings/work) Wiltshire Cllr C. Williams (prior meeting)	
3.	Cllr White welcomed everyone to the Steering Group meeting and introduced Mr A Johnston from Network and Wiltshire Cllr H. Prickett, portfolio holder for Passenger Transport.	
4.	Mr A. Johnston circulated his presentation explaining they run, maintain and develop Britain's rail tracks, signaling, bridges, tunnels, level crossings and many key stations. They do not operate passenger or freight trains. Major enhancements are funded under agreement between Network Rail & DfT following the Bowe Review. Roles and responsibilities of DfT as client and NR as system operator and principal delivery partner. All enhancements to have an appropriate transport business case in line with WebTAG before funding is released. Enhancements to have clear and measurable passenger/freight benefits. Formal gateways to proceed to next stage of development/design/delivery then continuous planning approach rather than rigid five-year cycle. In preparation of Business case there is a five case approach to follow. Some key issues relating to the Andover to Ludgershall line – <ul style="list-style-type: none"> <li>• Network Rail do not own all the infrastructure</li> <li>• With current capability, only 1 train per hour could operate each way.</li> <li>• Future of military traffic</li> <li>• Need for upgrade to track, signaling, crossings &amp; maintenance regime.</li> <li>• Sources of funding investigate both Hampshire &amp; Wiltshire LEP's</li> <li>• Lessons to consider from the Waterside Report.</li> </ul>	
5.	Members present discussed the above presentation giving comparisons with other similar projects, it was agreed a number of issues need investigating before a Business Plan could be drawn up, bearing in mind the next 5 year funding will run from 2019 -2024. The constraints relating to Andover Station – very poor access to the recently improved parking, the location of the Station to visit the Town centre, is a long walk or wait to catch a bus and to get to work on the various business parks in Andover is almost impossible. To reinstate the line to Ludgershall, the population increase makes it a strategic case and the line infrastructure is already in place but permission to use it would be required from Ministry of Defence, Improvements to the	

	<p>signaling would be necessary if more than one train per hour used the line and the speed on the 7 mile stretch would be 25 miles per hour, however scope for more income for this line would be attractive.</p> <p>It was also agreed if the route was connected to Reading/Basingstoke this would be more attractive to encourage passengers to use the line with many other connection permutations available.</p> <p>Both Wiltshire &amp; Hampshire LEP need to be contacted re funding and the purchase of lease of converted underground carriages from Viva Rail was suggested as this type of carriage is 1/3 cheaper to buy and maintain.</p>	
<b>6.</b>	<p>The following members will action before next meeting: -</p> <ul style="list-style-type: none"> <li>• Contact Ludgershall MP Claire Perry to request help to secure sharing the line from Andover to Ludgershall with Ministry of Defence.</li> <li>• Details of the Wiltshire LEP contacts.</li> <li>• Details of the Hampshire LEP</li> <li>• Contact Viva Rail for more information, costs etc.</li> </ul>	<p>Cllr White Cllr Prickett Cllr Rolt Cllr Ecclestone</p>
<b>7.</b>	<p>Date of next meeting Tuesday 24<sup>th</sup> January 2016 in Ludgershall Town Council Office, 22 High Street, Ludgershall at 2pm.</p>	



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes of Community Engagement Committee

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### Time and date

Thursday 16 February 2017 at 7pm.

### Place

Andover Town Council Offices, High Street, Andover

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### PRESENT:

	In Attendance	Apologies	Absent
Cllr Rowles (Chairman)	✓		
Cllr Bird		✓	
Cllr Fitchett		✓	
Cllr Gregori	✓		
Cllr R Hughes		✓	
Cllr Kidd	✓		
Cllr Long		✓	
Cllr McBride	✓		
Cllr Munford	✓		

Borough/County Councillors in attendance: Cllr I Anderson and Cllr Len Gates.

Members of the Public: Nigel Long

Officers in attendance:

Karen Ross (**Locum Town Clerk**) (Taking the minutes), Tor Warburton (training)

### Actions

#### CE 070/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllr B Long, Cllr A Fitchett and Cllr C Bird.

#### CE 071/16 DECLARATIONS OF INTEREST

There were no declarations of interest.

**CE 072/16 MINUTES**

The minutes of the Community Engagement Committee meeting held on 5 January 2017 were approved as a true record of the meeting.

**CE 073/16 PUBLIC PARTICIPATION**

**Nigel Long – Andover Resident**

There were 3 members of the public in attendance

Issues raised:

- The agenda and other meeting documentation are not sited in a prominent place on the website and that the agenda is in the Archive folder prior to the meeting.  
A written response confirming the action to be taken to rectify this issue has been requested by Mr Long
- The website is out of date.
- A- FEST working group clarification was requested: who was invited and why they were invited and why were other representatives were not invited.
- A-FEST notes should be available.
- A request on the financial aspects of 'Proms in the Park' and A-FEST was requested
- There was a concern that no budget for A–Fest agreed.

**CE 074/16 WORKING GROUPS**

The A-FEST Working Group Mandate and Andover Challenges Working Group Mandate allowing them to report findings and budget requirements to the Committee were formally ratified with amendment that Cllr Gregori be removed from the Andover Challenges Working Group, and can be found as Appendix A

**Proposed by Cllr McBride and seconded by Cllr Kidd. This was ratified on a vote of 4 for with 1 Abstention (Cllr Gregori).**

**CE 075/16 PROMS IN THE PARK**

A verbal update from the Working Group on the progress of the event was received.

It was

**RESOLVED**

**To co-opt Sarah Redhead, Trust Director for the Brecknock Hospice, into the Working Group.**

**Proposed by Cllr Gregori and seconded by Cllr Kidd. All members voted unanimously to accept this resolution.**

**CE 076/16 FACEBOOK**

It was

**RESOLVED**

**That a Facebook page would be created for the publication of meeting times and dates only.**

**Proposed by Cllr Munford and seconded by Cllr McBride. This was ratified on a vote of 4 for with 1 Abstention (Cllr Gregori).**

**CE 077/16 MEDIA PLAN**

It was

**RESOLVED**

**That a working party to develop a Media Plan would be created and all Councillors would be invited to participate.**

**Proposed by Cllr Kidd and seconded by Cllr Rowles. All members voted unanimously to accept this resolution.**

**CE 078/16 WEBSITE**

An update on the progression of the website was received. It was confirmed that good progress had been made but there was still additional work required.

**CE 079/16 GRANTS PROCESS**

A verbal update on the grants process review was received.

**CE 080/16 REPORTS FROM WORKING GROUPS**

Reports from the Working Groups which have met since the previous Community Engagement Committee meeting were **RECEIVED** and **NOTED** these being

- Grants;
- Website;
- Christmas Lights (Publicity);
- Proms in the Park;
- A-Fest;
- Andover Challenges Programme.

**CE 081/16 COMMITTEE WORK PROGRAMME**

It was confirmed that the Committee Work Programme review had not been reviewed

**CE 082/16 DATE OF NEXT MEETING**

The date and time of the next Community Engagement Committee meeting was confirmed as Thursday 13 April 2017.

Meeting closed at 8.12pm.



# APPENDIX A

## ANDOVER TOWN COUNCIL

# WORKING GROUP

# MANDATE

VERSION 1.1

**06/02/2017**

Name	A-Fest 17
Reasonable Authority	Community Engagement Committee
Background	A-Fest 2017 is a music festival for the young people in Andover
Composition	A events team, a festival, participants, other stakeholders Cllr. Geoff McBride, Cllr. Katherine Bird, Nick Violet, David Harber, Richard Belle, Tor Warburton
Aim	To provide a young person inspired annual event. Something where young people and families can come together in a safe environment and enjoy local music by local bands, get to meet organisations who offer services to young people in their area, these will include drugs and alcohol awareness , mental health and sexual health from organisations. The festival will be open to all in Andover and surrounding villages.
Structure	Team A-Fest manages and runs event. Team membership consists of ATC Cllrs/Staff, Andover College, and Andover Radio
Deliverables	A festival in the town
Constraints	Stay within budget, stakeholders are from the Andover institutions and communities
Confidentiality	As appropriate in line with ATC policy

# APPENDIX A

## ANDOVER TOWN COUNCIL

# WORKING GROUP

# MANDATE

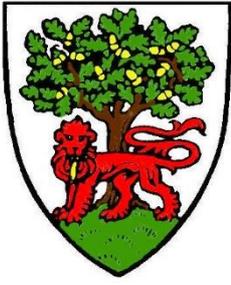


VERSION 1.1

**6/02/2017**

Name	Andover Challenges Programme (ACP)
Reasonable Authority	Community Engagement Committee
Background	The Andover Town Council (ATC) runs an Andover Challenges Programme (ACP) to support the addressing and impacting by local community groups in Andover in the key Andover Challenge areas identified by the ACP Panel. These areas are to be identified and defined by the ACP Panel.
Composition	ACP Panel, Challenge Leads, ATC Grants Panel, £3K funding Cllr. Geoff McBride, Cllr. Andy Fitchett, Cllr. Luigi Gregori, Cllr. Mick Munford, Cllr. Barbara Carpenter
Aim	Addressing Challenges in Andover and providing Kickstarter grants to local communities to address them
Structure	<p>The panel will meet to Identify and define key challenge areas in Andover Recommend and prioritise key challenge areas for the ACP call schemes.</p> <p>The Andover Challenges Grant Scheme will be announced via the media.</p> <p>The panel will initially meet to review and shortlist expression of interest submissions, each of a maximum of two pages, this meeting will be held over one day.</p> <p>Proposals that pass to the second stage will be assigned at least one mentor from the panel, they will be expected to contact the applicants and provide guidance on the development of a full proposal. The panel will be notified when these are submitted.</p> <p>Finally the applicants will present their proposals directly to the ATC Grants Committee who will choose one winner from the applicants.</p> <p>The winner receives 2/3rd of the grant and initiates the project</p> <p>On completion presents a case study to the ACP Panel</p>

	The final 1/3rd of the grant is issued on acceptance of the case study
Deliverables	Recommendations for challenge areas, mentoring to applicants, grant funding, and Case Study
Constraints	£3K
Confidentiality	As appropriate in line with ATC policy



*Constantia Basis Virtutum*

## Minutes of Policy and Resources Committee

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### Time and date

Thursday 12 January 2017, 7.00pm

### Place

Andover Town Council Office, 66C High Street, Andover.

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#### Details of Attendance:

Cllr S Hardstaff (Chairman) (P)

Cllr L Gregori (Vice-Chairman) (P)

Cllr Revd. A Fitchet (A)

Cllr K Bird (P)

Cllr L Gates (P)

Cllr R Hughes (A)

Cllr M Mumford (P)

Cllr V Pond (P)

Cllr R Kidd (P)

County and Borough Councillors: None

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

Members of the Public: 0

**PR80/16**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr Revd. A Fitchet.

**PR81/16**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interests.

**PR82/16**

#### **MINUTES**

The Chairman signed as a correct record the minutes of the Policy and Resources Committee meeting held on 15 December 2016 which was recorded as being inquorate.

Proposed as correct by Cllr. L Gregori and seconded by Cllr. M Mumford. A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Policy & Resources Meeting held on 15 December 2016 were noted as inquorate agreed and signed by the Chairman as a correct record.**

**PR83/16**

#### **PUBLIC PARTICIPATION**

There were no members of the public present.

- PR84/16 TRAVEL AND EXPENSES POLICY**  
 Members considered a Travel and Expenses Policy for adoption by full Council. It was agreed that an amendment should be made to allow for additional expense if it could be proved that accommodation was not available for less than £70 per night.  
 It was proposed by Cllr K Bird and seconded by Cllr M Mumford that the Travel and Expenses Policy, as amended be recommended to full Council for adoption. A vote was taken which was unanimous.  
**RESOLVED: That the Travel and Expenses Policy, as amended be recommended to full Council for adoption.**
- PR85/16 BUDGET AND PRECEPT 2017/2018**  
 Members considered the draft budget and noted that the Estimated Tax Base for Band D Equivalent Dwellings had been received from Test Valley Borough Council. The number of Estimated Band D Dwellings for 2017/2018 was 13,380.  
 Members noted that the previous year's 2016/2017 Band D Dwellings Tax Base was 13,063.  
 Members agreed the revised Budget to be recommended to full Council on 26 January 2017. Members further agreed that there should be no raise to the Precept at £20.03 per Band D Tax Household. Therefore the Precept for 2017/2018 should be recommended to full Council totalling £268,001.40. This was proposed by Cllr K Bird and seconded by Cllr M Mumford, a vote was taken which was unanimous.  
**RESOLVED:**  
**1. That the revised budget be submitted to full Council on 26 January 2017.**  
**2. That it be recommended to full Council that there be no rise in the Precept and the Precept figure for 2017/2018 be £268,001.40 based on 13,380 Band D Equivalent Dwellings.**
- PR86/16 POTENTIAL EARMARKED RESERVES**  
 Members noted a report detailing the potential Earmarked Reserves. It was agreed that the Town Clerk would work with a small Working Group of Members to identify specific projects and Vire monies to balance the Budgets.  
 It was specifically noted that each Earmarked Reserve needed to have a purpose, usage and basis of transaction clearly identified.  
 Members noted that an Operational Budget Reserve of 6 months was also required.  
 It was agreed that the Working Group membership would be, the Town Clerk, Cllr L Gates, Cllr L Gregori and Cllr S Hardstaff.  
**RESOLVED: That a small Working Group with the following membership identify specific projects and virement for consideration at the next Policy and Resources Committee Meeting for recommendation to full Council.**  
**Membership: Town Clerk, Cllrs L Gates, L Gregori and S Hardstaff.**
- PR87/16 INTERNAL AUDIT ARRANGEMENTS FOR 2017**  
 Members noted that following agreement by full Council to appoint Light Touch Internal Audit Services to provide the independent internal audit for the Town Council the Town Clerk had met with the director, Mr Tim Light and arranged for an interim audit to take place on Tuesday 17 January 2017. Members further noted that Mr Light had recommended that the Town Council undertake 2 'spot checks' throughout the year, one in February/March and one in October/November to ensure that internal processes and policies are being followed. The main Internal Audit for the Annual Return would take place as usual in May of any year.  
**RESOLVED: That the Internal Auditor undertake 3 visits to the Council each year, 2 'spot checks' in February/March and October/November and the main Internal Audit for the Annual Return in May each year.**
- PR88/16 COMMITTEE WORK PROGRAMME**  
 It was agreed that the following items would be included on the Work Programme:  
 Investment Strategy – 2 March 2017  
 Town Council Strategy – 2 March 2017  
 Offices and Operations – 2 March 2017  
 Recommendations from Staffing Sub-Committee – 2 March 2017  
 Programme of Policy Review – 2 March 2017

The Chairman closed the meeting at 7.45pm.

Chairman:

Date:



# ANDOVER TOWN COUNCIL

# F

## Minutes of Planning Committee

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### Time and date

6.00pm on Monday, 30 January 2017

### Place

Town Council Office, 66C High Street, Andover

### Details of Attendance:

Cllr B Long (Chairman) (P)

Cllr A Cotter (Vice-Chairman) (P)

Cllr C Bartholomew (A)

Cllr B Carpenter (P)

Cllr C Ecclestone (P)

Cllr L Gregori (P)

Cllr R Kidd (P)

Cllr R Rowles (A)

### Officers Present:

Wendy Coulter (Taking the Minutes)

**Members of Public Present: 1**

**Members of the Press: 0**

PC192/16	<p><b>Apologies</b> Apologies were received and accepted from Cllr R Rowles</p>
PC193/16	<p><b>Declarations of Interest</b> Cllr B Long declared an Interest in Planning Application 16/03226/OUTN – 19 Newton Close, Andover.</p>
PC194/16	<p><b>Minutes</b> The Minutes of the Planning Committee meeting held on Monday 9 January 2017 were signed as a correct record of the meeting. <b>RESOLVED: that the minutes of 30 January 2017 be approved and signed as a correct record by the Chairman.</b></p> <p><b>Members requested that the following comments for the Leisure Centre Planning Application be added to the comments:</b> Public Consultation on the proposed changes to the Leisure Centre should have been carried out prior to the Planning Application being submitted. None of the users of the facilities have so far been consulted.</p>

	<p>The Women's Gym, the Strength Gym and the current separated Spa Facilities are to be lost. There will be 200ft 2 less space once built.</p> <p>The proposed Spa facilities will open directly onto the swimming pools which is not acceptable.</p> <p>Lack of parking in the Magistrates Court Carpark, while construction takes place and residents will no longer be able to use the Lidle carpark as they did before Test Valley Borough Council acquired the magistrate's carpark. This will put additional pressure on the existing car parks close to the leisure centre.</p> <p>There will not be sufficient parking provided for users of the Leisure Centre once re-constructed.</p>
<b>PC195/16</b>	<p><b>Public Participation</b></p> <p>Mr N Long – Andover Resident</p> <p>Asked for clarification from the Clerk whether Town Council Members were allowed to discuss the minutes of the previous meeting.</p> <p>The Town Clerk responded that they were.</p>
<b>PC 196/16</b>	<b>Planning Applications (Test Valley Borough Council)</b>

The following observations were made and submitted to the Planning Authority, Test Valley Borough Council:

<b>5.1</b>	16/03226/OUTN 03.01.2017 ANDOVER TOWN (MILLWAY)	Outline – Erection of dwelling and detached double garage	19 Newtown Close, Andover
	<p>Cllr B Long declared an Interest in the Planning Application</p> <p><b>Objection</b></p> <p><b>The proposed dwelling is overbearing.</b></p> <p><b>Concerned about the loss of trees from the site</b></p> <p><b>Concerned about the traffic access onto the site, particularly construction traffic</b></p> <p><b>The dwelling will be out of keeping with the local area.</b></p> <p>A vote was taken, 4 objections, recorded that Cllr C Ecclestone did not object to the application.</p>		
<b>5.2</b>	17/00099/RESN 19.01.2017 ANDOVER TOWN (ST MARYS)	Approval of appearance, layout, scale and landscaping, pursuant to condition 2 of Outline approval (15/00667/OUTN) for the erection of 25 residential dwellings with associated access, internal road, parking and landscaping.	Eldervale, 8A Ox Drove, Picket Piece
	<p><b>Objection</b></p> <p><b>Affordable housing has been placed in one area, which together with the neighbouring developments places 17 affordable properties in one area which is against policy.</b></p> <p><b>The parking area for Plot 1 is placed too far away from the property.</b></p> <p><b>There are only 3 visitor parking spaces provided which is against policy, 5 should be provided</b></p> <p><b>Is there sufficient open public space and play areas for these extra 25 houses in Picket Piece?</b></p>		

<b>PC 197/16</b>	<p><b>Decision Notices</b></p> <p>The decision notices for Lists 1, 2 and 3 were noted.</p>
<b>PC198/16</b>	<p><b>Street Naming</b></p> <p>There were no street naming applications.</p>
<b>PC199/16</b>	<p><b>Communications from TVBC</b></p> <p>There were no communications from Test Valley Borough Council.</p>
<b>PC200/16</b>	<p><b>Test Valley Borough Council – Northern Area Planning Committee</b></p> <p>There were no representations to the Test Valley Borough Council Northern Area Planning Committee.</p>
<b>PC201/16</b>	<p><b>Telecommunications Applications</b></p> <p>There were no Telecommunication Applications to be considered.</p>

<b>PC202/16</b>	<p><b>Communications from Hampshire County Council</b></p> <p>Members noted that a pre-planning application notification had been circulated relating to Pilgrims Cross School.</p> <p>There were no objections and the link would be circulated to Members to make their own comments.</p> <p>Members further noted that there was a consultation regarding Rights of Way Clearance in the Hampshire Parishes. All Members were requested to submit their suggestions to the Town Clerk.</p> <p>It was suggested that it be delegated to the Assets &amp; Amenities Committee to consider whether the Town Council could submit a bid to take on the contract for clearing the Rights of Way across Andover.</p>
<b>PC203/16</b>	<p><b>Street Trading Licences</b></p> <p>There were no Street Trading Licence applications.</p>
<b>PC204/16</b>	<p><b>Items for consideration at the next meeting</b></p> <p>It was noted that Planning Application 17/0043/OUTN – Plot 5, Andover Business Park, Pioneer Road, Andover, would be considered at the next meeting.</p>
<b>PC205/16</b>	<p><b>Date of next meeting</b></p> <p>The date of the next meeting was confirmed as Monday 13 February 2017 at 6pm, at the Town Council Offices.</p>

The Chairman closed 7.20 pm

ANDOVER TOWN COUNCIL – PLANNING COMMITTEE MINUTES  
30 JANUARY 2017

17/00005/FULLN 04.01.2017 ANDOVER TOWN (ALAMEIN)	Proposed front porch	54 Turin Court, Andover, SP10 5JZ,	Mrs Gallagher	Mr Luke Benjamin 30.01.2017	
<b>Considered at previous meeting.</b>					
16/03264/FULLN 03.01.2017 ANDOVER TOWN (ST MARYS)	Change of use to include D2 Leisure Use in addition to existing A1 Retail use (flexible use) and installation of 5 chiller units to rear elevation at ground floor level.	Unit 4, 160 New Street, Andover, SP10 1DT	Mr Richard Fitzgerald	Mrs Samantha Owen 03.02.2017	YES
<b>Objection – The neighbouring restaurant has a condition to close at 11pm, which must be adhered to. The 5 chiller units will impact on neighbouring properties. The Gym should not be open 24/7 as this will impact on residents. The lighting should not be on 24/7 as this will impact on residents.</b>					
17/00020/FULLN 05.01.2017 ANDOVER TOWN (ST MARYS)	Erection of oak frame garden room to rear elevation	Rockbourne , Walworth Road, Picket Piece, SP11 6LY	Mr And Mrs T Hunt	Mr Luke Benjamin 01.02.2017	
<b>No objection</b>					
17/00045/FULLN 09.01.2017 ANDOVER TOWN (ST MARYS)	Replace two existing roof lights on north east (side) elevation with one dormer window to create extra head height to bedroom	Hennings Studio , 10A Ox Drove, Picket Piece, SP11 6ND	Mr And Mrs Ponting	Mr Luke Benjamin 03.02.2017	
<b>No objection</b>					
17/00080/ADV 12.01.2017 ANDOVER TOWN (ST MARYS)	1 no. non-illuminated fascia sign to the front elevation of Unit 4/5; 1 no. non-illuminated fascia sign to the rear fascia of Unit 4/5 and 1 no. non-illuminated fascia sign to the front fascia of Unit 12	Unit 10 And 11 Crown Way , West Way, Walworth Industrial Estate, Andover SP10 5LU	Miss Cristina Moreno, Incom Composite Engineering UK	Mr Luke Benjamin 07.02.2017	
<b>No objection</b>					

17/00001/FULLN 17.01.2017 ANDOVER TOWN (MILLWAY)	Single storey rear extension with pitched roof; replacement roof to existing side extension to incorporate with new pitched roof	24 Clarendon Avenue, Andover, SP10 2LX,	Mr And Mrs Christopher Campos	Mr Luke Benjamin 13.02.2017	
<b>No objection provided there is no impact on neighbouring amenities.</b>					
16/02609/FULLN 19.01.2017 ANDOVER TOWN (WINTON)	Change of use to cafe (Class A3) and installation of extract flue at rear	Unit 4, The Broadway, Western Road, Andover, Hampshire SP10 2JF	Mr Ricky Pledge	Mr Steven Banks 14.02.2017	
<b>Objection Concerned about the extraction flue having an adverse effect on neighbouring flats and residences.</b>					
16/02610/ADV 19.01.2017 ANDOVER TOWN (WINTON)	Display of externally illuminated fascia sign	Unit 4, The Broadway, Western Road, Andover, Hampshire SP10 2JF	Mr Ricky Pledge	Mr Steven Banks 15.02.2017	
<b>No objection</b>					
17/00083/FULLN 16.01.2017 ANDOVER TOWN (WINTON)	Single storey rear extension	21 Pearman Drive, Andover, SP10 2SB,	Mr And Mrs Cook	Mr Luke Benjamin 13.02.2017	
<b>No objection</b>					
17/00142/CLPN	Application for proposed Certificate of Development for a proposed pagoda construction in rear garden.	Batchott, 16 Wolversdene Road, Andover			
<b>No objection</b>					



# ANDOVER TOWN COUNCIL

# G

## Minutes of Planning Committee

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### Time and date

5.30pm on Monday, 13 February 2017

### Place

Town Council Office, 66C High Street, Andover

### Details of Attendance:

Cllr B Long (Chairman) (P)

Cllr A Cotter (Vice-Chairman) (P)

Cllr C Bartholomew (P) arrived 5.32pm

Cllr B Carpenter (P)

Cllr C Ecclestone (A)

Cllr L Gregori (P) arrived 5.37pm

Cllr R Kidd (P)

Cllr R Rowles (A)

### Officers Present:

Tor Warburton (Taking the Minutes)

**Members of Public Present:** 2 (Phil Deacon and Laura Harvell – Forman Homes)

**Members of the Press:** 0

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**Before the meeting an update on Picket Piece development was given by Phil Deacon (consultant) and Laura Harvell (Forman Homes)**

**Meeting was started by the Chair at 6pm**

<b>PC206/16</b>	<b>Apologies</b> Apologies were received and accepted from Cllr C Ecclestone
<b>PC207/16</b>	<b>Declarations of Interest</b> None
<b>PC208/16</b>	<b>Minutes</b> The Minutes of the Planning Committee meeting held on Monday 30 January 2017 were signed as a correct record of the meeting. Proposed by Cllr R Kidd and seconded by Cllr L Gregori <b>RESOLVED: that the minutes of 30 January 2017 be approved and signed as a correct record by the Chairman.</b>

<b>PC195/16</b>	<b>Public Participation</b> No questions were raised.
<b>PC 196/16</b>	<b>Planning Applications (Test Valley Borough Council)</b>

The following observations were made and submitted to the Planning Authority, Test Valley Borough Council:

Application 17/00043/OUTN was carried over from the previous meeting but not on the Agenda. It was proposed that it be considered by Cllr B Long and seconded by Cllr R Kidd. A unanimous agreement was received.

**RESOLVED: that application 17/00043/OUTN be considered at this meeting.**

The following observations were made and submitted to the Planning Authority, Test Valley Borough Council:

	17/00043/OUTN	Outline – Erection of up to 61,369sqm of class B1C (Light Industrial), B2 (General Industrial, B8 (Storage and Distribution) business park buildings, access, servicing, parking and landscaping; access not reserved.	Plot 5 Andover Business Park, Pioneer Road, Andover
	<p><b>Objection:</b>  <b>Barred Routes, as per the current system, should be applied so that heavy good vehicles are limited to major routes and not travel through villages.</b>  <b>Acoustic barriers should be sufficient that there is no detrimental effect to the residents of Red Post Lane and MOD residents.</b>  <b>Comment: Members wanted it noted that these plans appear not to stick to the original plan of manufacturing and light industry thus creating more skilled/higher paid jobs to allow people to work and live in Andover.</b></p>		
5.1	17/00076/FULLN 23.01.2017 ANDOVER TOWN (MILLWAY)	Construction of 1.5 storey detached dwelling with detached double garage	Land To Rear Of 2-8 Whynot Lane, Andover, Hampshire, SP10 3ES
	<b>No Objection</b>		
5.2	17/00225/FULLN 02.02.2017 ANDOVER TOWN (ST MARYS)	Erection of six dwellings, detached double garage and associated infrastructure	Greencroft , Walworth Road, Picket Piece, SP11 6LY
	<p><b>Objection</b>  <b>Against policy. Not enough parking spaces are provided. There are no visitor parking spaces. With 6 houses being erected there should be at least 1/2 parking spaces provided for visitors as set out in the local plan.</b></p>		

Please see appendix B for further observations.

<b>PC 197/16</b>	<b>Decision Notices</b> Cllr Long drew members attention to the retrospective approval at appeal of extension at the back of The Captain's Table, Bridge Street – <b>NOTED.</b>
	<b>Neighbourhood Plan</b> A request was received to include an item on the Neighbourhood Plan and its Constitution, however investigation is still underway and a full item will be included on the Agenda for 6 March 2017.
<b>PC198/16</b>	<b>Street Naming</b> There were no street naming applications.
<b>PC199/16</b>	<b>Communications from TVBC</b> It was noted that planning application for 21 London Road has gone to appeal
<b>PC200/16</b>	<b>Test Valley Borough Council – Northern Area Planning Committee</b> There were no representations to the Test Valley Borough Council Northern Area Planning Committee. No planning applications for Andover being considered by Northern Area Planning Committee
<b>PC201/16</b>	<b>Telecommunications Applications</b> There were no Telecommunication Applications to be considered.

<b>PC202/16</b>	<p><b>Communications from Hampshire County Council</b></p> <p>Members noted that a there was a proposal of extinguishment of footpath 714 between points -B - C. This is in Smanell Parish but borders Andover. Members noted an objection to the extinguishment of footpath 714 between points B -Cas it breaks the continuation of the footpath either side. FP714 had been diverted around the sports ground in 2009. It was agreed that an email be sent to Hampshire County Council noting this objection.</p> <p><b>RESOLVED: That an email be sent to Hampshire County Council noting objection to the Extinguishment of FP714 between points B and C.</b></p>
<b>PC203/16</b>	<p><b>Street Trading Licences</b></p> <p>There were no Street Trading Licence applications.</p>
<b>PC204/16</b>	<p><b>Items for consideration at the next meeting</b></p> <p>It was noted that a further Planning Application 17/000304/FULLN – Plot 5, Andover Business Park, Pioneer Road, Andover, would be considered at the next meeting.</p>
<b>PC205/16</b>	<p><b>Date of next meeting</b></p> <p>The date of the next meeting was confirmed as Monday 6 March 2017 at 6pm, at the Town Council Offices.</p>

The Chairman closed 6.45 pm

## ANDOVER TOWN COUNCIL – PLANNING COMMITTEE MINUTES

13 FEBRUARY 2017

17/00156/VARN 24.01.2017 ANDOVER TOWN (HARROWAY)	Removal of Conditions 10 and 15 of Planning Permission 12/02768/OUTN to remove conditions placed on distance between garages and the highway and retention of an access margin	Brackenbury, Eardley Avenue, Andover, Hampshire SP10 3NF	Mr Michael O'Brien, Perbury (Developments) Limited	Mr Craig Morrison 24.02.2017	
<b>No Objection</b>					
17/00130/FULLN 24.01.2017 ANDOVER TOWN (MILLWAY)	Two storey rear extension and alterations	2 Ash Tree Road, Andover, SP10 3BY,	Mr Hall	Mr Luke Benjamin 20.02.2017	
<b>No Objection</b>					
17/00198/FULLN 26.01.2017 ANDOVER TOWN (MILLWAY)	First floor extension over existing garage with ground floor extension to infill between garage and dwelling	12 Cedar Walk, Andover, SP10 3PH,	Mr And Mrs Watts	Mr Luke Benjamin 21.02.2017	
<b>No Objection</b>					
17/00038/VARN 25.01.2017 ANDOVER TOWN (ST MARYS)	Change material specification to slate roof covering (Variation of condition 2 and 3 of 15/01623/FULLN - Erection of five three bedroomed semi-detached and terraced houses (amended description)	17A And 18 Walworth Road, Picket Piece, Andover, Hampshire SP11 6LY	Mr S Smith	Miss Emma Jones 21.02.2017	YES
<b>No Objection</b>					
17/00097/FPN 25.01.2017 ANDOVER TOWN (ST MARYS)	Permanent extinguishment of established right of way between West Street and the entrance to the existing sports centre	Andover Leisure Centre, West Street, Andover, Hampshire SP10 1QP	Mr Martin Anderson	Mrs Laura McKay 21.02.2017	
<b>No Objection</b>					
17/00209/FULLN 27.01.2017 ANDOVER TOWN (ST MARYS)	Two storey side/front extension to provide additional living space and bedroom with dressing room and ensuite over (amended scheme)	Mirages, London Road, Andover Down, Andover Hampshire SP11 6LJ	Mr G Hooper	Mr Oliver Woolf 24.02.2017	

<b>No Objection</b>					
17/00142/CLPN 23.01.2017 ANDOVER TOWN (WINTON)	Application for Proposed Certificate of Development for a proposed pagoda construction in rear garden.	Batchcott, 16 Wolversdene Road, Andover, Hampshire SP10 2AY	Mr And Mrs Carr	Mrs Donna Dodd 18.02.2017	
<b>Considered at previous Planning Meeting.</b>					
17/00166/ADV 30.01.2017 ANDOVER TOWN (HARROWAY)	Retrospective application to display external signage	Unit 1A , 132 Weyhill Road, Andover, SP10 3BE	Vets 4 Pets	Mr Luke Benjamin 23.02.2017	YES
<b>No Objection</b>					
17/00212/FULLN 30.01.2017 ANDOVER TOWN (MILLWAY)	Ground floor extension to south, east and west elevations	19 St Hubert Road, Andover, SP10 3QA,	Mr And Miss Livingstone And Byrne	Mr Luke Benjamin 23.02.2017	
<b>No Objection</b>					
17/00266/ADV 02.02.2017 ANDOVER TOWN (MILLWAY)	Installation of replacement non-illuminated totem sign (Resubmission)	Andover Business Park, Andover, Hampshire, SP11 8BF	Goodman Real Estate UK Ltd	Mrs Laura McKay 01.03.2017	
<b>No Objection</b>					
17/00289/FULLN	Demolish existing garage and part of existing bungalow; raising of roof level and construction of front/side extensions to provide further living accommodation and two bedrooms in new roof space, two dormers and six rooflights; enlarged terrace to rear and wood-burner/flue to side elevation (Revised scheme – Rear dormer, addition of trellis to rear fence and landscaping)	46 Wolversdene Road, Andover, SP10			
<b>No Objection</b>					



# ANDOVER TOWN COUNCIL

# H

## Notes of Allotments Committee Surgery

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### Time and date

7.00pm on Thursday, 19 January 2017

### Place

Town Council Office, 66C High Street, Andover

### Attendees:

#### Town Council Representatives

Cllr K Hughes – Chairman (P) Arrived 7:04pm	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr R Rowles – (P)	Cllr C Bartholomew (P)	Cllr R Kidd (P)
Cllr L Gregori – (P)	Cllr B Long (A)	Cllr G McBride (A)

#### Other Town Councillors Present:

Cllr K Bird  
Cllr L Gates

#### Borough Councillors

None

#### Officers Present:

Wendy Coulter (Town Clerk) (P) (taking minutes)  
Tor Warburton (Committee Officer) (P) (training)

#### Allotment Wardens Present:

None

#### Allotment Holders Present:

0

#### Members of the Public Present:

2

### Allotment Holders Surgery

The Vice Chair opened the meeting at 7:00pm and welcomed all attendees.  
Cllr K Hughes (Chairman) arrived at 7.04pm.

## **Comments from Surgery**

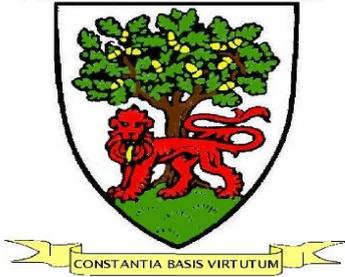
Mrs Angela Marriner, Colenzo Drive, stated her concerns about the allotment that backed on to her garden. She stated that she has requested this plot many times but has been told that it was contaminated and unable to be cultivated as a consequence. Mrs Marriner, expressed her surprise that it had now been let to Andover Trees United given that it was contaminated and that if we are able to grow produce on it then she would like her request to take the plot over considered again. She pointed out that she had lived in her house for 33 years and used to manage the plot and that at that time it was able to be cultivated. Cllr Rowles answered, telling her that the charity intended to raise 'tree whips' on the plot and would not be cultivating fruit and vegetables. Mrs Marriner, also pointed out her concerns regarding a poly tunnel that was being proposed for the plot, she was concerned it would block her view from her house. She was reassured that the poly tunnel would have to conform to the Allotment Rules and Regulations regarding size.

Cllr A Cotter assured Mrs Marriner that he would get the Town Clerk and Allotments Officer to investigate the situation and respond to her as soon as possible.

Mrs Marriner, asked that the Warden at Vigo Allotments be made aware that it was her making the enquiries about the plot, she then left the meeting.

## **The Chairman**

Asked if anyone had any other suggestions, questions or concerns. As there were no further points the surgery was closed at 7.18pm



# Minutes of Allotments Committee

**Time and date**

7.20pm on Thursday, 19 January 2017

**Place**

Town Council Offices, 66C High Street, Andover

**Attendees:**

Cllr K Hughes – Chairman (P) Arrived 7:04pm	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr R Rowles – (P)	Cllr C Bartholomew (P)	Cllr R Kidd (P)
Cllr L Gregori – (P)	Cllr B Long (A)	Cllr G McBride (A)

**Other Town Councillors Present:**

Cllr K Bird  
Cllr L Gates

**Officers Present:**

Wendy Coulter (Town Clerk) (P) (taking minutes)  
Tor Warburton (Committee Officer) (P) (training)

**Allotment Wardens Present:**

None

**Members of the Public Present:**

1

AC 34/16	Apologies	Action
	Apologies for absence were received and accepted from Cllr B Long and Cllr G McBride.	
AC 35/16	Declarations of interest	Action
	Cllr R Rowles declared an interest in Item 10 as he is the Chairman of Trustees for Andover Trees United. Cllr C Bartholomew declared an interest in Item 10 as she is a Member of Andover Trees United.	
AC 36/16	Minutes	Action
	The Minutes of the Allotments Committee meeting held on the 27 October 2016 were amended and signed by the Chairman as a correct record as proposed by Cllr Cotter and seconded by Cllr Kidd. A vote was taken and 4 approved and 3 abstained due not being present at the previous meeting.	

	<b>RESOLVED: That the amended Minutes of the Allotments Committee meeting held on the 27 October 2016 be agreed and signed by the Chairman as a correct record</b>	
<b>AC 23/16</b>	<b>Follow up report from previous meeting</b>	<b>Action</b>
	<p>Cllr K Hughes allowed Mr Long a chance to speak. Mr Long expressed concern that a letter requested at the last meeting had not been received yet. The Town Clerk responded that it would be sent next week. Mr Long requested an update on the Bore Holes from Cllr Rowles, who updated him on the progress and stated that a long and in-depth report would be submitted soon and that he would receive a copy. Cllr Rowles requested any questions so that they could be answered in the report.</p> <p>Members received an update report from the Town Clerk, as the Allotment Officer was not present, on actions taken since the previous meeting.</p>	Town Clerk to send written response to Mr Long.
<b>AC 24/16</b>	<b>Allotment Accounts to 31 December 2016</b>	<b>Action</b>
	<p>The Town Clerk updated members on the Allotment accounts up to 31 December. It was noted that rents brought the account into credit. It was noted that budget spend was lower than in previous years.</p> <p>Cllr L Gregori asked that it be noted that the difference was still in deficit – Noted.</p>	
<b>AC 25/16</b>	<b>Rules and Regulations</b>	<b>Action</b>
	<p>It was proposed by Cllr K Hughes and seconded by Cllr V Pond that the Rules and Regulations be approved and sent out making it clear that they would be reviewed in a year and that some Rules and Regulations could not be applied retrospectively to existing Allotment Holders. Specifically the rules as stated:</p> <ul style="list-style-type: none"> <li>• <b>Not to put up any Buildings within the Allotment Plot except for storage or composting or for a purpose relevant to Allotment Plot Activities. All buildings will require prior written consent from the Council.</b></li> <li>• Sheds and greenhouses should not have a floor area exceeding 4.5sq m. (8 x 6ft)</li> <li>• The floor area of a Polytunnel should be the lessor of 32sq m, or one quarter of the area of a rented plot. (6 x 5 m)</li> <li>• No concrete bases are permitted under any circumstances.</li> <li>• Buildings must be erected on the Allotment Plot and must be at least <b>two feet</b> from any fence, path or track.</li> <li>• Any Buildings must be well constructed and maintained</li> <li>• Any buildings put up on the allotment plot must be removed by the tenancy termination date.</li> <li>• Fruit trees are the only permitted tree to be planted on an allotment. Grown height should not exceed 2m, failure to maintain this height may result in the Specialist Service carrying out the work and the Tenant to pay Specialist's invoice.</li> </ul>	<b>To distribute new Rules and Regulations to all allotment holders and new Tenancy Agreements.</b>

	<p>A vote was taken and it was approved unanimously.</p> <p><b>RESOLVED: That the Rules and Regulations be approved and sent out making it clear that they will be reviewed in a year and that they will not be applied retrospectively to existing Allotment Holders, for specific points as listed.</b></p>	
<b>AC 26/16</b>	<b>Maintenance Contractor</b>	<b>Action</b>
	Report was given and noted.	
<b>AC 27/16</b>	<b>Storage Facilities</b>	<b>Action</b>
	<p>The Town Clerk informed members that a meeting would be held with the developers of Picket Piece to confirm that, if a storage container could be stored at the new allotments, it could enter and leave once the building work is completed. The Town Clerk informed members that the gate to the allotments could be slightly bigger than average to allow the container access and exit.</p> <p>Cllr Bartholomew asked what was to be stored and was informed that it would be any large items that the Council is unable to store elsewhere, for example the barriers for the Christmas tree and coverings for the allotment plots.</p>	
<b>AC 28/16</b>	<b>Livestock</b>	<b>Action</b>
	<p>Cllr L Gregori asked why this item was on the agenda as the rules clearly stated that livestock was allowed if for the use of the tenant and if the tenant follows good practice. The Town Clerk responded that there had been a large response to this request and the Officers wished to bring it to Committee so that the existing tenants did not feel their concerns were being ignored.</p> <p>The Committee carefully considered the proposals and it was proposed by Cllr K Hughes and seconded by Cllr A Cotter that the tenant be allowed to keep rabbits on the allotment subject to consultation with the Pest Controller and following best practice as laid out by the National Association of Allotment Holders.</p> <p><b>RESOLVED: That the tenant be allowed to keep rabbits on the allotment subject to consultation with the Pest Controller and following best practice as laid out by the National Association of Allotment Holders.</b></p>	
<b>AC 29/16</b>	<b>Poly Tunnel Request</b>	<b>Action</b>
	<p>Members were informed that Andover Trees United had applied to erect a poly-tunnel. There had been a lot of interest regarding this request, therefore, Officers wished to bring it to Committee for guidance.</p> <p>Cllr. R Rowles recused himself as Chair of Trustees of Andover Trees United and did not speak or vote on the item.</p> <p>It was noted that if Andover Trees United wished to grow fruit and vegetables then another plot would be found for them as the current plot was unsuitable for growing.</p> <p>It was proposed by Cllr K Hughes and seconded by Cllr R Kidd that if the proposed poly tunnel fitted within the size permitted by the Rules and Regulations then the Officers were empowered to allow the Community Group to erect it.</p>	<b>AO to send letter to Andover Trees United.</b>

	<b>RESOLVED: That if the proposed poly tunnel fits within the size permitted by the Rules and Regulations then the Officers are empowered to allow the Community Group to erect it.</b>	
<b>AC 30/16</b>	<b>Allotment Plots</b>	<b>Action</b>
	<p>It was noted that 15 plots had been taken up in the last two weeks and that the following numbers of plots were vacant on each site:</p> <p>Admirals Way: 9  Barlows Lane: 3  Churchill: 1  Mylen Road: 2  Old Winton Road: 7  The Drove: 11  Vigo Road: 10</p> <p>Cllr Gregori suggested that allotment plot availability should be added to the website to raise awareness of vacancies and Cllr Pond suggested they could also be added to the Town Council noticeboard.</p>	<b>AO to add vacant plots to website and noticeboard.</b>
<b>AC31/16</b>	<b>Allotment Officer Report</b>	<b>Action</b>
	<p>Members received a written report from the Allotment Officer on all activities on the allotments. The Town Clerk read the Allotment Officers report (attached to record minutes). Following this Cllr C Bartholomew suggested that the reports and newsletters should be put on the website.</p> <p>It was noted that the opening of an allotment Facebook page is not an Andover Town Council initiative but is actually a tenant's initiative and that before the Facebook page goes ahead the Allotment Officer should bring it back to Committee.</p>	<b>AO to bring back report on Facebook page to future Committee meeting.</b>

The Chairman closed the meeting at. 8.35pm

Chairman

Date



# ANDOVER TOWN COUNCIL

## Town Planning Meeting

Town Planning Meeting	
<b>Produced for:</b> Full Council	<b>Date of Report:</b> Thursday 16 March 2017
<b>Summary of Key Issues</b>	
<p>To consider recommendations following a meeting to discuss Town Planning including options to pursue a Neighbourhood Plan or other form of Town Plan.</p>	
<b>Current Situation</b>	
<p>A group of the Town Councillors met on Tuesday 14 March 2017 following a resolution from full Council on 26 January 2017 <b>“That the report be received and noted and that the Chairman and Town Clerk be tasked to find time for a meeting for Members to consider options, before the next meeting of full Council”.</b></p> <p>Members were asked what they wanted to achieve from a Neighbourhood Plan or similar plan.</p> <p>Some initial ideas were suggested:</p> <ul style="list-style-type: none"> <li>New Builds should be disabled friendly</li> <li>New Builds should have high quality insulation and group energy schemes</li> <li>A Green Message should be promoted by provision car charging areas and facilities</li> <li>Landscaping for new builds should include fruit and nut trees</li> <li>Safe Roads should be provided, not overcrowded by parking.</li> <li>No parking should be allowed on paving</li> <li>There should be speed restrictions</li> <li>Better, more wheelchair friendly pavements should be provided</li> <li>The public transport should link together, i.e. from new builds to amenities in the town</li> <li>Better access for Enham should be provided</li> <li>Conservation/historic areas should be very clearly identified and protected</li> <li>More trees should be planted in the town (where suitable)</li> <li>New blocks of flats should be provided with lifts, as standard.</li> <li>The Town Council should tap into the data already collected from Andover Vision, Encounters etc.</li> </ul> <p>Members discussed the various options for town planning. It became clear that more information and training was required to establish which of the options would be most suitable for the Town Council to</p>	

action. It was suggested that the Town Clerk be asked to source a suitable trainer, with the expertise to provide information on all the options for town planning, to present to the Town Council Members.

**Financial Implications**

There may be a training fee, however the cost cannot be confirmed until a suitable trainer is sourced.

**Legal and Policy Implications**

Members were made aware that any option for town planning that is chosen will have to be shaped by public consultation and interaction.

**Recommendations**

**To task the Town Clerk with sourcing a suitable trainer to provide training on options for town planning to the Members of the Town Council, prior to the next full meeting of Council.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592 , Email: [townclerk@andover-tc.gov.uk](mailto:townclerk@andover-tc.gov.uk) , Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors

**ANDOVER TOWN COUNCIL**

**SUBMISSION ON TVBC BOUNDARY REVIEW**

Andover Town Council (ATC) welcomes the current review of Test Valley Borough Council boundaries and councillor numbers. The long overdue review allows the opportunity to rectify the current under-representation of urban Andover on the borough council and to correct anomalies in the existing ward boundaries.

ATC notes the proposed reduction in borough councillors to 43 which represents a target of one councillor for every 2411 voters (based on 2022 figures). Our comments specific to Andover are as follows.

**Andover parish (Polling districts SE, SF, TD, TE, TU, TV, TW, UP, UQ, UR, US, VD, VE, VJ, VL, VM, VN, VO, VR, VY, VZ, WE):**

The projected number of voters (2022) for the parish of Andover is 33745. This equates to 14 borough councillors. We would request that fourteen councillors be allocated for these areas.

**Burghclere Down (Polling district VK):**

This area is currently in Anna ward and part of Abbots Ann parish but is separated from the rest of Abbots Ann by the A303. Burghclere Down is effectively part of Andover and it is the wish of both parish councils that it be transferred to Andover parish. It should therefore be included in an Andover ward. The projected number of voters (2022) for Burghclere Down is 840.

**Augusta Park (Polling districts UO, WC):**

This area is currently part of the Andover Alamein ward but in Smannell (UO) and Enham Alamein (WC) parishes. As with Burghclere Down the area is effectively part of Andover. Local aspirations are that this area be included in Andover parish. These polling districts should remain in an Andover ward. The projected number of voters (2022) for Augusta Park is 3503.

**Smannell and Enham Alamein (polling districts SD and UN):**

These are the rural parts of Smannell and Enham Alamein parishes currently in the Andover Alamein borough ward. ATC believes these would be better served as part of a new rural ward.

**Summary:**

1. ATC requests that ward boundaries be redrawn so that the current Andover parish (polling districts SE, SF, TD, TE, TU, TV, TW, UP, UQ, UR, US, VD, VE, VJ, VL, VM, VN, VO, VR, VY, VZ, WE) plus Burghclere Down (polling district VK) and Augusta Park (polling districts UO, WC) be treated as a single entity and borough wards drawn accordingly. The projected voter numbers (2022) for these districts is 38088 which is equivalent to 16 councillors.

## **APPENDIX J**

2. Andover currently has five three member wards. New wards should be based on the existing wards but preferably redrawn to give eight new two member wards. This may need redrawing of existing polling districts.
3. Existing ward names should be retained where possible with new names allocated for the additional wards. ATC may comment at a further date on draft proposals for ward names.
4. ATC may also comment further should areas other than those listed in (1) above be included in future Andover borough wards.

11 March 2017



## TOWN COUNCIL STRATEGY 2017-2020

Wendy Coulter  
Town Clerk  
Andover Town Council  
66C High Street  
Andover SP10

Telephone: 01264 335592  
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## Town Council Strategy 2016-20

### 1. VISION

To be the Voice of Andover.

### 2. MISSION STATEMENT (based on discussion at December meeting)

Andover Town Council will represent residents, foster a pride in the town and promote local services. Working with appropriate partners, invest in and improve services and facilities for residents and visitors. We will address ongoing challenges and investigate best practice elsewhere to be implemented locally where appropriate.

### 3. CORE VALUES

3.1 Andover Town Council will strive to:

- Promote, invest in and improve services for the benefit of the residents
- Conduct business openly and democratically consulting widely with parishioners and interested parties
- Continue its vision of taking on more services for the town residents and to assist the Borough Council and County Council by receiving further town assets to maintain, manage and develop
- Comply with its Code of Conduct and the Nolan Principles in public life
- Obtain from contractors and partners the best possible service value whether from statutory bodies or sub-contracted services
- Consult with local people regarding the provision of new services and facilities.
- Address challenges in Andover

3.2. Act in the best interests of local people in making representations to:

- Test Valley Borough Council and Hampshire County Council
- Outside Agencies
- Central Government
- Other appropriate private or public sector groups

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3.3 Operate to the letter and in the spirit of the Equality Act 2010 and in the exercise of all its functions, have due regard to the need to:

- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act;
- Advance equality of opportunity between persons who share a relevant 'protected characteristic' and persons who do not share it;
- Foster good relations between persons who share a relevant 'protected characteristic' and persons who do not share it.

#### **4. EFFICIENCY AND VALUE FOR MONEY**

**In order to ensure value for money is achieved from expenditure:**

- The Town Council will keep all Town Council services under review.
- The Town Council will compare its services with similar organisations.
- Services and facilities will be provided by the most efficient and effective methods.
- Public buildings within Andover will be assessed under the Localism Act to ascertain which authority or body should manage them to the best advantage of the ratepayer.

#### **5. POLICY AND PROCEDURE**

5.1. The Town Council will:

- Regularly review Standing Orders and Financial Regulations
- Keep its staffing structure under review to meet business needs
- Work to an appropriate complaints procedure for use by the public
- Work to and regularly review an appropriate Health and Safety Policy that complies with the relevant legislation
- Preference will be given to procurement of goods and services from locally based suppliers through clear tendering processes.

5.2. The Town Council will endeavour at all times to enhance the economic wellbeing of the town and its inhabitants and to support the local economy

5.3. The Town Council will work to the letter and in the spirit of the Freedom of Information Act and conduct business in public, except where there are genuine reasons where confidentiality is in the public interest

5.4. The Town Council will consult with residents and businesses in the town on relevant services.

5.5. The Town Council will aim to feed into strategies prepared by Test Valley Borough Council and other partner organisations.

5.6. The Town Council will seek to establish positive partnerships with public, private and voluntary bodies to provide the best outcomes for the town.

#### **6. RESOURCES**

6.1. The Town Council will:

- Seek, subject to agreed budgets, to maximise income derived from all sources
- Annually review its precept and adjust according to the town's needs
- Prepare its accounts to comply with the 2016 Accounts and Audit Regulations in accordance with Chartered Institute of Public Finance and Accountancy (CIPFA) guidance and advice from the external auditor
- Regularly review public liability and indemnity insurance values

## First Draft Town Council Strategy 2017-20

- Ensure best value is obtained from contracts

6.2. The Town Council will aim to maintain six months of operational cost reserves as recommended by the 'Governance and Accountability for Local Councils 2016'. In the event that reserves are required for a compelling reason the Town Council will replenish those reserves in subsequent years.

6.3. The Town Council recognises that staff are its greatest asset and will endeavour to attract and retain staff of a high calibre via best practice and training.

6.4. The Town Council is committed to only putting in place facilities which it can afford to maintain. A Budget will be held to ensure Town Council premises and facilities are sufficiently maintained.

## 7. GRANTS

7.1. The Town Council will, subject to budget being available, support local voluntary organisations where deemed appropriate via the grant system.

7.2. Grant application forms will be made continually available throughout the year with decisions normally made at the appropriate Community Engagement Committee meetings.

7.3. The Town Council will seek to raise public awareness of the availability of grants.

## 8. HUMAN RESOURCES

8.1. The Town Council will be a good employer and all employees of the Town Council are entitled to:

- Equal Opportunities.
- A Contract of Employment and Job Description, each subject to terms and conditions as determined by current employment legislation.
- Training and development within staff development plans to meet business requirements.
- Recognition in respect of staff pay, remuneration, and grades under the Local Government terms and conditions.
- The Town Council will maintain an Employee Handbook which will be provided to each employee clearly setting out terms and conditions of employment.
- Maintain grievance and disciplinary procedures.

8.2. The Town Council will work to the letter and in the spirit of equality and health and safety legislation. It will strive to ensure good safety practices at all its locations.

## 9. OPENNESS AND COMMUNICATION

9.1. The Town Council will:

- Encourage public participation and make known the availability of a public speaking session prior to all Town Council and committee meetings
- Hold an Annual Town Electors Meeting in March each year enabling an open forum for residents to voice any concerns or raise any subject affecting Andover
- Encourage community organisations to participate in an exhibition prior to the Annual Town Electors Meeting and to give an opportunity to report at the meeting
- Use all appropriate means including an annual report, newsletter, website and noticeboards to inform residents of the Town Council's activities
- Manage and archive all Town Council documents and data in an efficient effective manner

- Ensure openness and consultation on any significant issues affecting the social or economic wellbeing of its inhabitants
- Ensure that all information which can be put into the public domain is made available to the public

## 10. PROVISION OF COMMUNITY FACILITIES

### 10.1. Allotments

The Town Council will maintain allotments in Andover seeking to meet statutory obligations to provide additional allotments where needed.

### 10.2. Notice Boards

The Town Council will maintain and provide community notice boards in key locations throughout the town as a means for publicising Town Council and community facilities and activities. Existing locations will be kept under review.

### 10.3. Website

The Town Council will maintain its website [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk). It will encourage the free exchange of information online.

## 11. LAW AND ORDER

11.1. The Town Council will work closely with the police, resident groups, the business community and other bodies to improve community safety throughout the town (Crime and Disorder Act s.17).

11.2. The Town Council will, in principle, support CCTV coverage which meets the needs of the town.

## 12. HERITAGE, ARTS AND CULTURE

12.1. The Town Council will seek to protect the heritage assets of the town including the Museum and other heritage buildings.

12.2. The Town Council will support and encourage the provision of facilities for arts and culture in the town.

12.3 The Town Council will seek to promote the history and heritage of the town.

### 12.3. Christmas Lights

The Town Council will continue to provide a display of Christmas lights and Christmas tree in the town, in co-operation with other interested bodies, to assist the economic health of the town centre and appropriate areas.

## 13. PLANNING

13.1. The Town Council will fully consider local opinion when presenting recommendations to Test Valley Borough Council regarding planning and transport applications and consultations. Key considerations when responding to planning consultations will normally include:

- To encourage local shopping parades to become vibrant retail areas
- To encourage the licensing of all houses of multiple occupancy
- To request that, when a tree is felled, a replacement is planted

## First Draft Town Council Strategy 2017-20

- To support the redevelopment of tourism
- To support any improvement to the visual impact of access routes into town
- To lobby for the provision of allotments in major developments
- To lobby for speed restrictions in built up areas
- To campaign for sufficient infrastructure provision in relation to new developments for the provision of Andover residents

**14. TOURISM AND ECONOMY**

## 14.1. Destination Marketing

- The Town Council will support the tourist industry in the town in the interests of the economic health and vitality of the town.
- The Town Council will seek to assist the operation of a Tourist Information Centre on at least a seasonal basis.

## 14.5. Town Centre and Retail

- The Town Council believes that the future of Town Centres is as leisure destinations and that town centre retail should be encouraged to focus on speciality shops and arty, edgy, elements. The Town Council will support regular markets on the town square, arty shops and Fairtrade/environmentally friendly themes.
- Working with local organisations, the Town Council will seek to support and encourage local people into the town centre and to more closely link town centre shopping with leisure and tourism.
- The Town Council will also support local shopping parades in other parts of town but will oppose large scale out of town or edge of town retail developments.

**15. YOUTH PROVISION**

15.1. The Town Council will maintain, support and encourage the Youth Council to enable and encourage young people to take part in the democratic governance of the town.

15.2. The Town Council will work in partnership with the local partners and others to support the provision of necessary youth services in the town.