



ANDOVER TOWN COUNCIL

To the Members of Andover Town Council:

You are hereby summoned to attend a meeting of full **COUNCIL** to be held at **The Upper Guildhall on THURSDAY 24 APRIL 2014 at 7.00 pm** when it is proposed to transact the following business:-

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

Wendy R Coulter
Town Clerk – 14 April 2014

MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS

1 **APOLOGIES FOR ABSENCE**

To receive and accept apologies for absence.

2 **DECLARATIONS OF INTEREST**

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

3 **MINUTES**

The Chairman to sign as a correct record the minutes of the Town Council meeting held on 30 January 2014 – **Appendix A.**

4 **PUBLIC PARTICIPATION**

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

5 **CHAIRMAN'S ANNOUNCEMENTS**

To receive the Chairman's Announcements.

6 **COMMITTEE MINUTES**

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

27 November 2013 – Amenities and Town Development Committee – **Appendix B.**

16 January 2014 – Amenities and Town Development Committee – **Appendix C.**

11 December 2013 – Policy and Resources Committee – **Appendix D.**

16 January 2014 – Policy and Resources Committee – **Appendix E.**

2 April 2014 – Policy and Resources Committee – **Appendix F.**

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

- 2 December 2013 – Planning Committee – **Appendix G.**
- 23 December 2013 – Planning Committee – **Appendix H.**
- 20 January 2014 – Planning Committee – **Appendix I.**
- 10 February 2014 – Planning Committee – **Appendix J.**
- 3 March 2014 – Planning Committee – **Appendix K.**

7 **PRIDE OF ANDOVER AWARDS**

To approve the recommendation of the Policy and Resources Committee to award the Pride of Andover Awards a small grant of £50 towards the event for 2014.

8 **CHRISTMAS LIGHTS 2014**

To approve the costings for the repair of the Christmas Lights following storm damage in January 2014. Report and costs attached at **Appendix L.**

9 **PLANNING COMMITTEE REPORT**

To receive a report from the Planning Committee regarding recent actions taken. Report attached at **Appendix M.**

10 **NEIGHBOURHOOD PLAN**

To receive a report on the progress of the Andover Neighbourhood Plan. Report attached at **Appendix N.**

11 **YOUTH COUNCIL**

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

12 **FINANCE**

To receive and approve the list of payments up to 22 April 2014 – papers to follow.

13 **QUESTIONS FROM COUNCILLORS**

To receive questions from Councillors as per Standing Order No 8, provided three clear working days' notice of the question has been given to the Town Clerk.

14 **REPORTS FROM COUNCILLORS**

To receive any reports from Town Council Members.

15 **REPORTS FROM BOROUGH AND COUNTY COUNCILLORS**

To receive any reports from Borough and County Councillors.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

7.00pm on Thursday 30 January 2014.

Place

The Rendezvous, Union Street, Andover

Details of Attendance:

Cllr G McBride (Chairman) (A)
Cllr A Fitchet (Vice-Chairman) (P)

| | | | | |
|---------------------|----------------------|----------------------|-------------------|-------------------|
| Cllr K Bird (P) | Cllr Z Brooks (P) | Cllr B Carpenter (P) | Cllr A Cotter (P) | Cllr D Drew (P) |
| Cllr K Hamilton (P) | Cllr S Hardstaff (P) | Cllr S Hawke (P) | Cllr K Hughes (P) | Cllr M Kerley (A) |
| Cllr R Khuman (A) | Cllr B Long (P) | Cllr C Lynn (A) | Cllr P North (P) | Cllr B Page (A) |
| Cllr V Pond (P) | Cllr R Shukri (A). | | | |

Officer Wendy Coulter (Town Clerk(A))

Members of the Public: 5

C 01/14 Apologies for Absence

Apologies for absence were received and accepted from Cllrs Lynn, McBride and Shukri.

C 02/14 Declarations of Interest

There were no declarations of interest.

In the absence of the Town Clerk, the meeting formally delegated powers to Cllr Veronika Pond to take the Minutes of this meeting.

C 03/14 Minutes

The Minutes of the Council Meeting held on 21 November 2013 were signed by the Vice Chairman after the correction to Page 3, C61/13 Town Centre Manager. Changing the words "Cllr North confirmed that Budgets could be altered prior to recruitment." to "Cllr North confirmed that it is a fixed amount of money."

C 04/14 Public Participation

Cllr Nigel Long – Test Valley Borough Councillor asked four questions:

1. The Youth Council is paid for from the Town Precept, when will the Council allow it to be a public meeting?
2. The Precept increase – How can the Council justify the sponsorship of flags on the lamp posts to the tune of £300/£400 per lamp?
3. Allotments – Can the Council confirm how much has been spent on maintenance in the

last 12 months and how this compares to income from rents. Plus does the Council get more than one quotation for major purchases and if not, why not?

4. Will the Council be publishing an attendance list for the Councillors, covering the last 12 months?

- Answer Q1 - Cllr Andy Fitchet responded with regard to the Youth Council. At the end of every meeting the Youth Council issues a Press Release. There is currently no plan to make this a public meeting. The Youth Council is currently producing a video explaining the workings of their group.
- Answer Q2 – Cllr Phil North advised that Policy and Resources had made no decision with regard to the funding of the flags
- Answer Q3 – Cllr David Drew confirmed that any single purchase over £1,000 needs three quotations. The exception arises when a number of allotments all need the same work carrying out at the same time and each quote although less than £1,000, when added together would breach the £1,000 threshold.
- Answer Q4 – Cllr Fitchet confirmed that as in past years, an Attendance record would be published.

C 05/14 Chairman's Announcements

The Vice Chairman hoped that the Town Clerk Wendy Coulter would soon be back to full health. He thanked Cllrs Barbara Long and Veronika Pond for all their hard work in the Town Council offices.

C 06/14 Dispensations

Voting was carried out at the last Policy and Resources Committee and Council meetings ref.C59/13. Last year all Councillors signed a document and if after taking legal advice that it is necessary for this year it will be carried out at the next Council Meeting.

RESOLVED: That if it is necessary to sign a form for 2014/2015 it will be carried out at the next full Council Meeting.

C 07/14 Town Council Budget and Precept 2014/2015

In putting together this year's budget Policy and Resources Committee have:

- Ensured there is enough money to fulfil the Town Council's function and aspirations over the coming year.
- Set a level of reserves.
- Recognised the difficult times for hard pressed tax payers. The recommended budget is £152,370 for 2014/2015 with a precept of £127,499.58, which equates to a Band D equivalent of £10.58, a rise of less than one and a half pence per week.

Cllr North thanked his Vice Chairman Cllr Katherine Bird and all members of the Policy and Resources Committee in helping to put together the financial plan for 2014/15.

Difficult decisions have had to be made. Last year Test Valley Borough Council provided a grant of £18,000 to cover the shortfall following changes to the Council Tax Support Scheme. There is no grant available from TVBC for this year.

An unnecessary by-election cost £7,500, when it would have been possible to co-opt a community minded individual.

The Town Council's portion of the Council Tax has been frozen for the last three years. For the reasons outlined above it is not possible to do so again this year.

In the coming year the Council will continue to support the tri-partite agreement to fund a Town Centre Manager to re-invigorate the town.

Retain the £1,000 in the budget for local events.

Play a full role in the commemorations to mark the 100 years since the outbreak of the First World War.

Continue to provide the Christmas Lights. Due to a three year contract the cost of putting up the Christmas lights has been frozen, there is £20,000 in the budget for 2014/15, which is the same as last year. Thanks go to Councillor Long for all her hard work.

Retain the £1,000 allocation to fund the Youth Council.

The allotments budget is £24,000 the majority of which is paid for by allotment holders in their rent.

The budget also contains provision of £1,000 of grant funding for small capital projects.

C07/14.1 To approve the recommendations of the Policy & resources Committee for the

Council Budget 2014/2015. Proposed by Cllr North and Seconded by Cllr Bird.

RESOLVED: That the Budget of £152,370 be accepted for 2014/2015.

C07/14.2 To agree the Council Precept. Proposed by Cllr North and Seconded by Cllr Bird.

RESOLVED: That the Precept of £127,499.58 be accepted for 2014/2015.

C 08/14 Neighbourhood Plan

At no additional cost the Planning Committee have requested that the whole area of Andover Parish be registered with Test Valley Borough Council as the area for the Neighbourhood Plan. Proposed by Cllr Steven Hardstaff and seconded by Cllr Alan Cotter.

RESOLVED: To register the whole area of Andover Parish with Test Valley Borough Council as the area for the Neighbourhood Plan.

C 09/14 Questions from Councillors

There were no questions from Councillors.

C 10/14 Reports from Councillors

Cllr Zilliah Brooks advised that the Christmas lights were a great success. Due to incorrect guying and high winds, there were problems with the Christmas tree so the decision was taken to have it felled.

Cllr Pond attended a meeting in January on Working Together with Hampshire County Council. As the topics were so large and so relevant to the current weather that is being experienced a report has been written, which will be circulated to all Councillors.

Cllr Barbara Carpenter commented on her visit to the refurbished bus station. She asked that the Town Council issue a Press Release stating that the refurbishment was paid for by a Hampshire County Council grant.

Cllr Long advised that the draft revised Core Plan can now be viewed in the Council offices only. Plus that Graham Smith has been invited to the next Planning Meeting on 10 February to discuss the Local Plan and Green Space Strategy,

Cllr Cotter thanked Cllrs Long, Pond and Hardstaff for their hard work on the Neighbourhood Plan.

Cllr Hardstaff advised that the survey on street lighting on Micheldever Road has been released to residents.

Cllr Drew confirmed that the next round of meetings was soon to be held on the Town Centre Manager. Also the Heritage Railway Group has had its first meeting and the next meeting will be in six to eight weeks time during which time two key areas need to have been addressed – Talks with the Ministry of Defence regarding the use of their railhead and platform at Ludgershall to be handled by Ludgershall Town Council and Talks with Network Rail on the feasibility of using a small part of the Andover rail network and platform to be handled by Andover.

Cllr Karen Hamilton announced that following on from the success of King George's Road recreational facilities, talks would soon begin with Saxon Fields residents.

Cllr Fitchet advised that a new youth group has opened in Alamein, catering for 12 – 17 year olds and meeting at the Vineyard Warehouse.

C 11/14 Reports from Borough and County Councillors

County Councillor Rolt advised that HCC have already issued a Press Release on how happy they are with the work on the Bus Station and this at a time when other towns are closing theirs. Work is currently planned for the High Street in order to find a more permanent solution to the tripping by pedestrians on the stones.

The Vice Chairman closed the meeting at 7.35pm.

Vice Chairman

Date



ANDOVER TOWN COUNCIL

B

Minutes of Amenities & Town Development Committee

Time and date

Wednesday 27 November 2013

Place

66C High Street, Andover, Hampshire

Details of Attendance:

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

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

Also in attendance: Cllr V Pond (reporting for the Assets Working Group)

| Minute No. | Item Title | RESOLUTION/ACTION |
|------------------|---|--|
| ATD 41/13 | Apologies for Absence | Action |
| | Apologies for absence were received and accepted from Cllrs C Lynn, M Kerley, P North and B Page. | |
| ATD 42/13 | Declarations of Interest | Action |
| | There were no declarations of interest. | |
| ATD 43/13 | Minutes | Action |
| | The minutes of the previous meeting held on 23 October 2013 were signed by the Chairman as a correct record. | |
| ATD 44/13 | Public Participation | Action |
| | There were no members of public who wished to make a statement or ask a question. | |
| ATD45/13 | Assets Working Group | Action |
| | Cllr Pond reported that the Assets Working Group had met and considered the Andover Levy. The Group was currently surveying surrounding Parish Council's to establish what services they provided and how those services were funded. The Committee requested that the Assets Group survey all the surrounding parish councils, not just the larger ones. | Assets Working Group to contact all surrounding parish councils to establish how their services are funded. |
| ATD 46/13 | Tourist Information Kiosks | Action |
| | Cllr Hardstaff reported that the Working Group had | TIK WG to investigate further |

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| | <p>investigated the type of grants that were available for Tourist Information. He confirmed that there would be grants available to set up the Tourist Information Kiosks but that there was no on-going funding. The WG had considered various locations in the town for a TIK, one of which was the Chantry Centre.</p> <p>It was agreed that the TIK working Group would consider further options for the locations and further investigate funding.</p> | <p>possible locations and funding sources for Tourist Information Points.</p> |
| ATD 47/13 | Grants 2013/2014 | Action |
| | <p>Members were asked to reform the Grants Working Group – with Cllrs Long, Cotter, Hamilton and Hardstaff making up the Group.</p> <p>It was agreed that the Town Clerk would send out a press release advertising the position of the Council with regard to Grant Funding in 2014.</p> <p>Members and the Chairman agreed that at the next meeting of the Amenities and Town Development Committee the rule of Members only being on three working groups would be reviewed.</p> | <p>Grants Working Group to reform- Cllrs Long, Cotter, Hamilton and Hardstaff.</p> <p>Town Clerk to issue press releases advertising the 2014 Grant funding.</p> |
| ATD 48/13 | 2014 Commemoration Events | Action |
| | <p>Members received a report from the Events Working Group regarding ideas for events in 2014 to commemorate the start of WWI, 1914 and D-Day, 1944.</p> <p>Cllr long explained that there had been some difficulty in contacting the officer at Test Valley Borough Council with regard to Poppy Planting in Andover. The Chairman, Cllr Brooks agreed that she would contact him.</p> <p>It was further agreed that the Working Group should contact the War Memorials Trust to establish whether they were going to plant poppies in the Memorial Garden in Andover Cemetery.</p> | <p>Chairman to contact Noel at TVBC to establish where poppies were being planted in Andover.</p> <p>Working Group to contact the War Memorials Trust to establish whether they were intending to plant poppies in the Memorial Garden in Andover Cemetery.</p> |
| ATD 49/13 | Farmers' Markets | Action |
| | <p>Cllr Long reported that the Test Valley Borough Council Summit Group were taking over the running of the Farmers' Market in Andover. It would no longer be run by the Hampshire Farmers' Market organisation.</p> <p>Members raised concerns that the Town Council had not been involved in the discussions regarding the Market in the Town. Cllr Bird suggested that TVBC be asked to include Cllr Long on the Summit Group that was running the Farmers' Market.</p> | <p>Contact TVBC to enquire whether a representative from the Town Council could sit on the Working Group, running the Farmers' Market.</p> |
| ATD 50/13 | Surveys | Action |
| | <p>Cllr Hardstaff reported that he had designed the survey for the Lighting along Micheldever Road. Cllr Long suggested that he approach the Town Council Ward Members to assist with the delivery of the survey.</p> <p>It was agreed that a letter be sent to the Advertiser to inform the public about the survey.</p> | <p>Letter to be sent to the Advertiser informing the public about the Micheldever Road Lighting Survey.</p> |
| ATD 51/13 | Neighbourhood Plan | Action |
| | <p>Cllr Hardstaff reported that he was trying to organise for all Town Councillors to consider the Neighbourhood Plan. It was agreed that other Town and Parish Councils would be contacted to find out how they were planning their Neighbourhood Plans.</p> <p>Cllr Pond reported that £350 was required for an 'MOT' from the Action for Market Towns organisation who would advise the Town Council as to whether their plans for a</p> | <p>To recommend to the Policy and Resources Committee that £350 was required to carry out an MOT on the Town Council's plans for a Neighbourhood Plan.</p> |

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| | Neighbourhood Plan were viable. | |
| ATD 52/13 | Saturday Markets | Action |
| | The Town Clerk reported that the Saturday Markets would be brought in during the new year 2014. | |
| ATD 53/13 | Christmas Lights 2013 | Action |
| | Members noted the report on the Christmas Lights 2013. Concern was raised over the antisocial hours for the delivery of the Christmas Tree and Lights. Cllr Hardstaff thanked the Working Group for their hard work in relation to the Christmas Lights. | |
| ATD 54/13 | Work Programme | Action |
| | Members noted the Work programme and agreed that the Terms of Reference of the Working Groups would be reconsidered at the next meeting of the Amenities and Town Development Committee. | |

The Chairman closed the meeting at 8.00pm.

Chairman

Date



ANDOVER TOWN COUNCIL



Minutes of Amenities & Town Development Committee

Time and date

Thursday 16 January 2014

Place

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

Details of Attendance:

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

Also in attendance: Cllr V Pond (reporting for the Assets Working Group)
 Rachael Greenwood (Locum Clerk) (taking the minutes)

| Minute No. | Item Title | RESOLUTION/ACTION |
|------------------|---|-------------------|
| ATD 55/13 | Apologies for Absence | Action |
| | Apologies for absence were received and accepted from Cllrs C Lynn and M Kerley. | |
| ATD 56/13 | Declarations of Interest | Action |
| | There were no declarations of interest. | |
| ATD 57/13 | Minutes | Action |
| | The minutes of the previous meeting held on 27 November 2013 were signed by the Chairman as a correct record. | |
| ATD 58/13 | Public Participation | Action |
| | There were no members of public who wished to make a statement or ask a question. | |
| ATD59/13 | 2014 Commemoration Events | Action |
| | 1. Mr Peter Phillips, Landscape Architect for Test Valley Borough Council, gave a presentation on a proposal to apply for planning permission for "non-commercial" banners and flags to be affixed to lamp posts, partly to commemorate WWI. A planning application to renew permission for banners and flags on seven lamp posts and on additional lamp posts in London Street, High Street, etc, would be submitted in February. The artwork would be prepared in house at TVBC. The Town Council could specify a | |

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| | <p>particular logo. Each banner could cost £200-£300. Tom Mortimer had applied for a grant for the artwork. It was hoped to obtain sponsorship for hanging baskets on separate lamp posts. The banners would be displayed from March until the end of the season. There would be bunting for the Commonwealth Games. The Chairman thanked Mr Phillips for a most informative presentation.</p> <p>Members received an update from the World War I Working Group. The British Legion was holding an event to commemorate WWI at the Andover War Memorial Hospital on 2 August and also hoped to march through the town on Armed Forces Day in March. No date had been set for the Freedom March.</p> <p>There was little support for a commemorative bench. A piece of public art was suggested in memory of those who had died. Cllr Long hoped to source photographs of Andover in 1914.</p> <p>Cllr Long would consult TVBC regarding landowners' permission to sow Flanders poppy seed (already ordered). A list of possible sites would be circulated for comment: gateways into Andover, allotment site entrances, etc. The grass was being prepared for seeding.</p> <p>Cllr Long would re-contact local organisations who had already indicated that they were likely to be involved with the commemorative events.</p> <p>2. Progress report on the proposed Commemoration WWI Football Match. A grant application had been submitted for the cost of re-enacting the match played in the trenches at Christmas 1914. The match would be played at Clatford: date to be confirmed but Boxing Day was not favoured.</p> | <p>To recommend that funding for banners and flags be an agenda item at the next meeting of the Policy & Resources Committee.</p> <p>Cllr Long to source photographs of Andover in 1914.</p> <p>Cllr Long to consult TVBC regarding landowners' permission to sow Flanders poppy seed and to circulate a list of possible sites for comment.</p> <p>Cllr Long to re-contact Friends of Andover War Memorial Hospital, Army Chaplaincy Museum, Andover History Society, British Legion, Museum of Army Flying and Fovant Badges.</p> |
| ATD60/13 | Assets Working Group | |
| | <p>The Assets Working Group had contacted all surrounding Parish Councils to establish what services they provided and how those services were funded. Cllr Pond was thanked for arranging the survey.</p> <p>Cllr Bird reported that most Village Halls and open spaces were provided by local Parish Councils. Four responses were outstanding. The Group wished to ask Romsey Town Council some specific questions.</p> <p>The Andover Levy was currently £30,000. Andover and Charlton cemeteries were on the levy but not all outdoor spaces and public halls in Andover were included.</p> <p>The Town Council should decide whether it wished to take over Urban Parks from TVBC. The matter should be considered by Policy & Resources and referred to Full Council for the right to challenge the levy.</p> | <p>Outstanding responses on the survey of Parish Councils to be considered.</p> <p>Romsey Town Council to be requested to provide further information.</p> <p>Cllr Bird to contact Will Furbrook.</p> <p>To recommend that the option for the Town Council to take over Urban Parks be considered at the next meeting of the Policy & Resources Committee.</p> |
| ATD 61/13 | Tourist Information Kiosks | Action |
| | <p>The TIK Working Group had not met since the last meeting of Amenities and Town Development Committee.</p> | <p>Cllr Hardstaff to await an update report from TIK WG to investigate further possible locations and funding sources for Tourist Information Points.</p> |
| ATD 62/13 | Surveys | Action |
| | <p>Cllr Hardstaff reported that the survey for the lighting along the Micheldever Road had been written but needed a final check before distribution. It was thought very likely that the survey would be featured in the Advertiser.</p> | <p>Survey to be delivered to residents along the Micheldever Road.</p> |

| ATD 63/13 | Working Groups | Action |
|------------------|---|---|
| | The Committee considered the draft Terms of Reference of the Working Groups (Appendix B). It was agreed to include a statement the Chairman of the Town Council should be an ex officio member of all committees. Further amendments and deletions were made by hand. The Town Clerk would be asked to prepare a revised draft for consideration at the next meeting. | Town Clerk to prepare a revised draft of Terms of Reference for next meeting. |
| ATD 64/13 | Annual Report | Action |
| | Members considered the annual report on the work of the Amenities & Town Development Committee (Appendix C). Cllr Brooks agreed to expand the report for further discussion at the next meeting when the final version would be agreed for presentation at the Annual Town Electors Meeting on 20th March. | Cllr Brooks to expand Annual Report for discussion at next meeting of the Amenities & Town Development Committee. |
| ATD 65/13 | Christmas Lights 2013 | Action |
| | <p>Cllr Long presented the report on the Christmas Lights 2013. Thanks were due to Councillors, especially Cllr Nigel Long, staff and helpers for their hard work to set up and maintain the Christmas Tree and Lights.</p> <p>The tree began to lean in the high winds and was felled on safety grounds on 27th December, possibly due to not being guyed as securely as usual. Comments were awaited from the supplier, Elveden.</p> <p>A meeting was arranged with Steve Cotney to discuss an electrical supply to enable the lights to be used on the tree outside the Chantry Centre.</p> <p>A meeting with Mark Lambert was suggested to resolve problems for 2015.</p> <p>TVBC had offered to be an emergency contact for problems on a recharge basis, the level of which would need to be investigated.</p> <p>Planning permission had been granted for the lights to be installed on the Guildhall for the next five years.</p> | <p>Report comments from Elveden why the tree became unstable in high winds.</p> <p>Report outcome of meeting with Steve Cotney on electrical supply for Chantry Centre tree.</p> <p>Arrange meeting with Mark Lambert to resolve problems for 2015.</p> <p>Request details of likely recharge costs if TVBC was the emergency contact for problems with tree or lights.</p> |
| ATD 66/13 | Work Programme | Action |
| | The Annual Report for 2013/14 and Membership of the Grant Working Group would be considered at the next meeting of the Amenities & Town Development Committee. | Cllr Long to email members to verify which Cllrs wished to serve on the Grant Working Group. |

The Chairman closed the meeting at 8.15pm.

Chairman

Date



ANDOVER TOWN COUNCIL

D

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 11 December 2013

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr K Hamilton (A)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (A)

Cllr V Pond (P)

Cllr R Shukri (P)

Cllr S Hawke in attendance.

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

PR58/13 APOLOGIES FOR ABSENCE

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

PR59/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR60/13 MINUTES

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

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 30 October 2013 were agreed and signed by the Chairman as a correct record.

PR61/13 PUBLIC PARTICIPATION

There were no members of the public present.

PR62/13 ICKNIELD TRUST – FUNDING FOR FENCING

Members considered a recommendation from the Allotments Sub-Committee regarding a contribution to the payment of fencing erected along the boundary of Vigo Road Allotment site by Icknield School and funded by the Icknield Trust.

Members noted that the Allotment Sub-Committee had recommended that a contribution of £1,500 be made for the fencing to be provided from Reserves.

Members had a debate regarding the recommendation and concluded that a contribution of £1,500 be given for the provision of the fencing, with the understanding that £750 be taken from the Allotments Budget. £750 to be taken from Reserves and paid back to Reserves, from the Allotments Budget in 2014/2015. Members also agreed that a contract be agreed between the Icknield Trust and the Town Council to establish the parties responsible for the maintenance of the fencing prior to funding being released.

Cllr Pond reminded members that in future, not only should capital costs be considered but also lifetime costs should be considered to ensure long term budgets could be considered.

RESOLVED:

1. That a contribution of £1,500 be given to the Icknield Trust for the provision of fencing along the Vigo Road Allotment Boundary.
2. That the funding be provided, £750 from the Allotment Budget and £750 from Reserves. The £750 from reserves to be returned to Reserves in 2014/2015 from the Allotments Budget.
3. That prior to funding being released a contract be agreed between the Icknield Trust and the Town Council to establish the parties responsible for the maintenance of the fencing.

PR63/13 PHOTOCOPIER/PRINTING

Members considered options for the facility of printing for the Town Council Office. Members considered costs for Outsourcing the printing, internal printing via an office printer and costs for the provision of a photocopier.

Members noted that Outsourcing the printing would cost between £800 and £4,000 dependent upon supplier, plus a printer would be required for the office at a total cost of between £890 and £920 per year. Members further noted the officer time required if printing was outsourced and that the lead-in time for the printing would be 5 days, meaning agendas would need to be produced approximately 2 weeks prior to a meeting.

Members considered that this would not be a practical or viable solution.

Therefore Members agreed that Option 2, from the report would be the most viable option for the Town Council, as outlined:

Option 2 – Supplier B

9060 colour @ 0.03850p per copy = £348.81

17540 mono @ 0.004p per copy = £70.16

£257.11 x 4 (quarterly rental) = £1,028.44

Total cost per year = £1,447.41

RESOLVED: That Option 2 – Supplier B be commissioned to supply the Town Council Office with a photocopier at a total cost per year of £1,447.41

PR64/13 REVIEW OF BUSINESS PLAN

This item was deferred to the next meeting of the Policy and Resources Committee.

PR65/13 WEBSITE/LOGO

Members received a brief report about introducing colour to the website, rather than the grey. Members noted that the Town Council pays a monthly fee for the hosting of the website and requested the Town Clerk to investigate whether the change of colour to the website could be included in the costs of the monthly hosting.

PR66/13 NEIGHBOURHOOD PLAN

Cllr Pond, from the Planning Committee explained to Members that £350 was required to pay for the cost of a Workshop with 'Action for Market Towns' to find out whether the Town Council's ideas for a Neighbourhood Plan would work and the questions that the Town Council would need to ask.

Cllr North requested that prior to the release of funds for the Neighbourhood Plan of £350 for the workshop, the Planning Committee arrange for Test Valley Borough Council to make a presentation about the Neighbourhood Plan.

Members discussed the proposals and agreed that £350 would be released from the 'Town Centre Development' Budget once the Planning Committee had received a presentation on the Neighbourhood Plan from Test Valley Borough Council.

RESOLVED: That £350 would be released from the 'Town Centre Development' Budget once the Planning Committee had received a presentation on the Neighbourhood Plan from Test Valley Borough Council.

PR67/13 DRAFT BUDGET 2014/2015

Cllr North explained to Members that the Precept Calculations had not yet been received from Test Valley Borough Council and in view of the uncertainty and effect it would have on the Town Council's Budget and Precept setting for 2014/2015 he explained to Members that there would be a further meeting of the Policy and Resources Committee, following the meeting of the Amenities and Town Development Committee on 16 January 2014 to finalise recommendations for the Town Council's Budget and Precept to full Council.

PR68/13 SPEEDWATCH

It was agreed that the Police would be invited to the January Council meeting to explain how they are tackling speed and traffic issues in the Andover area and the Speedwatch Scheme.

PR69/13 TELECOMMUNICATION PROVISION

Members received a report on reducing telecommunication costs for the Town Council Office. Members noted from the report that the proposed provider would reduce costs by up to a half.

RESOLVED: To recommend to full Council that the Town Clerk be delegated the authority to initiate a change of telecommunication and broadband provider for the Town Council.

PR70/13 REG PRESLEY MEMORIAL

The Town Clerk reported that the Heritage Foundation had requested that the unveiling of the Memorial to Mr Presley be postponed until March 2014.

The Town Clerk further reported that she was still having difficulty in contacting the owner of No.12 High Street where the Town Council wished to erect the memorial plaque.

Cllr North and Cllr Bird offered to assist the Town Clerk in chasing the owners of the building.

PR71/13 TOWN CENTRE MANAGER

The Chairman, Cllr North reported that he, the Chairman of the Council, Cllr McBride and Cllr Hardstaff would be meeting with Mr R Tetstall to discuss the recruitment of the Town Centre Manager.

It was proposed that Cllr S Hardstaff be elected as the Town Council’s representative on the recruitment panel.

RESOLVED: That Cllr Hardstaff be elected as the Town Council’s representative on the Town Centre Manager recruitment panel.

PR72/13 LOCAL GOVERNMENT AUDIT CONSULTATION

Members considered a Local Government Audit Consultation and agreed to delegate authority to the Town Clerk to respond on behalf of the Town Council.

PR73/13 FINANCE

Payment of Accounts at 10 December 2013

Members noted and approved the payment of accounts up to 10 December 2013 – recorded below:

| Date | Supplier | Description of goods/services | Total Paid (£) |
|--------------|--------------------------|---|-----------------|
| 02.12.2013 | Town Clerk | Reimbursements November 2013 | 90.96 |
| 06.12.2013 | Town Clerk | December Salary 2013 | 2097.72 |
| 06.12.2013 | HMRC | December 2013 Tax contributions | 1115.23 |
| 17.11.2013 | British Telecom | November 2013 Telephone charges | 79.53 |
| 21.11.2013 | Hayward & Spanswick | Testing to faulty timer on lamp column (xmas) | 104.40 |
| 26.11.2013 | National Allotment Soc | Membership renewal 2014 | 66.00 |
| 30.11.2013 | Convenient Hire Limited | Toilet Hire for Allotments November 2013 | 560.98 |
| 01.12.2013 | Custom Studio | Hosting for website and email provision | 71.88 |
| 10.12.2013 | Administration Assistant | December 2013 salary | 861.25 |
| Total | | | 5,047.95 |

PR74/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current work programme and made the following changes to add to the Work Programme the following items:

- 16 January 2014 – Budget
- 5 February 2014 – Website & Logo
- Business Plan
- Town Centre Manager
- Reg Presley memorial
- Neighbourhood Plan

The Chairman closed the meeting at 8.10pm.

Chairman

Date



ANDOVER TOWN COUNCIL

E

Minutes of Policy & Resources Committee

Time and date

8.10pm on Wednesday 16 January 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (A)

Cllr Z Brooks (P)

Cllr D Drew (A)

Cllr K Hamilton (A)

Cllr S Hardstaff (P)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (P)

Cllr R Shukri (A)

Also in attendance: Rachael Greenwood (Locum Clerk) (taking the minutes)

PR75/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs D Drew, K Hamilton, K Hughes, M Kerley and R Shukri.

PR76/13 DECLARATIONS OF INTEREST

There were no declarations of interest.

PR76/13 MINUTES

RESOLVED: That the Minutes of the Policy and Resources Meeting held on 11 December 2013 were agreed and signed by the Chairman as a correct record.

PR77/13 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

PR78/13 DRAFT BUDGET 2014/2015

Test Valley Borough Council had confirmed that the Council Tax Base figure (Band D) for 2014/15 would be £12051. The Town Council would not receive the Council Tax Benefit grant in the next financial year (£12000 received in 2013/14).

It was agreed to accept the following decreases to Expenditure in the Draft Budget (Appendix A) from the Town Clerk which would save a further £600: Members Training & Courses £300 (£500), Public Building Hire £400 (£500), Staff Training £300 (£300), Postage £700 (£800).

A high proportion of expenditure was fixed costs but there could be scope to decrease Insurance costs.

RESOLVED: The Town Clerk be asked to investigate whether a more competitive insurance premium might be available before the next renewal date and to confirm whether public liability cover for the Saturday markets was included in the current premium.

Although the Election Costs in 2013/14 had contributed significantly to the current deficit, it was agreed to reduce the allocation for 2014/15 from £12000 to £8000. It was noted that the current level of house building in Andover would lead to an increase in the tax base for 2015/16.

There was general agreement that the Council Tax for 2014/15 would have to be increased to enable the Town Council to meet its commitments but every effort would be made to minimise the increase. It was proposed that the Council Tax be increased by 73p from £9.85 to £10.58 (+7.4%) and that the allocation for Election Costs be decreased by £400. A vote was taken and carried unanimously.

RESOLVED: That the Council Tax be increased by 73p (7.4%), that the allocation for Election Costs be decreased from £1200 to £800 and that the amended Draft Budget based on a Precept of £127499.58 (Council Tax Base £12051) for the year 2014/15 be recommended to Full Council for approval.

The Pride of Andover Awards were very popular in the community and an application for a grant of £80 would be considered at the next meeting.

PR79/13 FINANCE

Payment of Accounts up to 14 January 2014

Accounts up to 31 December 2013

It was agreed to query with the Town Clerk items listed as not yet cleared and or not yet presented for the period 30 March - 1 August 2013.

The Chairman closed the meeting at 9.10pm.

Chairman

Date



ANDOVER TOWN COUNCIL

F

Minutes of Policy & Resources Committee

Time and date

7.00pm on Wednesday 2 April 2014

Place

Town Council Offices, High Street, Andover

Details of Attendance:

Cllr P North (Chairman) (P)

Cllr K Bird (Vice-Chairman) (P)

Cllr Z Brooks (P)

Cllr D Drew (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (A)

Cllr K Hughes (A)

Cllr M Kerley (A)

Cllr G McBride (P)

Cllr V Pond (P)

Cllr R Shukri (P)

Also in attendance: Rachael Greenwood (Locum Clerk) (taking the minutes)

PR80/13 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Cllrs S Hardstaff, K Hughes, and M Kerley.

PR81/13 DECLARATIONS OF INTEREST

Cllr Hamilton declared a pecuniary interest on Item 9 as member of the Pride of Andover Committee and would participate but take no part in any vote which might ensue. Cllr Bird declared an interest on Item 9 being a member of the Partnership Board for the Children's Centre. However as this was not a pecuniary interest Cllr Bird would participate and take part vote in any vote which might ensue.

PR82/13 MINUTES

It was proposed by Cllr North and seconded by Cllr Hamilton and

RESOLVED: That the Minutes of the Policy & Resources Meeting held on 11 December 2013 and the Minutes of the Policy & Resources Meeting held on 16 January were agreed and signed by the Chairman as a correct record.

PR83/13 PUBLIC PARTICIPATION

There were no members of the public present at the meeting.

PR84/13 REVIEW OF BUSINESS PLAN

Members considered the review of the Business Plan for the Town Council (Appendix B).

RESOLVED: That a Small Working Team comprising Cllrs Bird, Drew and McBride (Policy & Resources) and representatives from Full Council work with the Town Clerk.

PR85/13 REG PRESLEY MEMORIAL PLAQUE

Members considered an update on the Reg Presley Memorial Plaque (Appendix C). Permission to place the plaque on the 12 High Street had been requested from The Landlord. The Tenants of the property had also been contacted. The Heritage Foundation had requested that the unveiling ceremony be delayed until June/July 2014 to allow both them and the Town Council to finalise arrangements.

RESOLVED: That the Town Clerk be asked to expedite the matter since a date for the ceremony could not be set until The Landlord had given permission for the plaque to be

fixed to the building.

PR86/13 REVIEW OF STANDING ORDERS

Members considered and reviewed the Town Council Standing Orders.

RESOLVED: That the Town Clerk be requested to make the following amendments to the Town Council Standing Orders as agreed previously by the Committee. Under 14(viii), text to read "The quorum for a Committee will be one-third of the membership plus one." Under 15d, text to read "The quorum of a sub-committee or working group will be one-third of its members plus one and where a sub-committee or working group comprises an odd number, the higher number will be taken."

PR87/13 FINANCIAL REGULATIONS

Members considered the Town Council Financial Regulations and agreed that no changes and amendments were required.

RESOLVED: That no amendments or changes be made to the Town Council Financial Regulations

PR88/13 PRIDE OF ANDOVER AWARDS

Members considered a request from the Pride of Andover Awards Committee for a contribution of £80 towards printing costs for flyers and posters (Appendix D). It was noted that the Committee had already raised the sum of £3000, including £1000 from Barclays Bank, and as there was a possibility that the costs might be met by the printer used in 2013, the Town Council would contribute the sum of £50.

RESOLVED: That the Town Council would contribute the sum of £50 towards printing costs for the Pride of Andover Awards in 2014.

PR89/13 CHRISTMAS LIGHTS REPAIRS

Members considered a quotation from Blachere for repairs to the Christmas Tree Star damaged in the 2013 storms (Appendix E). Although three options were listed, the price quoted was £350 + VAT, the sum of all the options. It was uncertain whether the breakage was covered by insurance, whether the star had broken when the tree blew down in high winds or was damaged when the tree was taken down.

RESOLVED: That the matter be referred back to the Christmas Lights Committee for them to make a formal recommendation for which option to go with.

PR90/13 ANDOVER SERVICE CHILDREN'S CONFERENCE

Members received a detailed proposal from Cllr G McBride and Mr Darren Henry on the Andover Service Children's Conference which would be relevant to any school or college in Andover that currently taught children/young people from military families or anticipated teaching them in future. Each Andover school had the potential to receive the pupil premium allocation in January. The Conference aimed to increase the understanding of how pupil premium funding might support Service children to ensure they were not disadvantaged in the education system: eg by arriving mid-way through a school term. Input would be invited from a Padre, Senior Officer, Deployed Person, Head Teacher, etc. The proposal was supported by Tim Jackson (Principal, Sparsholt College) and Glynis Wright (Adviser for Personal Development Learning, HCC).

Mrs Sandra Hawke spoke from personal experience as an army child and a service parent. The MoD no longer categorised children as army children. They were integrated into the community and it could be useful to canvass their opinions.

Members queried why the work was not being undertaken by the MoD and whether Mr Henry had investigated whether it might be provided by other agencies: eg through Tidworth Garrison. There was concern that the Town Council could risk funding from non-delivery due to lack of uptake.

However, the Town Council was keen in principle to support the proposal and to allocate the maximum of £1500 as match funding subject to sight of the revised Project Cost Breakdown. Further savings were desirable. The matter could be considered by Full Council on 24 April. Mr Henry was at liberty to apply for funds from the Covenant. It was noted that Mr Henry's fee would be £3500 and that the final cost could be ca £5400

RESOLVED: That Andover Town Council supported in principle the proposal to hold an Andover Service Children's Conference at the Army Headquarters and to allocate a maximum of £1500 as match funding. An application for funding was pending to the Hampshire Armed Forces Community Covenant Panel. The project would be led and realised by Mr Darren G Henry.

PR91/13 TOWN CENTRE MANAGER

Cllr Drew reported that a meeting had taken place on 1 April to consider submitted tenders. One could be worth taking forward. The successful candidate would not be an employee of the Council but subject to a service contract for three years with one month's notice shared between ATC, HCC and TVBC. The lack of comparison if the single candidate was not up to standard was acknowledged.

PR92/13 FINANCE

Payment of Accounts at 30 March 2014

Members noted and approved the payment of accounts up to 30 March 2014 – recorded below:

| Supplier | Service/Product Supplied | Total |
|-----------------------------|---------------------------------|----------------|
| Allotment Administrator | April Salary | 614.96 |
| Town Clerk | April Salary | 2052.46 |
| HMRC | April Tax | 2401.46 |
| Test Valley Borough Council | Business Rates 2014/2015 | 2684.70 |
| Total Payments | | 7753.58 |

PR93/13 COMMITTEE WORK PROGRAMME

Members discussed items on the current Work Programme (Appendix G) and agreed to add the following items:

- 5 June 2014 - Business Plan Review
Reg Presley Memorial
Town Centre Manager
Christmas Lights
Andover Service Children's Conference
- 6 August - Youth Council

The Town Clerk would be asked to confirm the source of the request to assist the Town Clerk with any urgent matters and would be advised of further amendments to the Work Programme.

The Chairman closed the meeting at 8.30pm.

Chairman

Date



Minutes of Planning Committee

Time and date

7.00pm on Monday 2 December 2013

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (P)

Cllr B Page (P)

Cllr S Hawke (A)

Cllr V Pond (P)

Cllr S Hardstaff (A)

Cllr R Khuman (A)

Members of Public Present: 1

PCI13/13 Apologies

Apologies for absence were received and accepted from Cllrs Hawke, Hardstaff and Khuman.

PCI14/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PCI15/13 Minutes

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

PCI16/13 Public Participation

There were no members of the public present.

PCI17/13 Planning Applications

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

RESOLVED: To delegate authority to the Town Clerk to complete the observations sheet for each application in accordance with the Committee's resolution.

| | | | |
|-----|----------------------|--|---|
| 5.1 | 13/02304/ADVN | Display of hotel name signs to front entrance portico, reception direction sign to the courtyard wall and 2 externally illuminated signs to rear car park walls. | The Star & Garter, 2 High Street, Andover |
| | No objections | | |
| 5.2 | 13/02554/FULLN | Two storey rear extension to provide dining room and enlarged kitchen to the ground floor, enlarged bedrooms and bathroom to first floor | 14 Croye Close, Andover |
| | No objection | | |
| 5.3 | 13/01816/FULLN | Erection of dwelling and installation of septic tank (Retrospective) | Land adjacent to 8A Ox Drive, Andover |

| | | | |
|------|--|---|---|
| | No objection | | |
| 5.4 | 13/02492/ADV N | Affix Father Christmas and sleigh lighting plaque to front of Guildhall and light curtains over 4 no. columns | The Guildhall, High Street, Andover |
| | No comment | | |
| 5.5 | 13/02569/FULLN | Change of use from Class A1 retail to Class A3 café/restaurant and Class A5 hot food take away and external extraction flue | 89 High Street, Andover |
| | Concerned about the extraction flue causing an adverse impact on the amenity of The Angel Public House, in particular the courtyard adjacent to The Angel Public House. | | |
| 5.6 | 13/02570/LBWN | Internal fitting out works and installation of external extraction flue to rear | 89 High Street, Andover |
| | Concerned about the extraction flue causing an adverse impact on the amenity of The Angel Public House, in particular the courtyard adjacent to The Angel Public House. | | |
| 5.7 | 13/02513/FULLN | Erection of single storey front and side extension | 3 Willow Grove, Andover |
| | No objection | | |
| 5.8 | 13/02575/FULLN | Erection of first floor side extension over existing garage | 14 Meliot Rise, Andover |
| | No objection | | |
| 5.9 | 13/02462/FULLN | Two storey front and side extension to provide a downstairs w/c, study/utility room with converted box room to master bedroom and ensuite over | 6 Hackwood Close, Andover |
| | The Planning Permission Form, Section 7 indicates a tree, however the plan for this is not shown in the planning documents provided to the Town Council. | | |
| 5.10 | 13/02591/CLPN | Application for a lawful development certificate for a proposed development – Rear extension to provide conservatory | 7 Larch Drive, Andover |
| | No comment | | |
| 5.11 | 13/02557/FULLN | Excavation of grass area at front and provision of parking area | 36A Walworth Road, Walworth Business Park, Andover |
| | No objection | | |
| 5.12 | 13/02596/FULLN | Shopfront alterations comprising the installation of glazing to the mezzanine level | Next Group Plc, Unit 4, Enham Arch Retail Park, Newbury Road, Andover |
| | Concerned that there is no mention of an extraction flue or plans for the removal of trade waste. | | |
| 5.13 | 13/02608/OUTN | Outline – Erection of 2 detached dwellings, installation of package treatment plant, and construction of vehicular access | Paddock adjoining 10 Ox Drove, Picket Piece, Andover |
| | Concerned about further development along this small country lane. Concerns about the increase in volume of traffic. | | |
| 5.14 | 13/02431/FULLN | Retention of bin store and additional parking spaces. Construction of hardstanding with removable canopy and two fence panels to provide smoking area (part retrospective) | Ashbourne Court Care Centre, 13 Salisbury Road, Andover |
| | Concerned about manoeuvring vehicles obstructing the Care Home entrance. | | |
| 5.15 | 13/02435/VARN | Variation of condition 2 and 11 of 13/00990/VARN (Redevelopment of the site to a 25 unit scheme of 3 and 2 – bed houses and 2 and 1-bed flats, with associated car parking and landscaping) to allow roof material of Marley Ashmore Double Plain Tile in smooth grey on houses | St Anns House, Suffolk Road, Andover |
| | No objection | | |
| 5.16 | 13/02452/LBWN | Repairs to barn/store to include tie corners of | The Station Hotel, 63 |

| | | | |
|---|----------------|--|--|
| | | building, install beam between flank walls, diagonal bracing to roof, patress plates to ends of roof trusses, two first floor cross beams and remove redundant chimney breast or re-bond it to external wall | Bridge Street, Andover |
| If possible the existing chimney breast should be re-bonded as it is part of the original fabric of the building. | | | |
| 5.17 | 13/02555/FULLN | First floor extension and alterations to form two storey house, erection of new detached garage, and provision of vehicular and pedestrian accesses | 4 Belmont Road, Andover |
| Objection. The Ridge height of the proposed property alterations and garage should be no higher than existing buildings along the road. Concerned about the domineering effect of the proposed alterations and garage. | | | |
| 5.18 | 13/02597/FULLN | Retrospective application – Single storey front extension | 32 London Road, Andover |
| No objections | | | |
| 5.19 | 13/01791/FULLN | Erection of attached garage with room over | Walker House, 14 Silchester Close, Andover |
| No objection | | | |

PC118/13 Decision Notices

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

PC119/13 Test Valley Borough Council – Northern Area Planning Committee

There were no representations to make to the Northern Area Planning Committee.

PC120/13 Letters from Members of the Public regarding Shepherds Spring proposed development

Members noted the letter regarding the Shepherds Spring proposed development. Members further noted that all the concerns raised in the letter had been addressed by the Planning Committee at the previous meeting.

PC121/13 The Neighbourhood Plan

Members continued to discuss the Neighbourhood Plan for Andover. The Committee agreed that a Working Group be set up to formulate a Project Plan and to recommend to Policy and Resources that £350 be spent by the Town Council to receive a Neighbourhood Plan 'Health Check' from the Action for Market Towns.

RESOLVED:

1. That a Working Group to include Councillors Long, Pond and Hardstaff be formed to put together a Project Plan for the Neighbourhood Plan
2. To recommend to Policy and Resources Committee that £350 be spent to receive a 'Healthcheck' from the Action for Market Towns.

PC122/13 Amended Plan

Members noted that Planning Application 13/0216/FULLN had been amended.

PC123/13 Proposed Solar Park

Members noted that proposals for a Solar Park were being circulated. Members noted that at the current time the developers were consulting and that formal planning applications would be received in due course.

PC124/13 Items of consideration at the next meeting

The Neighbourhood Plan – to receive an update from the Working Group.

PC125/13 Date of next meeting

Members noted the date and venue of the next meeting: Monday 20 January 2014 at 6.00pm at the Town Council Office.

The meeting closed at 7.10pm.

Chairman:

Date:



Minutes of Planning Committee

Time and date

7.00pm on Monday 23 December 2013

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (P)

Cllr B Page (A)

Cllr S Hawke (A)

Cllr V Pond (P)

Cllr S Hardstaff (P)

Cllr R Khuman (A)

Members of Public Present: 1

PCI26/13 Apologies

Apologies for absence were received and accepted from Cllrs Hawke, Khuman and Page.

PCI27/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PCI28/13 Minutes

The Minutes of the Planning Committee meeting held on Monday 2 December 2013 were signed by the Chairman as a correct record.

PCI29/13 Public Participation

There were no members of the public present.

PCI30/13 Planning Applications

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

RESOLVED: To delegate authority to the Town Clerk to complete the observations sheet for each application in accordance with the Committee's resolution.

| | | | |
|-----|--|--|------------------------------------|
| 5.1 | 13/01710/FULLN | Retrospective application for external roller shutters to front and rear entrances and retractable awning to front elevation | 68 High Street, Andover |
| | The solid shutter is out of keeping with the character of the High Street. The High Street is a conservation area. The Town Council would prefer to see the shutters on the inside of the shop and to be more open. | | |
| 5.2 | 13/02822/ADV N | Display of illuminated sign composing of branded white aluminium panel with red letter set. | Stannah Lifts, Watt Close, Andover |
| | No objection | | |
| 5.3 | 13/02841/FULLN | New roof over existing garage and conversion of existing garage to utility room | 25 Gallaghers Mead, Andover |

| | | | |
|------|---|--|---|
| | No objection | | |
| 5.4 | 13/02651/FULLN | Side extension to provide space for a hydro pool hot tub | 32 The Avenue, Andover |
| | No objection | | |
| 5.5 | 13/02768/RESN | Phase 4 – Erection of 145 homes (including 56 affordable homes) public open space and associated infrastructure (details of TVN. 09275) | Land at Picket Twenty, Picket Twenty, Andover |
| | <ol style="list-style-type: none"> 1. Concerned about the lack of lighting in the area of plots 1036 – 1043, this may discourage people from parking outside their homes. Could bulkheads be provided in the areas with no street lights? 2. We note that from the plant list, Lime Trees are to be planted, please ensure they are not next to car parking spaces. 3. With regard to the open space, it would be good to see facilities for older people such as keep fit equipment and benches. 4. Having seen the other parts of the development, there are no drains provided. What is to happen with the surface water? 5. Is there to be any lighting to be provided around the outside edge of the open space? | | |
| 5.6 | 13/02785/FULLN | Single storey extension comprising lounge/study, dormer window and external porch. | Xanadu, 39 Salisbury Road, Andover |
| | No objection | | |
| 5.7 | 13/02772/FULLN | Rear conservatory | 5 Barnfield Rise, Andover |
| | No objection | | |
| 5.8 | 13/02706/FULLN | Removal of two storey flat roof extension and construction of pitched roof over garage, with en-suite bathroom and dormer window. | 15 Croft Avenue, Andover |
| | No objection | | |
| 5.9 | 13/02743/ADVN | Flat fascia signs 7,000 mm x 1,500 mm to north and east elevations | Unit 12, Crown Way, West Way, Andover |
| | No objection | | |
| 5.10 | 13/02742/FULLN | Use of building for tyre sales and fitting | Unit 12, Crown Way, West Way, Andover |
| | No objection | | |
| 5.11 | 13/02704/CLPN | Certificate of lawful proposed development – Provision of ancillary coffee shop on the mezzanine level. | Next Group Plc, Unit 4, Enham Arch Retail Park, Andover |
| | No objection | | |
| 5.12 | 13/02766/CLPN | Application for a lawful development certificate for a proposed development – single storey extension to provide bedroom | 9 Lime Walk, Floral Way, Andover |
| | No objection | | |
| 5.13 | 13/02734/FULLN | Demolition of existing conservatory and erection of single storey rear extension, and insertion of ground floor window | 44 The Ramparts, Andover |
| | No objection | | |
| 5.14 | 13/02694/FULLN | Extension to the side and rear of property | 29 Croye Close, Andover |
| | No objection | | |
| 5.15 | 13/01830/FULLN | Erection of side extension to provide double garage and store room with bedroom and shower room above. Erection of pitch roof porch to front | 3 Chestnut Avenue, Andover |
| | No objection | | |
| 5.16 | 13/02686/FULLN | First floor extension to provide bedroom and en-suite and installation of windows in side elevations | 116 Salisbury Road, Andover |
| | Objection, concerned that the proposed bedroom windows will overlook the neighbouring property. | | |

| | | | |
|--|----------------|--|--|
| 5.17 | 13/02356/RESN | Residential development for 50 dwellings (appearance, landscaping, layout and scale of site details of 11/02729/OUTN) | Land North of Education and Childrens Centres (Formerly Shepherds Spring County Junior School), Smannell Road, Andover |
| No objections. Further comments: Although the proposed post and rail fence will prevent cars parking on the Open Space, in other parts of Andover they have caused problems. | | | |
| 5.18 | 13/02679/FULLN | New dwelling including sewage treatment plant | Land adjacent to Whitegate Lodge, London Road, Andover Down, Andover |
| Although this is in the countryside the Town Council has no objections. | | | |
| 5.19 | 13/02650/FULLN | Redevelopment to form 65 sheltered apartments for the elderly including communal facilities (Category 11 type accommodation), ground floor commercial floor space, access, car parking and landscaping | Land at 55 Chantry Street, Andover |
| Objection. <ol style="list-style-type: none"> 1. A cycle path is shown outside the retail units along Chantry Street, this is not advisable. It also does not show where the cycle path goes after West Street by a loading bay. The cycle path needs to be much wider. 2. There are no rear fire exits shown for the retail units. 3. The plans do not appear to be consistent. The landscaping plan shows 2 lime trees by parking bays. This would not be sensible as the sap corrodes paintwork. The plan also shows Ash Trees, in October 2012 a ban was placed on moving Ash Trees, therefore the Ash Trees could not be planted here. 4. We are pleased to see that the development has been reduced to 5 stories. | | | |

PCI31/13

Decision Notices

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

PCI32/13

Test Valley Borough Council – Northern Area Planning Committee

There were no representations to make to the Northern Area Planning Committee.

PCI33/13

The Neighbourhood Plan

Members continued to discuss the Neighbourhood Plan for Andover. A Working Group had been set up to consider the Neighbourhood Plan and would meet following the Planning Committee meeting.

PCI34/13

Items of consideration at the next meeting

Neighbourhood Plan – report from Working Group

Furniture being left on the High Street at Night.

PCI38/13

Date of next meeting

Members noted the date and venue of the next meeting: Monday 20 January 2014 at 6.00pm at the Town Council Office.

The meeting closed at 8.00pm.

Chairman:

Date:



Minutes of Planning Committee

Time and date

6.00pm on Monday 20 January 2014

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (P)

Cllr S Hawke (A)

Cllr S Hardstaff (P)

Cllr R Khuman (A)

Cllr B Page (P)

Cllr V Pond (P)

Members of Public Present: 0

PCI39/13 Apologies

Apologies for absence were received and accepted from Cllrs Hawke and Khuman.

PCI40/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PCI41/13 Minutes

The Minutes of the Planning Committee meeting held on Monday 23 December 2013 were not available. To be signed at next meeting

PCI42/13 Public Participation

There were no members of the public present.

PCI43/13 Planning Applications

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

RESOLVED: To delegate authority to Cllr B Long to complete the observations sheet for each application in accordance with the Committee's resolution.

| | | | |
|-----|--|--|---|
| 5.1 | 13/02847/VARN 19.12.2013 ANDOVER TOWN (WINTON) | Variation of condition 2 of 12/00690/FULLN (Erection of block forming 4 one bedroom flats and block forming 3 three bed houses with associated parking, erection of cycle/bin stores and alterations to access) to allow changes to approved plans to alter scheme, including increase height of 2 houses, alter internal layout of houses and change number of bedrooms, dormer windows to front and rear of houses, provide rear access path to house 2, alterations to internal layout of flats | 12 Wolversdene Road, Andover, Hampshire, SP10 2AX |
|-----|--|--|---|

| | | | |
|-----|--|---|--|
| | | to put bedrooms in roof space, roof lights to north east and south west elevations, alter window and door positions, redesign and refigure cycle/bin stores | |
| | Objection 1. This increases the height back to the original height of planning application I1/00177/FULLN, which was refused, causing impact by mass and scale onto 25 Colvin Close and possibly 6 Leigh Road | | |
| 5.2 | 13/02754/FULLN 24.12.2013 ANDOVER TOWN (ST MARYS) | Installation of artificial cricket practice surface with two cricket net cages | Andover Cricket Club, Batchelors Barn Road, Andover, Hampshire SP10 2HR |
| | No objection | | |
| 5.3 | 13/02858/FULLN 07.01.2014 ANDOVER TOWN (ST MARYS) | Erection of front extension to provide storage and alterations to include Alucobond cladding and full height glazed shop front | Lidl Uk Gmbh Ltd, Western Avenue, Andover, Hampshire SP10 1DA |
| | Objection 1. Storage of trollies will now be in the public right of way from the bus station to Andover College / The Lights, which will interrupt the pedestrian flow, possibly causing hazards. 2. Repositioning of disabled parking will be dangerous for wheelchair users. Wheelchair users will have to use the main access road of the carpark and will have to contend with flow of traffic as well as travelling behind cars which are reversing out of car spaces. 3. Disabled customers reversing from the parking spaces will not have an easy ingress into the traffic flow. 4. The disabled spaces will be positioned further from the store. 5. Solid steel shutters floor to ceiling alongside the public right of way will not enhance the vista of people leaving the tourist attraction of The Lights | | |
| 5.4 | 14/00044/LBWN 09.01.2014 ANDOVER TOWN (ST MARYS) | Glazing repairs to ground floor screens | The Guildhall, High Street, Andover, Hampshire SP10 1LP |
| | Comment As a Grade 2* listed building feel appropriate repairs should be done, unsure if polycarbonate film suitable repair Refer to Conservation Officer | | |
| 5.5 | 14/00052/TPON 09.01.2014 ANDOVER TOWN (ST MARYS) | 1 x Ash Tree - Prune/Cutback to boundary line. | Land To The Right Hand Side Of Brambles, Walworth Road, Picket Piece, Andover Hampshire SP11 6LY |
| | Comment 1. DEFRA has a ban on any movement on Ash trees, due to Ash dieback Does this apply to the movement of branches and prunings? 2. Please ensure all precautions regarding Ash dieback are adhered to. | | |
| 5.6 | 14/00107/FULLN | Single storey side extension to provide enlarged play room. | 84 Vespasian Road, Andover, SP10 5JP |
| | No objection | | |

| | | | |
|---|----------------|---|---------------------------------------|
| 5.7 | 14/00091/FULLN | Two story front and side extension to provide a downstairs w/c. study/utility room with converted box room to master bedroom and ensuite over. (amended scheme) | 6 Hackwood Close, Andover, Hants |
| Item 7 of the Householder Application Form indicates that there is a tree / hedge within falling distance of the proposed development. There is no indication of location of tree / hedge on submitted plans. We would ask that the arboriculturist ensures trees roots are protected while building works are undertaken. | | | |
| 5.8 | 14/00073/FULLN | Errection of rear conservatory | 14 Pearman Close, Andover, SP10 2SB |
| No objection | | | |
| 5.9 | 14/0076/FULN | To replace existing timber conservatory with single storey rear extension to provide dining area and relocation of bedroom one | 14 Shakespeare Ave, Andover, Sp10 3DR |
| No objection | | | |
| 5.10 | 13/02848/FULLN | Demolition of existing nursery buildings and errection of 21 dwellings with provision of access and parking. | Forest View Nurseries, Picket Twenty |
| Only received plans today – ask case officer if we can defer comment to next meeting | | | |

PCI44/13

Decision Notices

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

PCI45/13

Street Naming

Members considered street naming and numbering for property located at 82A High Street. Members suggested the following:

Flat 1 – 4 82A High Street

Members considered street naming and numbering for property located at Land North of Roman Way School, Roman Way.

Members suggested the following:

As development is off Witan Close.

Suggest a Viking name such as **Canute Close** or possibly a Viking name for a young child.

PCI46/12

Appeals

Members noted notifications of appeals and TPO order on tree at 68 Corunna Main

PCI46/13

Test Valley Borough Council – Northern Area Planning Committee

There were no representations to make to the Northern Area Planning Committee.

PCI47/13

The Neighbourhood Plan

Members continued to discuss the Neighbourhood Plan for Andover.

Proposed by Cllr S Hardstaff that we put the following proposal before Full Council.

Proposal: To register the whole area of Andover Parish with Test Valley Borough Council as the area for the Neighbourhood Plan.

Seconded by Cllr V Pond. All agreed

PCI48/13

The Local Plan

Members noted that the Local Plan was going out to public consultation and would like to consider a response.

The Local Plan will be available for public consultation from 25 January for 6 weeks.

There will be public exhibitions will be held on

4 February at The Rendezvous 2pm – 7pm

12 February at Beech Hurst 5pm – 7pm

Graeme Smith is also holding events for Parish Councils.

PCI49/13

Members noted the Planning Enforcement Quarterly Report

PCI50/13

Items for consideration at the next meeting

Neighbourhood Plan – report from Working Group

Response to TVBC Local Plan. Possible presentation by Graeme Smith

Furniture being left on the High Street at Night.

Response to Green Infrastructure Policy.

Planning Application of Forest View

PCI51/13

Date of next meeting

Members noted the date and venue of the next meeting: Monday 10 February 2014 at 6.00pm at the

Town Council Office.

The meeting closed at 8.00pm.

Chairman:

Date:



Minutes of Planning Committee

Time and date

6.00pm on Monday 10 February 2014

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (P)

Cllr S Hawke (A)

Cllr S Hardstaff (P)

Cllr R Khuman (A)

Cllr B Page (P)

Cllr V Pond (P)

Members of Public Present: 0

RESOLVED: To delegate authority to Cllr B Long to take minutes of meeting and to complete the the observations sheet for each application in accordance with the Committee's resolution

PC152/13 Apologies

No apologies received.

PC153/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PC154/13 Minutes

The Minutes of the Planning Committee meeting held on Monday 20 January 2014 were signed as correct

PC155/13 Public Participation

There were no members of the public present.

PC156/13 Planning Applications

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

| | | | |
|-----|--|---|--------------------------------------|
| 5.1 | 13/02848/FULLN | Demolition of existing nursery buildings and erection of 21 dwellings with provision of access and parking. | Forest View Nurseries, Picket Twenty |
| | <p>No objection – comments to be added</p> <ul style="list-style-type: none"> • Site plans shows landscaping to screen development from nearby dwellings. No mention is made of hedge behind plot 13,14,15 being retained or hedge roots to be protected if hedge is outside site. Site should be screened from 'The View' same as other dwellings. • No indication of lighting – either street lights or bulk head lights on dwellings. • How is surface water being dwelt with? No indication of drainage system in paved streets / parking areas. | | |
| 5.2 | 14/00118/FULLN | Demolition of part of the buildings and retain | Approach Andover, 160 |

| | | | |
|-----|--|--|--|
| | 20.01.2014 ANDOVER TOWN (ST MARYS) | petrol filling station and ancillary shop, Convert and extend former car dealership to provide two A1 retail units and one A3 drive-thru restaurant, erection of building to provide A1 retail unit. Provision of car, bicycle, motorcycle parking, ancillary areas and landscaping scheme | New Street, Andover, Hampshire SP10 1DT |
| | Objection <ol style="list-style-type: none"> 1. There is an existing planning permission for drive through restaurant at the Kwik Fit site. This would give 2 drive through restaurants within less than 200 metres of each other. Also existing KFC on west side of Northern Roundabout. 2. Roundabout on Northern Ave would be providing access for 3 drive through restaurants. Roundabout is poorly signed. Lane markings do not seem to help existing users who are often in wrong lanes, particularly to exit into New Street.. 3. Exiting off roundabout into New St on two lanes which move to one lane at roundabout serving Churchill Trade Park. No capacity for cars queuing for increased use of users for 2 drive through restaurants. 4. Proposed entrance for cars travelling south on New St to turn right into proposed drive through will cause traffic to build up in New Street. Possible cause of collisions as on bend. 5. Noise levels seem to be underestimated for a busy drive through + plant machines at rear of site. Will be detrimental to nearby householders. 6. Previous usage of site had no noise created at rear of site during the evening/night. 7. No drive through restaurants in Andover or local towns are located next to residential dwellings. 8. Pedestrian route along New Street is being changed from the existing desired line – proposal goes across 2 busy egresses as cars exit site. 9. Site is proposing egresses on 2 sides of development, this will make it a very busy site. Feel a one way system would make this a safer site as demonstrated at other drive through sites. 10. Impact on character of residential area. | | |
| 5.3 | 14/00186/RESN 24.01.2014 ANDOVER TOWN (ST MARYS) | Local centre, 143 homes (including 56 affordable dwellings), health centre and associated infrastructure (siting, design, external appearance and landscaping details of TVN.09275) | Land At Picket Twenty, Picket Twenty, Andover, Hampshire |
| | No objection – comments to be added <ol style="list-style-type: none"> 1. Inadequate lighting in areas where residents park their cars at back of homes. Need to have some lighting to ensure residents feel safe as they get out of their cars. 2. No indication of drains in highways to cope with surface water 3. Feel large expanse of 3 / 4 story block of flats right opposite school area would make it too dominant a feature in this space. 4. No indication of lighting in larger carparking areas behind flats. Problems for residents to access their flats from parking area – as has been noticed by residents in Quicksilver Way. | | |
| 5.4 | 14/00073/FULLN 13.01.2014 ANDOVER TOWN (WINTON) | Erection of rear conservatory and conversion of garage to playroom (amended description) | 14 Pearman Drive, Andover, Hampshire, SP10 2SB |
| | No objection as long as adequate parking in driveway for 4 bed house | | |
| 5.5 | 14/00098/VARN 16.01.2014 ANDOVER TOWN (WINTON) | Convert garage to playroom - non-compliance with condition 11 of TVN.05955/4 requiring the garage to be used for no purpose other than the parking of cars | 14 Pearman Drive, Andover, Hampshire, SP10 2SB |
| | No objection as long as adequate parking in driveway for 4 bed house | | |
| 5.6 | 13/01710/FULLN 16.12.2013 | Retrospective application for external roller shutters, new shopfronts to front and rear | 68 High Street Andover |

| | | | |
|---|--|--|--|
| | ANDOVER TOWN (ST MARYS) | entrances and retractable awning to front elevation (amended description) | Hampshire SP10 ING |
| Existing comments will be taken into account | | | |
| 5.7 | 14/00176/TPON 22.01.2014 ANDOVER TOWN (WINTON) | Tree 1 - Cedar - Remove hanging branch and reduce lower branches by 2m. | Land To The Front Of 25 The Elms, Andover, Hampshire, SP10 2JH |
| No objection | | | |
| 5.8 | 14/00235/FULLN 29.01.2014 ANDOVER TOWN (HARROWAY) | Front porch | 20 Blendon Drive, Andover, Hampshire, SP10 3NQ |
| No Objection | | | |
| 5.9 | 14/00225/TPON 28.01.2014 ANDOVER TOWN (MILLWAY) | TI - Walnut - Fell. | 32 Croye Close, Andover, Hampshire, SP10 3AF |
| No Objection subject to arboriculturist. Would like to see a replacement tree planted. | | | |
| 5.10 | 14/00245/FULLN 31.01.2014 ANDOVER TOWN (ST MARYS) | 28 apartments (comprising 14 no. 1 bed and 14 no. 2-bed units) with alterations to access, cycle and bin stores, car parking, landscaping and formation of riverside boardwalk | Former Anton Laundry, Marlborough Street, Andover, Hampshire SP10 IDQ |
| No objection Comments sent <ul style="list-style-type: none"> • Loading bay provided for Cobb building appears to be smaller than the extant permission. Concerned that may make future use of Cobb building unviable. • How will the 10 parking spaces for future commercial use be ensured? • Concerned that the extra proposed building with four 1 bed apartments of 39.50m2 may be considered unviable in marketing terms (smaller than Borough of London recommendations). • Access to Block C uses a joint access with Gilliat Hall. Extant permission was for commercial use. Proposed access is now residential. Movement of cars on joint access way may now conflict with young children accessing Gilliat Hall | | | |
| 5.11 | 14/00075/FULLN | Two storey extension on the side and back of the existing dwelling, including a garage, kitchen, bathroom and bedroom. | 33 Millstream Close. Andover Hampshire |
| Objection <ol style="list-style-type: none"> 1. Appears to be insufficient parking for a 5 bed house. 2. Provides no access to rear of property. 3. Garage size does not conform to standard size recommended for garages | | | |
| 5.12 | 14/00192/FULLN | Erection of two new dwellings, garages and landscaping | Land rear of At Last, Ox Drove, Picket Piece |
| Objection <ul style="list-style-type: none"> • Against SET03, building in the country side. No overriding need for development. • Out of keeping for local area which comprises mainly large houses in large plots. • Access into Ox Drove, which is a narrow rural road. Visibility splays inadequate. • Will have a detrimental effect on dormice species which are prevalent in the area. Dormice are a protected species. | | | |

PCI57/13 Decision Notices

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

PCI58/13 Notification of Hampshire County Council application

Application for extension at Wolverdene School, Love Lane.

Email link to be sent to all committee members.

PCI59/12 Street Naming

Members considered street naming and numbering for the following properties

- Property behind 33 Wolverdene Road – suggested 33A most appropriate
- Development at Croham Hurst Picket Piece – developer suggested Trinley Meadows
May be confusion with Trinley Estates suggested Croham Place may be more appropriate
- Development at Winton Court, Winchester Rd. The name Bradbury Place has been suggested.
- Notification of names proposed for development at Picket Piece have been received – all links to location or landowner.

PCI60/13 Test Valley Borough Council – Northern Area Planning Committee

There were no representations to make to the Northern Area Planning Committee.

PCI61/13 The Neighbourhood Plan

Following agreement at full council to register the area of Andover as the area for the Neighbourhood plan, members discussed the next step.

- Ensure letter is sent by Town Clerk or Mrs Bayes
- Submit a project plan

PCI62/13 TVBC Local Plan

Following Graham Smith's presentation will have time to consider response at next meeting.

PCI63/13 Members noted the Planning Enforcement Quarterly Report

PCI64/13 Items for consideration at the next meeting

Neighbourhood Plan – report from Working Group

Response to TVBC Local Plan and Green Infrastructure Policy

Furniture being left on the High Street at Night.

PCI65/13 Date of next meeting

Members noted the date and venue of the next meeting: Monday 3 March 2014 at 6.00pm at the Town Council Office.

The meeting closed at 8.30pm.

Chairman:

Date:



Minutes of Planning Committee

Time and date

6.00pm on Monday 3 March 2014

Place

Town Council Office, 66C High Street, Andover

Details of Attendance:

Cllr A Cotter (Chairman) (P)

Cllr B Long (Vice-Chairman) (P)

Cllr B Carpenter (A)

Cllr S Hawke (P)

Cllr S Hardstaff (P)

Cllr R Khuman (A)

Cllr B Page (A)

Cllr V Pond (P)

Members of Public Present: 0

RESOLVED: To delegate authority to Cllr B Long to take minutes of meeting and to complete the the observations sheet for each application in accordance with the Committee's resolution

PCI66/13 Apologies

Apologies received from Cllr B Carpenter and Cllr B Page.

PCI67/13 Declarations of Pecuniary Interest

There were no declarations of interest.

PCI68/13 Minutes

Change of comments of 5.10 were noted.

The Minutes of the Planning Committee meeting held on Monday 10 February 2014 were signed as correct

PCI69/13 Public Participation

There were no members of the public present.

PCI70/13 Planning Applications

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

| | | | |
|-----|--|--|---|
| 5.1 | 14/00307/FULLN 10.02.2014 ANDOVER TOWN (ST MARYS) | Erection of extension to provide plant room, external alterations to replace windows on South East elevation with cladding and insertion of windows and doors, extend substation, alterations to internal road layout and enlargement of hardstanding/car park, remove foot bridge and fuelling station and alterations to fencing | Plot 54, South Way, Walworth Business Park, Andover, Hampshire SP10 5AF |
| | No objection | | |
| 5.2 | 14/00322/VARN | Modification of planning obligation to allow | Plot 54, South Way, |

| | | | |
|------|---|---|---|
| | 10.02.2014 ANDOVER TOWN (ST MARYS) | alterations to landscaping | Walworth Business Park, Andover, Hampshire SP10 5AF |
| | Feel some landscaping may be needed to border site to extension of Walworth business Park. | | |
| 5.3 | 14/00309/FULLN 10.02.2014 ANDOVER TOWN (ST MARYS) | Alteration of access and erection of two dwellings and double garage | Land At Picket Piece Nr Silver Birch, Walworth Road, Picket Piece, Andover Hampshire SP11 6LY |
| | Egress from driveway turning west seems difficult. Tree seems to block view Impact of car headlights turning into driveway, on first house. Would prefer driveway widened so cars not crossing in front of first house | | |
| 5.4 | 14/00236/FULLN 03.02.2014 ANDOVER TOWN (MILLWAY) | Extension to the side and rear of an existing two storey detached residential property | 29 Croye Close, Andover, Hampshire, SP10 3AF |
| | No objection | | |
| 5.5 | 14/00314/FULLN 07.02.2014 ANDOVER TOWN (ST MARYS) | New dwelling including sewage treatment plant | Land Adjacent Whitegate Lodge, London Road, Andover Down, Hampshire |
| | Objection: against TVBC policy. Against SET 03 If officers feel this can be overcome – no objection | | |
| 5.6 | 14/00294/FULLN 07.02.2014 ANDOVER TOWN (WINTON) | Two storey rear extension to provide larger kitchen area and bedroom four over | 23 Wellesley Road Andover Hampshire SP10 2HF |
| | No objection | | |
| 5.7 | 14/00377/TPON 13.02.2014 ANDOVER TOWN (MILLWAY) | (1) Willow - Pollard by 50%; (2) Sycamore - Pollard by 50%; (3) Oak - General tidying of canopy branches for maintenance; (4) Willow - Pollard by 50%; (5) Chestnut - Pollard by 50%; (6) Sycamore - Crop and tidy. | Wildwood, 55 Rooksbury Road, Andover, Hampshire SP10 2LP |
| | Subject to the approval of the Arboriculturalist | | |
| 5.8 | 13/02761/FULLN 13.02.2014 ANDOVER TOWN (WINTON) | Removal of covered yard and store rooms and construction of a store room. | 15 - 17 Bridge Street, Andover, Hampshire, SP10 1EB |
| | No objection | | |
| 5.9 | 14/00291/VARN 14.02.2014 ANDOVER TOWN (WINTON) | Variation of Condition No 5 of Planning Permission 07/00652/FULLN - (Change of use to fitness club) Change of opening hours to allow opening 30 minutes earlier at 6.30am | Whites AH Ltd, Units 13 And 14, Anton Trading Estate, Anton Mill Road Andover Hampshire |
| | No objection | | |
| 5.10 | 14/00349/FULLN 13.02.2014 ANDOVER TOWN (WINTON) | Two storey side extension and single storey front extension; increase height of part of Eastern Boundary Wall/fence and rendering to front and rear elevations (Amended scheme - Retrospective) | 21 Wellesley Road, Andover, Hampshire, SP10 2HF |
| | Feel 2M close boarded fence changes character of area, which is open landscape. Also character of neighbouring front gardens are 1m hedge/fence | | |
| 5.11 | 14/00338/TPON ANDOVER TOWN (MILLWAY) | (G1) 1 x Holly- Reduce by 1.5, below BT lines and reshape, 1 x Yew Reduce crown by 2m, 1 x Pine Remove wind blow branch and deadwood: (G2) 1 x Yew – Remove to ground level, 1 X lime – Pollard back to old pollard point, 1X Sycamore | 8A Croye Close, Andover Hants |

| | | | |
|---|---|--|--|
| | | - Reduce by 1.5, to balance tree and remove deadwood | |
| Subject to the approval of the Arboriculturalist | | | |
| 5.12 | 14/00416/TPON ANDOVER TOWN (MILLWAY) | T1 Sycamore - fell | Little World Nursery, White Lodge, Weyhill Road, Andover, SP10 3AN |
| No objection | | | |
| 5.13 | 14/00427/TPON ANDOVER TOWN (WINTON) | 1 x Unknown species (marked on plan with red cross) – Reduce crown by 10% and remove overhanging branches from Digby Croft to avoid damage/danger | Land adjacent to Digby Croft, 50 Winchester Road, Andover, SP10 2EW |
| Area of Special Character – subject to the approval of the Arboriculturalist | | | |
| 5.14 | 14/00315/FULLN 18.02.2014 ANDOVER TOWN (MILLWAY) | Change of use from a light industry to a gym with ancillary uses - Retrospective | Unit 1, Towergate Industrial Park, Colebrook Way, Andover, Hampshire SP10 3BB |
| No Objection Concern over parking spaces. Colebrook way is access to John Hanson School. No available parking in areas outside of Unit 1 | | | |
| 5.15 | 14/00418/FULLN 18.02.2014 ANDOVER TOWN (MILLWAY) | Single storey side extension to form bedroom | 9 Lime Walk, Andover, Hampshire, SP10 3PL |
| No comment Members believe there are conditions on the building lines on this estate. | | | |
| 5.16 | 14/00428/FULLN 19.02.2014 ANDOVER TOWN (MILLWAY) | Erection of conservatory at rear | 28 Barnfield Rise, Andover, Hampshire, SP10 2UQ |
| No objection | | | |
| 5.17 | 14/00440/LBWN 19.02.2014 ANDOVER TOWN (ST MARYS) | Regularisation of works to convert first and second floor offices into four flats | 82A High Street, Andover, Hampshire, SP10 ING |
| No comment Leave to conservation officer | | | |
| 5.18 | 14/00446/FULLN 21.02.2014 ANDOVER TOWN (ST MARYS) | Erection of front porch | 114 New Street, Andover, Hampshire, SP10 IDR |
| No objection | | | |
| 5.19 | 14/00404/FULLN 17.02.2014 ANDOVER TOWN (WINTON) | Two storey side and single storey rear extensions | 10 Winchester Gardens, Andover, Hampshire, SP10 2EH |
| Objection Roof height has been increased. Feel scale and mass will impact on Nos 8 and 12 | | | |
| 5.20 | 14/00118/FULLN 20.01. 2014 ANDOVER TOWN (ST MARYS) | Demolition of part of the buildings and retain petrol filling station and ancillary shop, Convert and extend former car dealership to provide two A1 retail units and one A3 drive-thru restaurant, erection of building to provide A1 retail unit with 2.5metre palisade fencing to service yard. Provision of car, bicycle, motorcycle parking, ancillary works and areas and landscaping scheme. Formation of two new accesses to Watery Lane. Creation of new access to New Street and | Approach Andover 160 New Street Andover Hampshire SP10 IDT |

| | | | |
|---|--|---|--|
| | | closure of one existing access to New Street. Erection of substation building. | |
| Comments on previous application still apply. Railings seem to impede on clear flow of footpath where it is diverted around the access on New Street, particularly for wheelchair users. | | | |

PCI71/13 Decision Notices

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

PCI72/13 Notification of Hampshire County Council application

None

PCI73/12 Street Naming

Members noted that the developers will consider a name keeping the link with Croham Place

PCI74/13 Test Valley Borough Council – Northern Area Planning Committee

There were no representations to make to the Northern Area Planning Committee.

PCI75/13 The Neighbourhood Plan

Confirmed letter had been sent to TVBC registering the Parish of Andover for a Neighbourhood Plan. Information Pack distributed to members. Need to draw plan together- who we need to talk to etc. Will take approx. 18mths. Nationally 4 Neighbourhood Plans have been approved. Agreed an informal meeting needs to be set up so all councillors are able to discuss. Cllr Pond asked to go to training at Axminster. Cllr Hardstaff will forward link to the Oxford training

PCI76/13 TVBC Local Plan

Cllr V Pond has sent personal comments to TVBC. No other comments

PCI77/13 Tables and Chairs left on High Street over night

Members noted that Villagio's are leaving tables and chair on High Street overnight. None of the other traders do this. Although been tidied up in the last couple of weeks, when first given license tables and chairs were taken in each night.

Resolved to ask reason why they were being left on the cobbled area in front of the Guild Hall.

PCI78/13 Items for consideration at the next meeting

Neighbourhood Plan next steps

PCI79/13 Date of next meeting

Members noted the date and venue of the next meeting: **Monday 24 2014 at 6.00pm at the Town Council Office.**

The meeting closed at 9.00pm.

Chairman:

Date:



ANDOVER TOWN COUNCIL



Report

REPAIRS TO CHRISTMAS LIGHTS

Produced for:

Full Council

Date of Report:

Monday 14 April 2014

Summary of Key Issues

To approve the cost of repairs to storm damaged Christmas Lights.

Current Situation

During December 2013 and January 2014 the country suffered severe storms. The Christmas Lights that were on display in the Town Centre suffered some damage and in order for the Christmas Lights to be a success in 2014, repairs are required.

Christmas Lights Damaged

The following is a list of the lights that were damaged:

- Christmas Tree Star
- 3 strings of the Christmas Tree Lights
- 5 sets of lights from Bridge Street

Financial Implications

The costings for the repairs to the Christmas Lights are as follows:

Following the recommendation of the Christmas Lights Working Group the Christmas Tree Star be repaired.

Star Option 1 – Pure White LED Rope Light - £80.00

Storm Damage to 5 Motifs - £310.00

Repair of 3 Christmas Tree Strings - £297.00

Total Cost of Repairs - £687.00

The Christmas Lights Budget for 2014 is £20,000. The approximate cost of the hire, installation, testing, Switch-On and removal of the lights in 2014 will be £15,000. Therefore there would be sufficient funding within the Budget to carry out the above repairs.

Legal and Policy Implications

There is no legal requirement for the Town Council to carry out the repairs to the Christmas Lights, however, if the lights cannot be used in 2014, the display will be considerably reduced.

Recommendation

That the above repairs for the Christmas Lights be approved.

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

Website: www.andover-tc.gov.uk

Distribution: To all Councillors



ANDOVER TOWN COUNCIL



Report

PLANNING COMMITTEE – ACTIONS REPORT

Produced for:
Full Council

Date of Report:
Monday 14 April 2014

Summary of Key Issues

To update full Council on the Actions taken by the Planning Committee.

Current Situation

The Planning Committee was recently made aware that tables and chairs were being left outside overnight by one of the restaurants in Andover Town Centre.

The committee agreed to report it to the relevant department at Test Valley Borough Council.

Action Taken

Test Valley Borough Council immediately contacted the restaurant and the following report was given to the Town Clerk:

“After a brief investigation, the local and area management of the restaurant were emailed, making reference to the lease clause. The area manager responded instantly, agreeing that it was their operational policy to clear tables, chairs, windbreaks and umbrellas away each evening, and promising to ensure that the policy is complied with.

I am sorry that the matter has had to be raised, and know that the restaurant management are happy to deal with the report, and comply with their lease terms”.

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

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Distribution: To all Councillors



ANDOVER TOWN COUNCIL

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Report

NEIGHBOURHOOD PLAN – UPDATE REPORT

Produced for:
Full Council

Date of Report:
Monday 14 April 2014

Summary of Key Issues

To update full Council on the progress of the Neighbourhood Plan project.

Current Situation

Andover Town Council has applied to Test Valley Borough Council for a designated area covering Andover, for the Neighbourhood Plan.

This is to be considered by the Cabinet on 16 April 2014 and at Council on 17 April 2014.

A six week public consultation will then take place from Friday 2 May 2014 until Friday 13 June 2014.

Councillors Hardstaff and Pond are attending a Neighbourhood Planning Workshop on 16 April 2014 in Axminster (Devon).

A draft Andover Neighbourhood Plan is being constructed and will continue to be reviewed by the Planning Committee.

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

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