

# ANDOVER TOWN COUNCIL



## Minutes of Assets & Communities Committee

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### Time and date

6.00pm on Tuesday, 8 December 2020

### Place

Virtual On-Line Meeting via Zoom

### Details of Attendance:

|                             |                                  |                  |                       |
|-----------------------------|----------------------------------|------------------|-----------------------|
| Cllr D Coole (Chairman) (P) | Cllr R Meyer (Vice Chairman) (P) |                  |                       |
| Cllr N Asamoah (P)          | Cllr L Banville (A)              | Cllr J Coole (P) | Cllr C Ecclestone (P) |
| Cllr L Gregori (P)          | Cllr R Hughes (P)                | Cllr B Long (P)  | Cllr J Sangster (P)   |

### Officers Present:

Tracy Predeth (Locum Clerk)

**Members of the Public:** Number of attendees unknown.

**Members of the Press:** 1

**Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.**

### A&C 075/19 Apologies for Absence

There were no apologies for absence.

### A&C 076/19 Declarations of Interest

There were no Declarations of Interest in relation to any item on the agenda.

## **A&C 077/19 Minutes**

It was proposed and seconded that the Minutes of the Assets & Communities Committee meeting held on Tuesday 22 September 2020, be signed by the Chairman as a correct record.

**RESOLVED: That the Minutes of the Assets & Communities Committee meeting held on Tuesday 22 September 2020 be signed by the Chairman as a correct record.**

## **A&C 078/19 Actions List**

Members noted the Actions List which contained updates from the last meeting.

## **A&C 079/19 Public Participation**

A Member of the Public spoke on the Cenotaph.

## **A&C 081/19 Grant Applications**

Members received and considered the following grant applications:

### **Kids on Track:**

A comment was made relating to the amount of reserves held and expenditure made by this organisation and whether the grant application should be supported. The Chairman clarified that the Town Council should not take into account the reserves held by organisations.

It was proposed by Councillor C Ecclestone and seconded by Councillor Jason Sangster that the Assets and Communities Committee approve the Kids on Track Grant Application.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | <b>X</b>   |                |                   |
| R Meyer           | <b>X</b>   |                |                   |
| N Asamoah         | <b>X</b>   |                |                   |
| J Coole           | <b>X</b>   |                |                   |
| C Ecclestone      |            | <b>X</b>       |                   |
| L Gregori         |            | <b>X</b>       |                   |
| R Hughes          |            | <b>X</b>       |                   |
| B Long            |            | <b>X</b>       |                   |
| J Sangster        | <b>X</b>   |                |                   |
| <b>TOTAL</b>      | <b>5</b>   | <b>4</b>       | <b>0</b>          |

**RESOLVED: That the Assets and Communities Committee approve the Kids on Track Grant Application.**

### **Coyote Fitness:**

It was commented that this was a commercial organisation and that the Andover Town Council's Grant

Policy stated that funding would not be awarded to commercial organisations. The Locum Clerk was asked to confirm this. The Locum Clerk advised that it was possible to come out of the policy for exceptions such as the Coronavirus pandemic and that the decision needed to be made by the Committee.

A Member raised a point of order which related to the Andover Town Council’s Grant Policy, section 7, 3<sup>rd</sup> bullet point; “Funding will not be provided for organisations who already hold surplus funds and which are not being used for the general operation of the organisation or delivery of the project and are not earmarked reserves.”

It was agreed by the Members that this application was deferred to the next full Council meeting for consideration.

**Test Valley – COVID-19 Unsung Heroes Award:**

It was questioned whether this grant was being awarded to an individual. The Chairman clarified that if the application was approved, the funds would be paid to Unity and Unity would settle the invoices.

A member requested that Standing Orders be suspended to allow a representative from the organisation to answer a question raised by a Member of the Committee.

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that Standing Orders be suspended to allow a representative from the organisation to answer a question raised by a Member of the Committee.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | X          |                |                   |
| R Meyer           | X          |                |                   |
| N Asamoah         | X          |                |                   |
| J Coole           | X          |                |                   |
| C Ecclestone      | X          |                |                   |
| L Gregori         | X          |                |                   |
| R Hughes          | X          |                |                   |
| B Long            | X          |                |                   |
| J Sangster        | X          |                |                   |
| <b>TOTAL</b>      | <b>9</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That Standing Orders be suspended to allow a representative from the organisation to answer a question raised by a Member of the Committee.**

It was established that additional funding had been requested from Romsey Town Council of £250 and subsequently awarded.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that Standing Orders be reinstated. A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | X          |                |                   |
| R Meyer           | X          |                |                   |
| N Asamoah         | X          |                |                   |

|              |          |          |          |
|--------------|----------|----------|----------|
| J Coole      | X        |          |          |
| C Ecclestone | X        |          |          |
| L Gregori    | X        |          |          |
| R Hughes     | X        |          |          |
| B Long       | X        |          |          |
| J Sangster   | X        |          |          |
| <b>TOTAL</b> | <b>9</b> | <b>0</b> | <b>0</b> |

**RESOLVED: That Standing Orders be reinstated.**

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Assets and Communities Committee approve the Test Valley – COVID-19 Unsung Heroes Award Grant Application.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | X          |                |                   |
| R Meyer           | X          |                |                   |
| N Asamoah         | X          |                |                   |
| J Coole           | X          |                |                   |
| C Ecclestone      | X          |                |                   |
| L Gregori         | X          |                |                   |
| R Hughes          | X          |                |                   |
| B Long            | X          |                |                   |
| J Sangster        | X          |                |                   |
| <b>TOTAL</b>      | <b>9</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That the Assets and Communities Committee approve the Test Valley – COVID-19 Unsung Heroes Award Grant Application.**

(Councillor J Coole left the meeting at 6.45pm)

**Chilbolton Pre-School:**

It was questioned whether the Chilbolton Pre-School was a government organisation or a private organisation. The Locum Clerk clarified that it was a private organisation with thirty-one pupils, of which eleven pupils were from Andover.

It was noted that the project start date of February 2020 was the same as the end date, therefore the application could be considered as retrospective. It was also noted that the amount of funding requested was the same as the total amount of the project at £462.96. It is stated in the Andover Town Council's Grant policy, that grants cannot be awarded retrospectively and that the maximum amount of any award cannot exceed 75%.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Assets and Communities Committee approve the Chilbolton Pre-School Grant Application at £347.22 and that the funds be awarded if the event had not already taken place.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | <b>X</b>   |                |                   |
| R Meyer           | <b>X</b>   |                |                   |
| N Asamoah         | <b>X</b>   |                |                   |
| C Ecclestone      | <b>X</b>   |                |                   |
| L Gregori         |            |                | <b>X</b>          |
| R Hughes          |            |                | <b>X</b>          |
| B Long            | <b>X</b>   |                |                   |
| J Sangster        | <b>X</b>   |                |                   |
| <b>TOTAL</b>      | <b>6</b>   | <b>0</b>       | <b>2</b>          |

**RESOLVED: That the Assets and Communities Committee approve the Chilbolton Pre-School Grant Application at £347.22 and that the funds be awarded if the event had not already taken place.**

## **A&C 082/19 Projects**

### **Vigo Road Recreation Ground Improvements:**

Members had previously received a written report from the Lead Member.

Members were advised that there would be an Andover Vision Stakeholder meeting on 10 December 2020 and discussions would take place relating to Vigo Park improvements and Street Furniture and how to progress them.

### **Town Centre Public Realm:**

Members had previously received a written report from the Lead Member.

The Chairman clarified that Public Realm was the same terminology as Street Furniture.

It was commented that there was nothing in the way of public artwork in the High Street. It was suggested that CIL monies could be dedicated for the provision of one or two pieces of public artwork, to give a lasting artistic presence in the centre of Andover.

### **Independent Access to Street- Level Shops:**

Members considered setting up a working group to explore in more detail the possibility of working with local businesses and introducing them to automatic doors, to achieve independent access to street-level shops. It was proposed by Councillor D Coole and seconded by Councillor J Sangster that an Independent Access to Street-Level Shops Working Group be established.

The following Councillors volunteered to be Members of the Independent Access to Street-Level Shops Working Group:

Councillors D Coole, J Coole, R Meyer and J Sangster.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | <b>X</b>   |                |                   |
| R Meyer           | <b>X</b>   |                |                   |
| N Asamoah         | <b>X</b>   |                |                   |

|              |          |          |          |
|--------------|----------|----------|----------|
| C Ecclestone | X        |          |          |
| L Gregori    | X        |          |          |
| R Hughes     | X        |          |          |
| B Long       | X        |          |          |
| J Sangster   | X        |          |          |
| <b>TOTAL</b> | <b>8</b> | <b>0</b> | <b>0</b> |

**RESOLVED: That an Independent Access to Street-Level Shops Working Group be established.**

The Chairman advised that an email inviting all Members to join the Independent Access to Street-Level Shops Working Group would be sent and that the Terms of Reference for the Working Group would be brought to the next meeting.

**Public Toilets:**

It was commented that there was a requirement for public toilets in the High Street and that it would be a start in the process of ensuring the Andover Town Centre had adequate facilities. A concern was also raised about the costings involved, particularly relating to the ongoing maintenance.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that a Public Toilets Working Group be established for the provision of Public Toilets in Andover.

The following Councillors volunteered to be Members of the Public Toilets Working Group: Councillors D Coole, J Coole, C Ecclestone and R Meyer.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | X          |                |                   |
| R Meyer           | X          |                |                   |
| N Asamoah         | X          |                |                   |
| C Ecclestone      | X          |                |                   |
| L Gregori         | X          |                |                   |
| R Hughes          | X          |                |                   |
| B Long            | X          |                |                   |
| J Sangster        | X          |                |                   |
| <b>TOTAL</b>      | <b>8</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That a Public Toilets Working Group be established for the provision of Public Toilets in Andover.**

The Chairman advised that an email inviting all Members to join the Independent Access to Street-Level Shops Working Group would be sent and that the Terms of Reference for the Working Group would be brought to the next meeting.

**Andover Cenotaph:**

Members agreed that a public consultation regarding the restoration of the Cenotaph to the Andover Town Centre High Street should take place. It was also agreed that several things would need to be considered, including the costs to move the Cenotaph from the St Mary's churchyard, exactly where the

Cenotaph would be placed in the Town Centre and whether it would be just the Cenotaph that is moved or the World War 2 Memorial and the tree which was planted for the children of the Holocaust. This was particularly poignant as it would potentially mean that not all the soldiers who had died in other conflicts, would be remembered together. The Chairman clarified that the task of the working group would be to ensure clarity at the public consultation as to what they would be voting on.

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the meeting be extended beyond the 2-hour time limit, by thirty minutes.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | <b>X</b>   |                |                   |
| R Meyer           | <b>X</b>   |                |                   |
| N Asamoah         |            | <b>X</b>       |                   |
| C Ecclestone      | <b>X</b>   |                |                   |
| L Gregori         |            | <b>X</b>       |                   |
| R Hughes          |            |                | <b>X</b>          |
| B Long            |            |                | <b>X</b>          |
| J Sangster        | <b>X</b>   |                |                   |
| <b>TOTAL</b>      | <b>4</b>   | <b>2</b>       | <b>2</b>          |

**RESOLVED: That the meeting be extended beyond the 2-hour time limit, by thirty minutes.**

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that an Andover Cenotaph Working Group be established.

The following Councillors volunteered to be Members of the Andover Cenotaph Working Group: Councillors D Coole and C Ecclestone.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | <b>X</b>   |                |                   |
| R Meyer           | <b>X</b>   |                |                   |
| N Asamoah         | <b>X</b>   |                |                   |
| C Ecclestone      | <b>X</b>   |                |                   |
| L Gregori         | <b>X</b>   |                |                   |
| R Hughes          | <b>X</b>   |                |                   |
| B Long            | <b>X</b>   |                |                   |
| J Sangster        | <b>X</b>   |                |                   |
| <b>TOTAL</b>      | <b>8</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That an Andover Cenotaph Working Group be established.**

The Chairman advised that an email inviting all Members to join the Independent Access to Street-Level Shops Working Group would be sent and that the Terms of Reference for the Working Group would be brought to the next meeting.

(Councillor N Asamoah left the meeting at 8.05pm)

### Community Transport:

Members considered the idea of Community Transport and it was commented that it could assist with increasing footfall into the Andover Town Centre and improving local businesses. However, concerns were raised that this could potentially become a service that would exceed the Andover Parish remit. It was proposed by Councillor D Coole and seconded by Councillor R Meyer that a Community Transport Working Group be established.

A recorded vote was as follows:

| COUNCILLOR   | FOR      | AGAINST  | ABSTENTION |
|--------------|----------|----------|------------|
| D Coole      | X        |          |            |
| R Meyer      | X        |          |            |
| C Ecclestone |          |          | X          |
| L Gregori    |          |          | X          |
| R Hughes     |          |          | X          |
| B Long       |          | X        |            |
| J Sangster   |          |          | X          |
| <b>TOTAL</b> | <b>2</b> | <b>1</b> | <b>4</b>   |

### RESOLVED: That a Community Transport Working Group be established.

The Chairman advised that an email inviting all Members to join the Independent Access to Street-Level Shops Working Group would be sent and that the Terms of Reference for the Working Group would be brought to the next meeting.

### A&C 083/19 Christmas Lights

Members noted the Christmas Tree and Christmas Lights Provision for 2020 Report.

It was proposed by Councillor D Coole and seconded by Councillor B Long that a Christmas Lights Working Group be established.

The following Councillors volunteered to be Members of the Christmas Lights Working Group: Councillors D Coole, B Long and R Meyer.

A recorded vote was as follows:

| COUNCILLOR   | FOR      | AGAINST  | ABSTENTION |
|--------------|----------|----------|------------|
| D Coole      | X        |          |            |
| R Meyer      | X        |          |            |
| C Ecclestone | X        |          |            |
| L Gregori    | X        |          |            |
| R Hughes     | X        |          |            |
| B Long       | X        |          |            |
| J Sangster   | X        |          |            |
| <b>TOTAL</b> | <b>7</b> | <b>0</b> | <b>0</b>   |

### RESOLVED: That a Christmas Lights Working Group be established.

The Chairman advised that an email inviting all Members to join the Independent Access to Street-Level

Shops Working Group would be sent and that the Terms of Reference for the Working Group would be brought to the next meeting.

It was proposed by Councillor D Coole and seconded by Councillor R Hughes that the recommendations on the Christmas Tree and Christmas Light Provision Report be taken forward by the established working group as follows:

- To consider approving the new format for the Christmas Tree Lights Installation going forward.
- To consider instructing Officers to research the costs and infrastructure implications for extending the lighting scheme to the pocket park behind the Town Mills and bring a report back to Committee with costs and potential schemes.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | X          |                |                   |
| R Meyer           | X          |                |                   |
| C Ecclestone      | X          |                |                   |
| L Gregori         | X          |                |                   |
| R Hughes          | X          |                |                   |
| B Long            | X          |                |                   |
| J Sangster        | X          |                |                   |
| <b>TOTAL</b>      | <b>7</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That the recommendations on the Christmas Tree and Christmas Light Provision Report be taken forward by the established working group as follows:**

- **To consider approving the new format for the Christmas Tree Lights Installation going forward.**
- **To consider instructing Officers to research the costs and infrastructure implications for extending the lighting scheme to the pocket park behind the Town Mills and bring a report back to Committee with costs and potential schemes.**

## **A&C 080/19 Budget 2021/2022**

The Chairman asked members if they wished to discuss this item or defer it until the January 2021 meeting. It was proposed by Councillor R Hughes and seconded by Councillor B Long that the item Budget 2021/2022 be deferred until the next Assets and Communities meeting.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | X          |                |                   |
| R Meyer           | X          |                |                   |
| C Ecclestone      | X          |                |                   |
| L Gregori         | X          |                |                   |
| R Hughes          | X          |                |                   |
| B Long            | X          |                |                   |
| J Sangster        | X          |                |                   |
| <b>TOTAL</b>      | <b>7</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That the item Budget 2021/2022 be deferred until the next Assets and Communities meeting.**

## **A&C 084/19 Work Programme**

Members reviewed the Committee Work Programme and it was updated as below:

| <b>Date of Meeting</b> | <b>ITEM</b>   | <b>Requested by</b> | <b>Purpose of Item</b>                                     |
|------------------------|---|---------------------|--|
| 8 December 2020        | To receive and review the amended Media Policy and Social Media policy.   |                     |  |
| 8 December 2020        | To discuss Levy and Non-Levy Items  |                     |  |
| 8 December 2020        | Receive a written update report on the online A-Fest that happened in May 2020  |                     | Written report to be circulated prior to agenda being sent |
| 8 December 2020        | To receive an update report on the Christmas Lights   | Cttee               |  |
| 8 December 2020        | To receive a report on Shaw's Walk Street Furniture   |                     |  |
| 8 December 2020        | To make final adjustments to Budget if necessary  | Stat                |  |
| 12 January 2021        | To receive the Terms and References for the following Working Groups: <ul style="list-style-type: none"> <li>• Independent Access to Street-Level Shops</li> <li>• Public Toilets</li> <li>• Andover Cenotaph</li> <li>• Christmas Lights</li> </ul>  | Chair               |  |
| 12 January 2021        | To review Final Budget 2021/2022  | Chair               |  |
| 9 March 2021           | Websites and Social Media: <ol style="list-style-type: none"> <li>a. To receive a verbal update from the Lead Member on the Council Website Refresh and the Visit Andover Website.</li> <li>b. To receive and consider a written Report from the Town Clerk on the Council's future use of its Website and Facebook Page to promote Council/Committee matters, and to make</li> </ol> | Chair               |  |

|              |  |       |  |
|--------------|--|-------|--|
|              | recommendations.   |       |  |
| 9 March 2021 | Councillor Public Surgeries. To discuss and make recommendations on the introduction of Councillor Public Surgeries. | Chair |  |
| April 2021   | To receive a report on A-Fest  | Cttee |  |

### **A&C 085/19 Items for Consideration at the Next Meeting**

There were no items added for consideration at the next meeting:

### **A&C 086/19 Date of the Next Meeting**

Members noted the date of the Extraordinary Assets and Communities Meeting on: **Tuesday 12 January 2021, via Zoom starting at 6.00pm.**

### **A&C 087/19 Exclusion of Members of the Press and Public**

It was proposed by Councillor D Coole and seconded by Councillor R Meyer that the Press and Public be excluded from the meeting at item 14, due to the confidential nature of the items to be considered.

A recorded vote was as follows:

| <b>COUNCILLOR</b> | <b>FOR</b> | <b>AGAINST</b> | <b>ABSTENTION</b> |
|-------------------|------------|----------------|-------------------|
| D Coole           | <b>X</b>   |                |                   |
| R Meyer           | <b>X</b>   |                |                   |
| C Ecclestone      | <b>X</b>   |                |                   |
| L Gregori         | <b>X</b>   |                |                   |
| R Hughes          | <b>X</b>   |                |                   |
| B Long            | <b>X</b>   |                |                   |
| J Sangster        | <b>X</b>   |                |                   |
| <b>TOTAL</b>      | <b>7</b>   | <b>0</b>       | <b>0</b>          |

**RESOLVED: That the Press and Public be excluded from the meeting at item 14, due to the confidential nature of the items to be considered.**

**The Chairman closed the meeting at 8.30pm.**

CHAIRMAN .....

DATE .....