

# ANDOVER TOWN COUNCIL



## Minutes of Assets & Communities Committee

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### Time and date

6.00pm on Tuesday, 22 September 2020

### Place

Virtual On-Line Meeting via Zoom

### Details of Attendance:

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

### Officers Present:

Tor Warburton (Deputy Town Clerk)  
Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

### Members of the Public: 1

### 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.

### EC 061/19 Apologies for Absence

There were no apologies for absence.

### EC 062/19 Declarations of Interest

Councillors D Coole, J Coole, B Long and R Meyer declared a personal interest in Item 6.

## **EC 063/19 Minutes**

It was proposed by Councillor C Ecclestone and seconded by Councillor R Meyer that the Minutes of the Events Committee meeting held on Tuesday 18 August 2020, be signed by the Chairman as a correct record.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

**RESOLVED: That the Minutes of the Events Committee meeting held on Tuesday 18 August 2020 be signed by the Chairman as a correct record.**

## **EC 064/19 Actions List**

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

A suggestion was made that future action lists included Minute No's, dates and the name of leading Officer/Councillor.

A Member commented that the King Arthurs Way Community Hall had indeed remained open during the pandemic and continued to run the foodbank. Officers confirmed that a meeting with the Chief Executive of Test Valley Borough Council (TVBC) had been arranged regarding the Levy and Non-Levy Services.

## **EC 065/19 Public Participation**

There were no Members of the Public present at the meeting.

## **EC 066/19 Events**

### **Christmas Lights:**

Members considered the quotes for fencing to protect the Christmas tree and power source as follows:

Quote 1: £806.40

Quote 2: £1,466.40

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that Quote 1, £ 806.40 be approved.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

**RESOLVED: That Quote 1, £806.40 be approved.**

Officers confirmed that the fencing would be white in colour and cover up to 30 meters in length. Officers also confirmed that all the required licences for the Christmas Lights have now been received and were now waiting for the delivery date for the Christmas Tree.

### **Christmas Events:**

Officers had a meeting with the Venue Director at The Lights on 17 September 2020. All Christmas Events have now been published. The question was asked regarding the extension of the Christmas Market; however, it was confirmed that due to Coronavirus, it was not viewed favorably to do extend it this year. A member asked a question regarding completion of Risk Assessments. Officers advised that as the Christmas Events come under Test Valley Borough Council, the Town Council would not have any input into the Risk Assessments.

### **Andover Town Councils Events Policy:**

Members noted and discussed the proposed Events Policy. It was commented that the format of the Events Policy currently represented more of a Standard Operations Procedure (SOP) and therefore it should be accepted as a SOP and a separate Events Policy be created. Reference was made to other Town Council Event Policies that included how

to interact in terms of funding events that are ran by other people. It was felt it would be useful to include that in the Andover Town Council Events Policy. It was suggested that Councillor D Coole and Councillor B long would work with Officers to review the Events Policy and that it be brought to the next meeting for consideration by all the Committee Members.

#### **Andover Town Council/Public Engagement:**

Officers confirmed an email regarding the Town Council booking the Time Ring and marquee had been sent and all members of the Council would be informed once a response had been received.

### **EC 067/19 Earmarked Reserves**

Members debated the current Earmarked Reserves/funding requirements.

It was strongly felt that budget lines with no monies showing against them should be removed to omit confusion. A further suggestion was made to include a description going forward, on each line to explain what the specific budget lines are used for.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that the funding from the following Budget Lines are transferred to Operational Reserves and that it is recommended for approval by full Council:

Grants - £10,000.00

A-Fest - £ 2,000.00

Youth Projects - £1,800.00

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

**RESOLVED: That the funding from the following Budget Lines are transferred to Operational Reserves and that it is recommended for approval by full Council:**

**Grants - £10,000.00**

**A-Fest - £ 2,000.00**

**Youth Projects - £1,800.00**

### **EC 068/19 Projects**

#### **Street Furniture:**

Members discussed the potential funding of street furniture in Shaw's Walk, which would consist of a heritage style bench and bin.

Concerns were raised that the Standing Order procedure had not been followed and a report containing more information would be required regarding the costs of the street furniture and a minimum of three quotations for the costs of emptying the litter bin would need to be obtained. This information would need to be brought back to the Assets and Communities Committee for consideration and recommendation to full Council.

Other concerns were raised as Shaw's Walk is situated on private land. Permission would initially need to be obtained from the land owner for the placement of the street furniture. Who would have the responsibility of maintaining the bench and the emptying of the litter bin? Would the landowner recognise that the street furniture would belong to the Town Council? What would the future costs be in the event of removing the bench and litter bin if the landowner wanted it removed?

The Chairman shared the following Motion with the Members:

#### ***Street Furniture Resolution/Motion***

*"That Officers be instructed to:*

1. Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16<sup>th</sup> October and to report back to Committee Members once a reply has been received.
2. Subject to the Landowner's permission, obtain a minimum of three quotes, if possible, for the:
  - a. Purchase of a heritage-style bench and litter bin.
  - b. Installation of the bench and litter bin.
  - c. Daily litter bin emptying."

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that Officers be instructed to:

1. Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16<sup>th</sup> October and to report back to Committee Members once a reply has been received.
2. Subject to the Landowner's permission, obtain a minimum of three quotes, if possible, for the:
  - a. Purchase of a heritage-style bench and litter bin.
  - b. Installation of the bench and litter bin.
  - c. Daily litter bin emptying.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone, B Long and R Meyer.

Against: Councillors L Gregori and R Hughes

For 5, against 2

**RESOLVED: That Officers be instructed to:**

1. Write to the Landowner and request permission to install a heritage-style bench and litter bin in Shaws Walk, as recommended in the emerging Andover Town Conservation Area Design Statement. To seek a reply by 16<sup>th</sup> October and to report back to Committee Members once a reply has been received.
2. Subject to the Landowner's permission, obtain a minimum of three quotes, if possible, for the:
  - a. Purchase of a heritage-style bench and litter bin.
  - b. Installation of the bench and litter bin.
  - c. Daily litter bin emptying.

#### **Vigo Park Improvements:**

Members received a verbal update regarding the Vigo Park Improvements. Positive discussions had taken place with Andover Vision. This will be taken to a meeting with Test Valley Borough Council and Hampshire County Council as to how improvements could be made. A further update would be given once more information is received.

### **EC 069/19 2019/2020 Budget Underspend**

Members discussed the 2019/2020 Budget Underspend of £53,519.36 with a view of transferring some or all of the monies to specific budget lines in Events within Earmarked Reserves.

The Chairman shared a proposed budget underspend virement as below, on screen with the Members:

#### **2019/2020 Budget Underspend – Proposed Virements**

<b>Amount</b>	<b>Purpose</b>
£32,000	Contribution towards Vigo Park Improvements. Balance from ATC CIL funds, budget virements, TVBC CIL fund, TVBC Community Asset Fund, HCC Funds, other organisation funding, donations. Estimate cost of £755,000. Estimate costs by activity/improvement:

	£10,000 Landscape Plan. £150,000 Plash Play Park. £160,000 Bandstand. £250,000 Café-pavilion-public toilets. £75,000 Outdoor gym equipment. £75,000 Youth leisure equipment. £35,000 Small item improvements (i.e. seating, planting, bike racks).
£8500	Contribution towards Town Centre public toilets. Estimate cost £80,000 per automatic unit. Balance from ATC CIL funds, budget virements, TVBC CIL fund, TVBC Community Asset Fund, HCC Funds, other organisation funding, donations.
£5000	Contribution towards ATC street furniture. Balance from ATC CIL funds and budget virements.
£3000	Contribution towards the purchase of land for a new cemetery and creation of reserves in advance of the transfer of cemeteries from TVBC. Balance from ATC CIL funds, budget virements, TVBC CIL fund, TVBC Community Asset Fund, HCC Funds, other organisation funding, donations.
£48,500	Total of proposed virement.

It was felt that due to the Coronavirus, there would not be many events running this year and that the monies should be focused on more prioritised items including the purchase of more allotment land. Members were reminded that each Committee was to submit their virement proposals for the 2019/2020 underspend to the Policy and Resources Committee on 7 October 2020. Consideration of the proposals would be given then for recommendation to full Council.

Concerns were raised that ideas were being suggested that the Town Council currently has no governance on and were under the responsibility of Test Valley Borough Council and Hampshire County Council, such as Vigo Park. An alternative suggestion was made of using the budget underspend to reduce the Precept for 2021.

It was proposed by Councillor D Coole and seconded by Councillor C Ecclestone that a virement of £32,000.00 to Vigo Park Improvements, £8,500.00 to Town Centre public toilets, £5,000.00 to Andover Town Council Street Furniture and £3,000.00 for the purchase of land for a new cemetery and creation of reserves, be recommended to the Policy & Resources Committee for recommendation for approval by full Council.

A recorded vote was as follows:

For: Councillors D Coole, J Coole, C Ecclestone and R Meyer.

Against: Councillors L Gregori, R Hughes and B Long.

For 4, against 3.

**RESOLVED: That that a virement of £32,000.00 to Vigo Park Improvements, £8,500.00 to Town Centre public toilets, £5,000.00 to Andover Town Council Street Furniture and £3,000.00 for the purchase of land for a new cemetery and creation of reserves, be recommended to the Policy & Resources Committee for recommendation for approval by full Council.**

## EC 070/19 2020/2021 Budget and Five-Year Business Plan

Members reviewed the funding levels for the 2020/2021 budget lines and five-year Business Plan.

The following amendments for Expenditure were suggested:

A-Fest - £2,500

Defibrillator Provision - £0

Grants - £15,000

Emergency Funding - £5,000

Website - £3,000

Town Mayor Badge & Regalia - £0

Remembrance Day Wreath - £50

New Building Fund - £10,000

Heating & Lighting - £6,000

Officers were asked to review the funding levels for new office equipment and furniture and to report back to the Committee. It was suggested that discussions for this item ceased and that discussions for the new budget lines be included on the agenda for the next meeting in December.

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

A recorded vote was as follows:

For: Councillor D Coole, J Coole, C Ecclestone, L Gregori, R Hughes, B Long and R Meyer.

Unanimous.

**RESOLVED: That the meeting be extended beyond the 2-hour time limit.**

Officers requested the Chairman to provide all the documentation from the meeting in order that it may be presented to all Councillors for consideration.

## EC 071/19 Websites, Traditional Media and Social Media

Members noted that there would be a meeting with the website designer/provider to discuss refreshing the Town Council website and Visit Andover website.

Members reviewed the Media and Social Media Policy. It was commented that it was too long, needed to be reduced and that the Social Media Policy should be separate from the Media Policy.

A Member commented that the censor part of a Member utilising the prefix Councillor, when dealing with the Press needed to be removed. Officers advised the Member to recommend it to the Policy & Resources Committee to be put to the full Council for approval.

It was agreed that the Media Policy was to be revised and the Social Media Policy was to be a separate one. Officers advised that a final draft of both policies would be required by 20 November 2020, to be added to the next Assets & Communities Agenda.

## EC 072/19 Work Programme

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

Date of Meeting	ITEM	Requested by	Purpose of Item
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	

March 2021	To receive a final report on Christmas Lights	Cttee	
April 2021	To receive a report on A-Fest	Cttee	

**EC 073/19 Items for Consideration at the Next Meeting**

The following item was added for consideration at the next meeting:

- Website

**EC 074/19 Date of the Next Meeting**

Members noted the date of the next meeting: **Tuesday 8 December 2020, via Zoom starting at 6.00pm.**

**The Chairman closed the meeting at 8.19pm.**

CHAIRMAN .....

DATE .....