



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes of Community Engagement Committee

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### Time and date

Thursday 29 September 2016 at 7pm.

### Place

Andover Town Council Offices, High Street, Andover

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#### Councillors Present:

Richard Rowles (Chairman) (P)	Dean Marriner (Vice Chairman) (A)		
Katherine Bird (A)	Revd. Andy Fitchet (P)	Luigi Gregori (P)	Robin Hughes (A)
Barbara Long (P)	Geoff McBride (A)		

Other Town Councillors in attendance: Cllrs L Gates, R Kidd and V Pond.

Borough/County Councillors in attendance: Cllr Z Brooks.

Members of the Public: 1

Officers in attendance:

Wendy Coulter (**Town Clerk and RFO**) (Taking the minutes)

### Actions

- CE 031/16 APOLOGIES FOR ABSENCE**  
Apologies for absence were received and accepted from Cllrs D Marriner, K Bird, R Hughes and G McBride.
- CE 032/16 DECLARATIONS OF INTEREST**  
There were no declarations of interest.
- CE 033/16 MINUTES**  
The minutes of the Community Engagement Committee meeting held on 1 September 2016 were agreed and signed by the Chairman as a correct record. This was proposed by Cllr B Long and seconded by Cllr L Gregori. A vote was taken which was unanimous.  
**RESOLVED: That the minutes of the meeting of 1 September 2016 were agreed and signed as a correct record by the Chairman of the meeting.**

CE 034/16

## **PUBLIC PARTICIPATION**

### **Mr N Long – Andover Resident**

Made a statement regarding the Pub-watch Scheme – the CCTV cameras in Andover are insufficient to assist with the Pub-watch Scheme. They are not monitored 24/7. This needs to be addressed before a successful Pub-watch Scheme can be introduced.

Website – Not all Councillors details are on the website.

CE 035/16

## **PUB WATCH SCHEME**

Members considered the suggestion from the White Hart in Andover, that the Town Council could assist with a Pub-watch Scheme

Members noted that the Town Council did not have the powers to run a pup-watch scheme but that it could assist with the facilitation of one.

It was noted that initial talks had begun with the White Hart.

It was agreed that the Chairman of the Committee Cllr R Rowles would contact the manager of the White Hart and find out what was needed for the scheme and how the Town Council could assist with the facilitation of the scheme.

This was proposed by Cllr R Rowles and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

**RESOLVED:** That the Chairman of the Community Engagement Committee, Cllr R Rowles contact the Manager of the White Hart to set up an initial meeting to investigate how the Town Council could help initiate a Pub-watch Scheme in Andover.

**Cllr R Rowles to contact manager of the White Hart to find out how the Town Council can help with the Pub-Watch Scheme.**

CE 036/16

## **BUSINESS PLAN**

Members noted a report which had been presented at the meeting on a Business Plan Project for the Town Council to be initiated from 2017.

Members agreed it was a very good idea but requested that a further meeting be held to allow due consideration of the scheme prior to recommendation to full Council.

It was agreed that a Working Group would be set up to consider the future Business Plan. The Working Group would comprise of the following Members:

Cllrs V Pond, B Long, A Fitchet and R Rowles, the other Town Councillors would be notified if they wished to contribute.

**RESOLVED: That a Working Group be set up to consider the future Business Plan, the Working Group to comprise of Cllrs V Pond, B Long, A Fitchet and R Rowles (all other Members to be notified).**

Members further noted that Business Plan Items were required for the 2017/2018 Budget. It was agreed that the Town Clerk would send a request to all Members for items to be included in the Business Plan for the Budget for 2017/2018 with reasons why the items should be included.

This was proposed by Cllr B Long and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

**RESOLVED: That the Town Clerk send a request to all Town Councillors for items to be included in the Budget for 2017/2018 with reasons as to why they should be included.**

**Working Group, including Cllrs V Pond, B Long, A Fitchet and R Rowles consider a Business Plan for 2017 onwards.**

**The Town Clerk to request Members input into items for the Budget for 2017/2018.**

CE 037/16

## **RESPONSIBLE DOG OWNERSHIP PROJECT**

Members received a report from Cllr b Long on the Responsible Dog Owners Project that was taking place including a Fun Dog Day to take place at the Picket Twenty Sports Centre during the summer of 2017.

Members agreed it was a very worthwhile project and it was agreed that the Town Council should help to promote and support the Fun Dog Day. This was proposed by Cllr R Rowles and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

**RESOLVED: That the Town Council help promote and support the Fun Dog Day and other aspects to make Picket Twenty Residents more aware of the Responsible Dog Owners Project (report attached to record minutes).**

**The Town Council support & promote the Fun Dog Day at Picket Twenty in the summer of 2017.**

CE 038/16

#### GRANT APPLICATION

Members considered a Grant Application from Test Valley Community Services for a grant towards a project on Applied Suicide Intervention Training. Mr M Sweeney from Test Valley Community Services was invited by the Chairman to speak. He explained that the project was to train local people to provide assistance. One practitioner who had recently been trained had saved 8 lives.

Members noted that the grant application was for a one off course to train 20 people and the project already had matched funding.

Members agreed that the full £500 requested should be awarded. This was proposed by Cllr L Gregori and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

**RESOLVED: That Test Valley Community Services be awarded a £500 grant towards the Applied Suicide Prevention Training.**

CE 039/16

#### EVENTS 2017

Members considered potential events for 2017:

Town Centre Partnership – June 2017 – Georgian Day

Town Centre Partnership – May 2017 – Festival of Motoring

Andover Town Council – June 2017 – A-Fest

Andover Town Council – September 2017 – Music Event

Andover Town Council – March 2017 – Annual Electors Meeting

Andover Town Council – May 2017 – Chairman Making (Annual Council)

Fun Dog Day – July 2017

Andover Radio – June 2017 – Armed Forces Day

CE 040/16

#### WEBSITE

Members noted that the Website Working Group had met to initially consider the Town Council's Website and that a report had been attached to the agenda.

Members also noted that the Working Group had completed a Mandate.

It was further noted that a review had been carried out by Cllr Gregori with regard to whether the Website was displaying a correct and up-to-date publication scheme.

It was noted that the publication scheme did not form part of the Working Group Report.

It was noted that not all the Town Councillors contact details were displayed on the website.

It was proposed by Cllr A Fitchet and seconded by Cllr B Long that the Mandate for the Website Working Group be adopted. A vote was taken, with one abstention.

**RESOLVED: That the Website Working Group Mandate be adopted.**

CE 041/16

#### REPORTS FROM WORKING GROUPS

Members received a report from the WW1 Working Group together with a completed Mandate.

Members noted that the Working Group suggested that £1,000 be set aside in 2017/2018 for events commemorating the end of WW1 in 2018. It was agreed that this would be added to the Business Plan to feed into the Budget for 2017/2018.

It was proposed by Cllr B Long and seconded by Cllr L Gregori that the WW1 Working Group Mandate be adopted. A vote was taken which was unanimous.

**RESOLVED: That the WW1 Working Group Mandate be adopted.**

CE 042/16

#### CHRISTMAS LIGHTS

Members noted an update report on the Christmas Lights Project for 2016. It was noted that a Press Release was required for release at the end of October 2016. It was agreed that the Christmas Lights Working Group would write a Press Release which would be reviewed by the Chairman, Cllr R Rowles prior to approval and distribution by the Town Clerk.

This was proposed by Cllr R Rowles and seconded by Cllr L Gregori. A vote was taken which was unanimous

**Town Clerk to organise TVCS to be awarded Grant monies at the next Council meeting on 20 October 2016.**

**To consider whether funding is required for these events in 2017.**

**The £1,000 needed for the WW1 events be included in the Business Plan to feed into the Budget for 2017/2018.**

**Christmas Lights Working Group to prepare a Press Release for end of October 2016 – reviewed by Cllr R Rowles, approved and**

**RESOLVED: That the Christmas Lights Working Group prepare a Press Release for the end of October 2016 to be reviewed by Cllr R Rowles, prior to approval and distribution by the Town Clerk.**

distributed by Town Clerk.

**CE 043/16**

**ANDOVER CHALLENGES PROGRAMME**

Members received a report on the Proposed Andover Challenges Programme. Members discussed the programme and noted that Town Council Members would make up the initial panel.

**Cllr G McBride set up the first panel for the Andover Challenges Programme.**

It was proposed by Cllr A Fitchet and seconded by Cllr B Long that the Terms of Reference for the Andover Challenges Programme be adopted and that Cllr G McBride be tasked with setting up the first panel. A vote was taken 3 for, 1 abstention.

**RESOLVED: That the Terms of the Reference of the Andover Challenges Programme be adopted and Cllr G McBride be tasked with setting up the first panel.**

It was noted that the Panel would be expected to report back to the Community Engagement Committee.

**CE 044/16**

**A-FEST LESSONS LEARNT REPORT**

Members noted the A-Fest Lessons Learnt Report which had been compiled following the A-Fest Event in 2016.

Members noted that it would be useful in the future to have a list of those attending the 'wash up' meetings on the report.

**An A-Fest Working Group to be set up to investigate the event for 2017.**

Members noted that the report requested the Town Council's endorsement for another A-Fest in 2017.

It was agreed in principle that the Community Engagement Committee authorise A-Fest to go ahead in 2017, subject to a Working Group being formed to investigate. This was proposed by Cllr R Rowles and seconded by Cllr A Fitchet. A vote was taken which was unanimous.

**RESOLVED: That the Community Engagement Committee authorise A-Fest to go ahead in 2017, subject to a Working Group being formed to investigate.**

**CE 045/16**

**COMMITTEE WORK PROGRAMME**

Members were asked to consider items to include on the Committee Work Programme.

**Town Clerk to add the following to Committee Work Programme:  
Budgets for 2017/2018  
Website  
Reports from WG's  
Christmas Lights**

Members considered all the changes from this meeting and it was decided that for the next agenda the following items will be added:

Budgets for 2017/2018

Website

Reports from 5 working Groups

Christmas Lights

**CE 046/16**

**DATE OF NEXT MEETING**

Members noted the date and time of the next Community Engagement Committee meeting, **Thursday 10 November 2016.**

Meeting closed at 8.37pm.