



**ANDOVER TOWN COUNCIL  
PLANNING COMMITTEE POLICY – 2019 (March 2019)**

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**The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.**

## **GDPR PRIVACY STATEMENT**

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

### INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.
- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.



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- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at [www.knowyourprivacyrights.org](http://www.knowyourprivacyrights.org).
- Except as set out in our GDPR policies (which can be found at [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk) we do not share, sell or disclose any personal data to any other organisation or third party.

### THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

### ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

### EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk). Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

## 1. Introduction

1. To consider all planning applications submitted to Andover Town Council by Test Valley Borough Council and Hampshire County Councils and comment thereon within the prescribed time limits and make observations that accord with the adopted Local Plans.
2. To monitor the future social, community and cultural implications of residential developments.
3. To consider the implications of local and strategic plans and comment thereon within the prescribed time limits.
4. To play an active role in representations to Test Valley Borough Council regarding planning and development matters and encourage consultation with the Planning Authority and developers where appropriate.



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5. To monitor the availability of low cost housing sites and support the Planning Authority in this regard. Mixed and shared ownership developments are considered appropriate.
6. To encourage the implementation of the Andover Town Centre Supplementary Planning Design Guidance and the Conservation Area document.
7. Approved site visits to be undertaken by local ward Members where possible.
8. Emphasis should be placed upon minimising environmental/ecological impact.

The Town Council will endeavour to:

- (a) Lobby for the use of 'sustainable systems and technologies.
  - (b) Consider the effect any development has on all residents of 'through routes' into town and measures to mitigate crime and antisocial behaviour.
  - (c) Consider the development effect on parking both residential and walk into town parking. In each case issues should be highlighted and addressed.
  - (d) Consider the impact regarding road congestion that an increase in Residential Housing may cause.
  - (e) Consider the impact of back land development proposals as this is no longer considered to be brown space.
  - (f) Lobby and enter into partnerships to encourage a potential 40% reduction in CO2 emissions by 2020.
9. The size and style of new commercial buildings shall be carefully monitored to ensure cohesion with the immediate environs.
  10. There shall be careful scrutiny of the expansion of commercial activity in or close to residential areas, e.g. noise levels and smell.
  11. The provision of litter bins, in the vicinity of "take-away" premises shall be encouraged, it being noted that such provision may be conditional upon the granting of permission. Such litter bins should be emptied by the respective shop keepers.
  12. The Council should acknowledge that with ever increasing residential developments the waterways, waste and domestic supply will reach capacity beyond any modifications and will make every effort to ensure, as far as practicable, that installation of surface water drainage facilities are made at development sites prior to the commencement of the construction of buildings.
  13. Developers should be encouraged to include grey water systems, solar heating schemes and other green energy solutions within their design policies.

## 2. Statement

### STATEMENT OF FACT Re. STREET NAMING

1. Test Valley Borough Council is the authority that undertakes street naming.



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2. Andover Town Council is consulted regarding names suggested by developers and is invited to suggest names.
3. Currently there are no developments or streets in Andover without names.
4. Andover Town Council will maintain a list of names for when a development or street requires naming.
5. A name is put forward to Test Valley Borough Council and that Council makes the final decision.

### 3. Policy

#### **POLICY: Internal Process for Andover Town Council**

1. Anyone (or organisation) can suggest a name for consideration.
2. These names could be of people or anything relating directly to Andover.
3. The person (organisation) submitting a name should include full details about the suggested name.
4. Each suggestion will be considered on merit and if approved, be added to the Council's Approved List.
5. The Council will not include anyone on the Approved List who is still living.
6. When a development/road is identified, the Planning committee will look for a name with clear local connection or relevance after which a name will be selected from the Approved List.
7. If considered appropriate by the Planning Committee, the street name sign will include a plaque giving a brief resume of the person named.
8. The name will then be submitted to Test Valley Borough Council.

### 4. Document Information

Title:	Planning Committee
Status:	3 <sup>rd</sup> draft
Version:	14 March 2019
Consultation:	Policy & Resources Committee
Approved by:	Council
Approval Date:	14 March 2019
Review Frequency:	Every three years or if change occurs
Next Review:	March 2022



## 5. Document Control

Date	Version	Description	Sections Affected	Approved by
May 2018	1	1 <sup>st</sup> Draft	All	Policy & Resources Committee
Mar 2018	2	2 <sup>nd</sup> Draft	All	Council
Mar 2019	3	3 <sup>rd</sup> Draft	All	Council

*Disclaimer:*

*A printed version may not be the current version.*

*A current version may be obtained in the required format from the Town Clerk's Office at Andover Town Council.*

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