



# ANDOVER TOWN COUNCIL

To the Members of the **Amenities and Town Development Committee:**

Cllrs Zilliah Brooks (Chairman), Barbara Long (Vice-Chairman), Katherine Bird, Alan Cotter, Steven Hardstaff, Marion Kerley, Chris Lynn, Phil North, Veronika Pond and Brian Page.

(copies to all other Members of the Council)

You are hereby summoned to attend a meeting of the **AMENITIES AND TOWN DEVELOPMENT Committee** to be held at Town Council Offices, 66C, High Street, Andover on **THURSDAY 15 JANUARY 2015 at 7.00 pm** when it is proposed to transact the following business:-



Wendy Coulter - Town Clerk

9 January 2015

**THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES –  
PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE  
MEETING IF YOU REQUIRE ACCESS.**

**1 APOLOGIES FOR ABSENCE**

To receive apologies for absence.

**2 DECLARATIONS OF INTEREST**

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

**3 MINUTES**

To agree the minutes of the Amenities and Town Development Committee meeting held on 27 November 2014 – attached at **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 **2014 COMMEMORATION EVENTS**

To receive a report from the WW1 Commemoration Working Group on the Christmas Day football match – Report to follow.

6 **CHRISTMAS LIGHTS**

To receive an update on the Christmas Lights for 2014 and to review the Easement Application Letter attached at **Appendix B**.

7 **GRANTS WORKING GROUP**

To re-form the Grants Working Group to consider and make recommendations for Small Grant Awards for 2015.

8 **ASSETS WORKING GROUP**

To receive an update from the Assets Working Group.

9 **TOURIST INFORMATION IN ANDOVER**

To receive an update on Tourist Information provision in Andover.

10 **FLORAL CLOCK**

To report on the progress of the Floral Clock Project.

11 **ANNUAL ELECTORS REPORT**

To agree draft contents for Amenities and Town Development Annual Report – Report to follow.

12 **MARKETS**

To receive a report from the Markets Working Group as to whether the Town Council has the capacity to take on Saturday Markets and whether a partnership could be entered into with the Town Centre Manager.

13 **WORK PROGRAMME**

To note the Work Programme for the Committee and add items as necessary – attached at **Appendix C**.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes of Amenities & Town Development

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### Time and date

Thursday 27 November 2014

### Place

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

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Details of Attendance:

Cllr Z Brooks (Chairman) (P) Cllr B Long (Vice-Chairman) (P)

Cllr K Bird (P) Cllr A Cotter (P) Cllr S Hardstaff (P) Cllr C Lynn (P)

Cllr M Kerley (A) Cllr P North (P) Cllr B Page (P) Cllr V Pond (P)

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

Minute No.	Item Title	RESOLUTION/ACTION
ATD 26/14	<b>APOLOGIES FOR ABSENCE</b>	
	There were no apologies for absence received.	
ATD 27/14	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
ATD 28/14	<b>MINUTES</b>	
	The Minutes of the Meeting held on 22 October 2014 were agreed and signed by the Chairman as a correct record.	
ATD 29/14	<b>PUBLIC PARTICIPATION</b>	
	Mr James – Andover Resident Asked the Committee whether the Floral Clock could be reinstated in the area of land where the	<b>WW1 Working Group to consider the proposals for re-installing the Floral Clock.</b>

	<p>Millennium Man is currently located.</p> <p>He suggested that the clock could be positioned at the back of the garden as a digital clock with worldwide timing. The old clock could be set in concrete and set at 11am and opened in November 2018 to commemorate the end of WW1. The clocks could be adopted by local businesses.</p> <p>The Chairman thanked Mr James and requested that the WW1 Working Group consider the proposals. She would investigate where the Floral Clock was currently located.</p> <p>The Chairman agreed that the Town Council would keep in contact with Mr James to further the project.</p>	<p><b>Chairman to locate where Floral Clock is currently stored.</b></p> <p><b>Town Clerk to liaise with Mr James on progress of the Project.</b></p>
<b>ATD 30/14</b>	<b>2014 COMMEMORATION EVENTS</b>	<b>Action</b>
	<p>Cllr Hardstaff reported that the Medals for the Commemoration Football match had arrived.</p> <p>The Press release for the football match had been written and would be sent out to all media each week for three weeks before the event.</p> <p>Cllr Hardstaff would set up a mailing list for all interested parties so if there was rain on the day, participants could be notified of change or cancellation.</p> <p>The banner would be amended from the Poster that had been drawn up.</p> <p>The Chairman agreed to find out if a banner could be put up on the railings along Vigo Road.</p>	<p><b>Chairman to find out if banner can be displayed on Vigo Road railings.</b></p>
<b>ATD 31/14</b>	<b>CHRISTMAS LIGHTS</b>	<b>Action</b>
	<p>Members received a report on the Christmas Lights for 2014 (attached to record minutes).</p> <p>The Town Clerk produced an 'Emergency Plan' for the festive period which included who to contact in the event of the Christmas Lights being damaged or the Tree falling over.</p> <p>Members noted and approved the emergency plan and noted that it would also be distributed to the police and fire brigade.</p> <p>Members asked what progress had been made on obtaining Wayleaves for the Christmas Lights. Cllr Long reported that the difficulty was identifying who the Landlords were of each property.</p> <p>Cllr North requested that a short report be submitted</p>	<p><b>The Christmas Lights and Tree Emergency Plan be approved.</b></p> <p><b>Town Clerk to distribute to all Town Council Members and the Police and Fire Brigade.</b></p> <p><b>The Town Clerk to prepare a report on the current situation regarding obtaining Wayleaves for the Christmas Lights.</b></p>

	to the next meeting on the current situation with regard to the Wayleaves.	
<b>ATD 32/14</b>	<b>ASSETS WORKING GROUP</b>	
	<p>Cllr Bird confirmed that she would set a date for the Assets Working Group to meet.</p> <p>The following would be members of the Group:  Cllr G McBride (Chairman of Town Council)  Cllr V Pond (Vice Chairman of Town Council)  Cllr S Hardstaff (Chairman of P&amp;R Committee)  Cllr K Bird (Vice Chairman of P&amp;R Committee)  Cllr A Cotter  Cllr B Long</p> <p>Cllr Bird requested that the Members of the Working Group respect the confidentiality of any papers.</p>	<b>Cllr Bird to set a date for the Assets Working Group to meet.</b>
<b>ATD 33/14</b>	<b>TOURIST INFORMATION KIOSKS</b>	
	<p>Cllr Bird confirmed that she and the Town Clerk were investigating the costs for 'pop up' stands for the Tourist Information.</p> <p>Cllr Lynn reported that Test Valley Council were installing electronic tourist information kiosks, therefore the Town Council should investigate whether it was doubling up on information.</p> <p>Cllr Bird confirmed that she would investigate.</p> <p>Members requested information regarding the Commonwealth Flag.</p> <p>Cllr Brooks confirmed that she had investigated and Test Valley Borough Council would not be holding a ceremony in 2015.</p> <p>It was agreed that Cllr Long would speak with Cannon Harkin and find out if a service could be held at St Mary's Church.</p> <p>It was requested that the Youth Council be approached to see if they would participate.</p>	<p><b>Cllr Bird to investigate whether Test Valley Borough Council were installing electronic tourist information kiosks.</b></p> <p><b>Cllr Long to approach St Mary's Church to enquire whether a service could be held there to mark Commonwealth Day in 2015.</b></p>
<b>ATD 34/14</b>	<b>JUBILEE TREE</b>	
	<p>Cllr Long reported that the Jubilee Tree had been moved back to its original position in Vigo Road Recreation Park.</p> <p>She suggested that a plaque be purchased to mark the fact that the Town Council had presented the tree to mark the Queens Jubilee.</p>	

	<p>Cllr Lynn reported that there was a scheme for tree planting in the same area and that checks should be carried out to ensure the Jubilee Tree was not going to be disturbed.</p> <p>Cllr Hardstaff mentioned that at Portway 3 trees have plaques, they look like rock in front of the tree it is very effective.</p> <p>It was agreed that investigations would be carried out on types of plaque.</p>	
<b>ATD 35/14</b>	<b>DEMENTIA CHAMPION</b>	
	<p>The Town Clerk reported that this item had been referred from full Council.</p> <p>She explained that Andover MIND had approached the Town Council to see if there was any way in which Members could support the Dementia Champion Project that was taking place throughout the Town Centre. The aim was to educate shops and businesses about dementia and make the town centre a more 'dementia friendly' environment.</p> <p>Cllr North explained that the Town Centre manager was liaising regarding the project.</p> <p>The Chairman suggested that the Town Clerk and the Allotments Administrator attend the half day training session on Dementia so that they would be more aware for members of the public entering the Town Council Offices.</p>	<p><b>The Town Clerk and Allotments Administrator to attend the half day training course on Dementia.</b></p>
<b>ATD 36/14</b>	<b>FLORAL CLOCK</b>	
	<p>The Chairman confirmed that this item had been addressed during the public speaking.</p>	
<b>ATD 37/14</b>	<b>FLOOD PLAN</b>	
	<p>Members were notified that there would be a Workshop for Town and Parish Councils at Longstock Village Hall on Saturday 29 November at 9.30am.</p> <p>Cllr Lynn commented that Test Valley Borough Council had already produced a Flood Plan for Andover.</p> <p>Cllr Bird explained that the aim of the workshop was to inform Town and Parish Council whom they needed to inform in case of an emergency and how they could help.</p> <p>The Town Clerk was requested to contact the</p>	<p><b>Town Clerk to contact the organisers of the Flood Plan Workshop to request information to be sent to the Town Council.</b></p>

	organisers as no Members from the Town Council were able to attend the event.	
<b>ATD 38/14</b>	<b>MARKETS</b>	
	<p>Cllr North reported that the Markets had been agreed and that a booking in policy was required. Cllr Lynn suggested that the idea had been overtaken by the Town Summit Groups Market on a Sunday.</p> <p>Cllr North commented that the Town Council had not had the resources and that it kept being deferred. He suggested that the Town Council approach the Town Centre Manager to see if something could be organised.</p> <p>The Chairman requested a report to be submitted to the next meeting on whether the Town Council had the capacity to take on the Saturday Markets, she requested that the report should come from the Markets Working Group.</p> <p>The Chairman requested that the Town Clerk send her all the reports so far completed on the project.</p>	<p><b>Markets Working Group to submit a report to the next meeting on whether the Town Council has the capacity to take on Saturday Markets and whether a partnership can be entered into with the Town Centre Manager.</b></p>
<b>ATC 39/14</b>	<b>WORK PROGRAMME</b>	
	<p>It was agreed that the following be added to the Work Programme for the next meeting to be held on 15 January 2015:</p> <p>Markets</p> <p>Christmas Lights (including Wayleaves rpt)</p> <p>WW1 Commemoration Events</p> <p>Assets</p> <p>Tourist Information Kiosks</p> <p>Floral Clock</p>	

The Chairman closed the meeting at 7.55pm.

Christmas Lights Easement

Dear

As you may know Andover Town Council is responsible for the supply and installation of the Christmas Lights for the Town of Andover.

Currently the lights are displayed on lamp posts only. However, we would like to extend the display to include festoons which will hang across the high street.

Therefore we would like to apply to the owner of ..... for an Easement to attach the cables for the festoons to .....building during the festive season and periodically inspect and maintain the cable eyebolts attached to .....

If you are minded to grant an Easement we will register it with the Land Registry.

**Easements**

*An Easement (also known as a Deed of Grant) provides similar access rights for installing and maintaining infrastructure equipment but for a one off payment and its provides permanent access. An Easement can also be registered at the Land Registry in order to ensure that future owners of the land adhere to it.*



## APPENDIX C

### AMENITIES AND TOWN DEVELOPMENT

#### WORK PROGRAMME

#### JANUARY 2015

Date of Meeting	ITEM	Requested by	Purpose of Item
15 January 2015	Tourist Information		
15 January 2015	Assets		
15 January 2015	Grants Working Group		
15 January 2015	Annual Electors Meeting Report		
4 March 2015	Annual Electors Meeting Report		To finalise contents of report
4 March 2015	Grants		To approve grant recipients for 2015