



# 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 27 NOVEMBER 2014 at 7.00 pm** when it is proposed to transact the following business:-

A handwritten signature in blue ink, appearing to be 'Wendy Coulter', is written over a light blue circular stamp.

Wendy Coulter - Town Clerk

21 November 2014

**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 22 October 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 an update regarding the commemoration football match for 2014.

6 **CHRISTMAS LIGHTS**

To receive an update on the Christmas Lights for 2014 and to review any problems encountered. Report attached at **Appendix B**.

7 **ASSETS WORKING GROUP**

To receive an update from the Assets Working Group.

8 **TOURIST INFORMATION KIOSKS**

To receive an update on the Tourist Information Kiosks.

9 **JUBILEE TREE**

To receive an update on the Town Council Jubilee Tree planted in Vigo Road Recreation Ground.

10 **DEMENTIA CHAMPION**

To consider how the Town Council can support the Dementia Champion initiative.

11 **FLORAL CLOCK**

To consider how the Town Council can support the initiative to restore the Floral Clock.

12 **FLOOD PLAN**

To set up a Working Group to investigate a Flood Plan for Andover.

13 **MARKETS**

To note the progress of the Saturday Markets Project.

14 **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

Wednesday 22 October 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) (A)

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

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

Cllr G McBride (P) *Ex Officio*

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

Minute No.	Item Title	RESOLUTION/ACTION
ATD 14/14	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received and accepted from Councillors B Long, P North and V Pond.	
ATD 15/14	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
ATD 16/14	<b>MINUTES</b>	
	The Minutes of the Meeting held on 17 July 2014 were agreed and signed by the Chairman as a correct record.	

<b>ATD 17/14</b>	<b>PUBLIC PARTICIPATION</b>	
	<p>Mrs J Doyle asked for assistance with a matter regarding land Harewood Forest.</p> <p>As Ward Councillors, Cllr Bird and Cllr Hardstaff offered their assistance with the matter.</p>	
<b>ATD 18/14</b>	<b>2014 COMMEMORATION EVENTS</b>	<b>Action</b>
	<p>Cllr Hardstaff confirmed that he was waiting for confirmation from the other Football Team with regard to their participation in the football match to take place on 25 December and 27 December 2014. A banner would be placed in the notice board on Vigo Road Recreation Ground.</p> <p>It was confirmed that £500 had been received from Hampshire County Council for this event and Andover Town Council would contribute £500.</p> <p>The Chairman Cllr Brooks requested that the final arrangements be confirmed at the next meeting of the Amenities and Town Development Committee. It was agreed that Cllr Hardstaff would email Members with the choice of medals and once choices had been received the Town Clerk would order them.</p> <p>It was agreed that Cllrs Bird and Hardstaff would talk to The Breeze regarding the football match nearer the time to encourage more participants. Cllr Bird reported that she had met with Officers at TVBC regarding an artwork for the Town to commemorate WW1 and all other conflicts since. She reported that it had been agreed that the artwork should be a reminder of what the people of Andover had given, a lasting memorial that would be placed in a more central location.</p> <p>It was agreed that the Commemoration Working Group would meet now that the Encounters Report had been published and siting of the artwork could be discussed.</p>	<p><b>Cllr Hardstaff to report final arrangements of the football match to the next meeting of the Amenities &amp; Town Development Committee.</b></p> <p><b>Cllr Hardstaff to email Members choices of Medals.</b></p> <p><b>The Town Clerk to order medals once choice had been made.</b></p> <p><b>Cllrs Bird and Hardstaff to speak to The Breeze to promote the football match nearer the time.</b></p> <p><b>The Commemoration Working Group to meet to confirm details of football match and discuss siting of Commemoration Art Work in the Town.</b></p>
<b>ATD 19/14</b>	<b>ASSETS WORKING GROUP</b>	<b>Action</b>
	<p>Cllr Bird reported that she had met with the Head of Finance at Test Valley Borough Council regarding the Andover Levy. There were confidential Lease Arrangements contained within the Levy that could not be discussed.</p>	<p><b>Cllr Bird to arrange another meeting of the Assets Working Group.</b></p>

	Cllr Bird confirmed that she would arrange for the Working Group to meet to consider the figures in more detail.	
<b>ATD 20/14</b>	<b>TOURIST INFORMATION KIOSKS</b>	
	Cllr Bird confirmed that she had arranged for a literature stand to be placed in the Travelling Cupcake. Arrangements were needed for a 'hotline' to the Romsey Tourist Information Centre to ensure tickets etc. could be purchased.	<b>Town Clerk to work with Cllr Bird to arrange a leaflet stand and 'hotline' to Romsey Tourist Information Centre.</b>
<b>ATD 21/14</b>	<b>CHRISTMAS LIGHTS</b>	
	<p>Members received a report on the progress of the Christmas Lights for 2014.</p> <p>The Town Clerk further confirmed that an Emergency Plan was being drawn up to mitigate any situations as were experienced in 2013 when the Christmas Tree blew over in the High Winds.</p> <p>It was agreed that the Town Clerk would purchase a Christmas Tree at a cost of £1,135.35 including delivery and placement.</p> <p>Cllr Brooks suggested that the Chairman of the Town Council should be on the stage on the Switch-On event as the Town Council supplied the lights.</p> <p>The Town Clerk requested Members to assist with turning on the lights on 21 November 2014. It was agreed that she would email all Members to request assistance.</p> <p>Cllrs Hardstaff and Bird volunteered to assist.</p> <p>Cllr Page left the meeting at 7.45pm.</p>	<b>Town Clerk to draw up emergency plan for contacts and procedures for Christmas 2014.</b> <b>Town Clerk to email all Members to request assistance with turning on the Lights.</b>
<b>ATD 22/14</b>	<b>FLY THE FLAG FOR THE COMMONWEALTH – 9 MARCH 2015</b>	
	<p>It was agreed that the Town Clerk would write to TVBC asking them whether they were going to commemorate the Commonwealth Day and if so could the Town Council participate. If the response was that TVBC were not going to commemorate it, the Town Council would make arrangements to fly the flag.</p> <p>It was suggested that the Executive Officer of the Youth Council be asked to raise the flag.</p>	<b>Town Clerk to write to TVBC regarding the Commonwealth Day in 2015. If TVBC were not holding an event the Town Council will arrange for a flag to be flown.</b> <b>Town Council to consider asking the Executive Officer of the Youth Council to raise the flag.</b>
<b>ATD 23/14</b>	<b>FLOOD PLAN</b>	
	It was agreed that the Town Clerk would email all Councillors to request Members for a Flood Plan	<b>Town Clerk to email all Councillors to request Members</b>

	Working Group. Cllr McBride offered to be a Member of the Group	<b>for a Flood Plan Working Group.</b>
<b>ATD 24/14</b>	<b>MARKETS</b>	
	There was no update on the Markets.	
<b>ATC 25/14</b>	<b>WORK PROGRAMME</b>	
	It was agreed that the following be added to the Work Programme for the next meeting to be held on 27 November 2014: Flood Plan Assets Markets Tourist Information Kiosks WW1 Commemoration Events	

The Chairman closed the meeting at 8.10pm.

**REPORT** Full Report for Amenities and Town Development Committee

<b>Report from</b>	Christmas Lights Working Group	Send copy to Chairman, Vice Chairman and Town Clerk
<b>Date of Meeting</b>	N/A	<b>Date sent to above:</b> 21.11.2014
<p><b>Report</b></p> <ul style="list-style-type: none"> <li>• The Christmas Tree was installed on the High Street on Thursday 13 November 2014 at 5am, the Town Clerk, Cllr Long and Cllr Hardstaff were on site to ensure correct installation</li> <li>• The Christmas Lights were installed on Sunday 15 November 2014, from 7pm being completed at approximately 3am on Monday 16 November. The Town Clerk and Cllr Long were on site to ensure correct installation.</li> <li>• All the lamp columns have been tested by the Town Councils electrical contractors, however 2 faults have been discovered</li> <li>• Lamp Column 3 on the lower high street is not wired in correctly, therefore the Christmas Lighting contractors have bypassed the fault and connected the Christmas Lights to the neighbouring column. The fault has been reported to SSE.</li> <li>• Lamp Column 2 on the upper high street is not functioning, none of the power cables are connected, this fault was reported in 2013 to SSE and the lamp has not been re-connected.</li> <li>• At the current time the lamp column will not be fixed in time for the switch on. Officers are continuing to put pressure on SSE to fix the fault.</li> <li>• An Emergency Plan has been written for the Christmas Lights and tree in case of issues arising over the holiday period.</li> <li>• The Emergency Plan will be sent to all Councillors once agreed by the Amenities and Town Development Committee</li> <li>• The Christmas Lights will be removed from 6<sup>th</sup> January 2015 by the Town Council's contractors</li> <li>• The Christmas Tree will be removed by Test Valley Borough Council, timing currently being arranged by Officers.</li> <li>• The Christmas Lights Working Group is asked to consider new Contractors for the Christmas Lights in January 2015.</li> </ul>		

AMENITIES AND TOWN DEVELOPMENTWORK PROGRAMMENOVEMBER 2014

Date of Meeting	ITEM	Requested by	Purpose of Item
27 November 2014	Commemoration Events		
27 November 2014	Tourist Information		
27 November 2014	Christmas Lights		
27 November 2014	Assets		
27 November 2014	Jubilee Tree		
15 January 2015	Tourist Information		
15 January 2015	Assets		
15 January 2015	Grants Working Group		
15 January 2015	Annual Electors Meeting Report		