



# ANDOVER TOWN COUNCIL

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

Cllrs Zilliah Brooks (Chairman), Christopher Lynn (Vice-Chairman), Katherine Bird, Alan Cotter, Steven Hardstaff, Marion Kerley, Barbara Long, 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 17 JULY 2014 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
11 July 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 **ELECTION OF CHAIRMAN**  
To elect a Chairman of the Committee for the Municipal Year 2014/2015.
- 2 **ELECTION OF VICE CHAIRMAN**  
To elect a Vice-Chairman of the Committee for the Municipal Year 2014/2015.
- 3 **APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- 4 **DECLARATIONS OF INTEREST**  
To receive and note any declarations of interest relevant to the agenda.
- 5 **MINUTES**  
To agree the minutes of the Amenities and Town Development Committee meeting held on 22 May 2014 – attached at **Appendix A**.
- 6 **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.
- 7 **2014 COMMEMORATION EVENTS**  
To receive an update regarding the commemoration football match for 2014 and to confirm all the events and projects that the Town Council is involved in.

- 8 **ASSETS WORKING GROUP**  
To receive a report from the Assets Working Group to report on progress regarding Andover Town Levy.
- 9 **TOURIST INFORMATION KIOSKS**  
To receive an update report from the TIK Working Group.
- 10 **CHRISTMAS LIGHTS**  
To receive an update on the progress of the Christmas Lights for 2014.
- 11 **WEBSITE**  
To consider further improvements to the Website.
- 12 **MARKETS**  
To note the progress of the Saturday Markets Project.
- 13 **WORK PROGRAMME**  
To note the Work Programme for the Committee and add items as necessary – attached at **Appendix B**.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes of Amenities & Town Development Committee

### Time and date

Thursday 22 May 2014

### Place

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

### Details of Attendance:

Cllr Z Brooks (Chairman) (P)  
 Cllr C Lynn (Vice-Chairman) (P)  
 Cllr K Bird (P)      Cllr A Cotter (P)      Cllr S Hardstaff (A)      Cllr B Long (P)  
 Cllr M Kerley (A)      Cllr P North (A)      Cllr B Page (A)

Also in attendance: Cllr V Pond (to assist with a presentation on High Tech Forum)  
 Taking the Minutes: Wendy Coulter (Town Clerk)

Prior to the start of the meeting, the Amenities and Town Development Committee received a presentation from Janet Thorpe regarding Andover's Great Outdoors Project for 2015/2016. Members offered their assistance to Mrs Thorpe in the form of contacts for Test Valley Borough Council, the support of Andover Town Council and partnership working for events.

Minute No.	Item Title	RESOLUTION/ACTION
<b>ATD 79/13</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies for absence were received and accepted from Cllrs S Hardstaff, M Kerley, P North and B Page.	
<b>ATD 80/13</b>	<b>Declarations of Interest</b>	<b>Action</b>
	Cllrs Brooks, Lynn and Bird declared an interest in Item 10 – Flags/Banners in the Town Centre as they are Test Valley Borough Councillors.	
<b>ATD 81/13</b>	<b>Minutes</b>	<b>Action</b>
	The minutes of the previous meeting held on 5 March 2014 were signed by the Chairman as a correct record.	
<b>ATD 82/13</b>	<b>Public Participation</b>	<b>Action</b>
	There were no members of public present.	
<b>ATD83/13</b>	<b>High Tech Forum</b>	<b>Action</b>
	Members received a presentation from Mr Roderick Pond on a scheme to encourage professional high tech businesses in Andover to offer CPD to employees and interested	<b>Cllr K Bird to liaise with Mr Pond and Test Valley Borough Council to implement the High Tech</b>

	parties through a High Tech Forum. Cllr Bird reported that Test Valley Borough Council had received a presentation from Andover Vision on a project very similar and offered to liaise with Mr Pond and Test Valley Borough Council to implement to project further.	<b>Forum Project.</b>
<b>ATD84/13</b>	<b>Andover Boundary Signs</b>	<b>Action</b>
	Cllr Long reported that she had received the artwork for the new Boundary Signs for Andover, which included the Town Council logo, following negotiations between, Cllr G McBride, Cllr Bird and Test Valley Borough Council. However, the Town Council logo did not have the Latin motto underneath and it was too late for it to be included on the sign. Cllr Bird further reported that work was being carried out to include a strap line for Andover, "Andover, a great Place to Live". The Committee agreed to endorse this Strap Line and recommend to full Council that Andover Town Council support it.	<b>The Committee to endorse the strap line "Andover, a Great Place to Live" to be included on the Boundary Signs for Andover.</b>
<b>ATD 85/13</b>	<b>2014 Commemoration Events</b>	<b>Action</b>
	Cllr Long reported that the poppy seed planting had taken place. The Library window was booked and information, photographs and memorabilia was being collected to display. The new performance space in Vigo Road would be booked and a local band would be invited to play WWI themed music. Families would be able to have a picnic while listening to the music. Cllr Long would confirm details. Cllr Long confirmed that the football match was being organised between herself and Councillor Hardstaff. It was confirmed that the date of the match would be Saturday 27 December 2014. Cllr Long conformed that she had booked St Mary's Church in order to hold a vigil in honour of WWI and those named on the Andover War Memorial. The date would be 4 <sup>th</sup> August, to coincide with the vigil being held at Westminster Abbey. Cllr Brooks asked Members to volunteer to assist Cllr Long with the organisation and preparation for the vigil. Cllr Long conformed that she would approach the Royal British Legion. Cllr Bird confirmed that she was working with officers of Test Valley Borough Council to organise a sculpture to commemorate those who died in action in WWI. Cllr Brooks suggested that Cllr Bird could contact Test Valley Art Foundation for assistance.	<b>Confirmed events:</b> <b>Poppy's planted</b> <b>Library Window display</b> <b>Football Match in December 2014</b> <b>Band in Vigo Road Recreation Park performance space in June 2014</b> <b>Vigil at St Mary's Church on 4 August 2014.</b>
<b>ATD 86/13</b>	<b>Assets Working Group</b>	<b>Action</b>
	This item was deferred to the next meeting.	
<b>ATD 87/13</b>	<b>Tourist Information Kiosks</b>	<b>Action</b>
	Members reported that investigations had been made into the Kiosks in the High Street, however the costs of the scheme were prohibitive. It was agreed to discuss options with the new Town Centre Manager. Cllr Long suggested that an Audit be carried out of where information was available from currently. Cllr Lynn pointed out that there was nowhere in the town to buy tickets from for local shows and entertainment. He	<b>Town Clerk to contact Town Centre Manager to consider options for a Tourist Information Point in the Town Centre.</b>

	suggested that a Tourist Information Point would be able to provide that service.	
<b>ATC 88/13</b>	<b>Flags/Banners in Town Centre</b>	<b>Action</b>
	<p>The Town Clerk reported that she had spoken with the Chairman of the Policy and Resources Committee regarding an invitation from Test Valley Borough Council to contribute and be part of a project to erect banners in the High Street and surrounding streets to commemorate WWI.</p> <p>The Town Clerk brought to members attention the savings made by the committee in the previous years budget and Members agreed to recommend to Full Council, via the Policy and Resources Committee that £1,000 be taken from the Town Events Budget from 2013/2014 to contribute to the specific project of Flags/Banners in the Town Centre to commemorate WWI.</p>	<b>Town Clerk to report to P&amp;R and Full Council the recommendation of Amenities and Town Development Committee to Vire £1,000 from the Town Centre Development Budget 2013/2014 for contribution to the WWI Flags/Banners project.</b>
<b>ATD 89/13</b>	<b>Work Programme</b>	<b>Action</b>
	<p>It was agreed that the following items would be included on the Work Programme for inclusion on the next agenda:</p> <p>Tourist Information Kiosks  Assets Working Group report  Christmas Lights  Website  Markets</p>	<b>Town Clerk to include the items on the next agenda.</b>

The Chairman closed the meeting at 8.06pm.

Chairman

Date

## APPENDIX B

**AMENITIES AND TOWN DEVELOPMENT**  
**WORK PROGRAMME**  
**JULY 2014**

Date of Meeting	ITEM	Requested by	Purpose of Item
17 July 2014	Commemoration Events		
17 July 2014	Town Centre Manager	Chair	To update the Town Council on the Town Centre Project
18 September 2014	Christmas Lights		
27 November 2014	Christmas Lights Update		