



partnership in 2014 for the commemoration of 100 years since the beginning of the First World War on 28 July 1914 and 70 years since the Second World War D-Day Landings on 6 June 1944.

9 **WEBSITE**

To receive a report from the Website Working Group on updates to the Town Council Website – report attached at **Appendix D**.

10 **COMMUNITY DAY WORKING GROUP**

To receive an update on Community Days.

11 **ASSETS WORKING GROUP**

To consider whether an Assets Working Group should be formed to consider possible Asset Transfers and consider whether services could be transferred to reduce the Andover Levy. The work to be carried out by the Working Group would ensure the Town Council was carrying out its targets with regard to the Business Plan.

12 **WORKSHOP – CALL FOR IDEAS**

To receive an update on the recent Workshop held on 27 April 2013.

13 **WORK PROGRAMME**

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

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes of Amenities & Town Development Committee

### Time and date

Wednesday 6 March 2013

### Place

66C High Street, Andover, Hampshire

### Details of Attendance:

Cllr C Lynn (Chairman) (P)

Cllr Z Brooks (Vice-Chairman) (P)

Cllr K Bird (A)

Cllr D Drew (P)

Cllr A Fitchet (A)

Cllr S Hardstaff (A)

Cllr B Long (P)

Cllr M Kerley (A)

Cllr P North (P)

Cllr B Page (P)

Cllr V Pond(A).

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

Minute No.	Item Title	RESOLUTION/ACTION
<b>ATD 43/12</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies for absence were received and accepted from Cllrs K Bird and A Fitchet.	
<b>ATD 44/12</b>	<b>Declarations of Interest</b>	<b>Action</b>
	Councillor C Lynn declared an Interest in Item 7, Grants – Citizens Advice Bureau and Child Contact Centre.	
<b>ATD 45/12</b>	<b>Minutes</b>	<b>Action</b>
	The minutes of the previous meeting held on 17 January 2013, were signed by the Chairman as a correct record.	
<b>ATD 46/12</b>	<b>Public Participation</b>	<b>Action</b>
	There were no Members of the Public present	
<b>ATD 47/12</b>	<b>Website</b>	<b>Action</b>
	Members received a verbal update report from the Website Working Group. Meetings were held every 4 to 6 weeks, updates made at the meetings. Members were being trained to update website.	<b>TC to investigate whether a list of important Town based planning applications can be added to the website.</b> <b>TC to provide a list of:</b> <b>Number of website enquiries</b> <b>Subject of enquiries.</b>
<b>ATD 48/12</b>	<b>Surveys</b>	<b>Action</b>
	There was no report from the Surveys Working Group. Members requested that 2 surveys be considered:	<b>TC to request Survey Working Group to draw up a plan to conduct 2 surveys</b>

	<p>1. Whether lighting be provided along Micheldever Road</p> <p>2. Whether additional lighting column be placed along Anton Mill Path</p>	<b>regarding lighting on Micheldever Road and Anton Mill Path</b>
<b>ATD 49/12</b>	<b>Grants</b>	<b>Action</b>
	<p>Members received a report from the Grants Working Group making recommendations for the awarding of Grants in 2012. It was agreed that the following Grants be awarded:  Action for Children: £220  Athletics Club: £318  Adult &amp; Family Learning: £450</p> <p>It was agreed that the Grants Guidelines be amended to better inform applicants on the type of grants awarded.</p> <p>Members requested the Town Clerk to remind last year's recipients of Grants to report back on progress to the Town Council.</p>	<p><b>TC to write and inform unsuccessful applicants.</b></p> <p><b>TC to write and inform successful applicants to attend the Annual Electors Meeting on 21 March 2013 to collect their awards.</b></p> <p><b>TC to write to last year's recipients to receive update reports.</b></p> <p><b>RESOLVED: That the Grant Guideline No. 8 be amended to read:</b></p> <p><b>Grants will only be awarded for one off costs and will not be awarded for routine refurbishment, maintenance or running costs. Organisations will only receive a grant once every four years.</b></p>
<b>ATD 50/12</b>	<b>Hospitality</b>	<b>Action</b>
	There was no report from the Hospitality Working Group.	
<b>ATD 51/12</b>	<b>Events</b>	<b>Action</b>
	<p>Cllr North reported that the Summit Event Group had met and market events had been scheduled to co-include with the Farmers' Market. Further events had been scheduled in the Time Ring and for Saturdays.</p> <p>It was agreed that the Town Council would continue to work on weekly markets on Saturdays.</p> <p>A report would be brought back to the next meet as to how this would be organised.</p> <p>The Town Clerk confirmed that Insurance was being investigated.</p>	<p><b>Markets working Group to meet to consider weekly markets.</b></p> <p><b>TC to continue to investigate Insurance cover.</b></p>
<b>ATD 52/12</b>	<b>Workshop – Call for Ideas</b>	<b>Action</b>
	<p>Members approved a further Workshop meeting to be held on Saturday 27 April 2013 in the Guildhall between 10am and 12noon for the following groups:  Older Persons Forum  Andover Young People  Young Mothers  Facebook</p>	<p><b>RESOLVED: That a further Workshop be held in the Guildhall on Saturday 27 April 2013 to consider ideas for improving the Town Centre.</b></p> <p><b>TC to invite the following groups to attend:</b></p> <p><b>Older Persons Forum</b>  <b>Andover Young People</b>  <b>Young Mothers</b>  <b>Facebook</b></p>
<b>ATD 53/12</b>	<b>Jubilee Tree</b>	<b>Action</b>
	<p>Members noted that the Town Council would be receiving an Oak tree from Hampshire County Council to commemorate the Queens Diamond Jubilee. It would be planted in Vigo Road Recreation Park with the approval of Test Valley Borough Council.</p> <p>It was agreed that a planting ceremony should be organised with Press coverage and the following persons be invited:  Mayor of Test Valley  Andover Aldermen  All Town Councillors  Mr D Tasker of TVBC Leisure</p> <p>The invite would include returning to the Town Council offices afterwards for refreshments.</p>	<p><b>Cllr Long to confirm delivery of tree and organise day for planting.</b></p> <p><b>TC once planting day known, to contact invitees and organise Press coverage and refreshments.</b></p> <p><b>TC to investigate plaque for dedicating the oak tree.</b></p>

ATD 54/12	Work Programme	Action
	<p>The Committee confirmed that the Trees and Shrubs Working Group was no longer required as this would be covered by the TVBC Summit Working Group.</p> <p>The Covent Garden Working Group would include Councillors Lynn and Page. One further member was needed.</p> <p>It was agreed that a list of all Working Groups would be circulated to Members requesting further volunteers.</p> <p>It was agreed that the Town Clerk would remind all the Chairmen of the Working Groups to submit a written report to the Committee.</p> <p>The Work Programme was amended and updated.</p>	<p><b>TC to circulate list of Working Groups and Membership to all Councillors requesting further volunteers.</b></p> <p><b>TC to remind all Chairmen of Working Groups that a written report should be submitted to the Committee.</b></p>

The Chairman closed the meeting at 7.50pm.

Chairman

Date

# APPENDIX B

## REPORT Full Report for Amenities and Town Development Committee

<b>Report from</b>	<b>Xmas Lights working group</b>	<b>Send copy to Chairman, Vice Chairman and Town Clerk</b>
<b>Date of Meeting</b>	<b>1st May</b>	<b>Date sent to above 15<sup>th</sup> May 2013</b>
<b>Present. Lights working group</b> <ul style="list-style-type: none"><li>• Members Barbara Long, Alan Cotter, Wendy Coulter</li></ul> <b>Paul (Blachere rep)</b> <ul style="list-style-type: none"><li>• Co-opted members</li></ul>		
<b>Report</b> <p>Blachere have been made aware that despite trying to resolve this since January we had not had satisfactory answers Following numerous phone calls &amp; emails to Blachere rep and head office managed eventually to get a meeting with Paul – Blachere rep.</p> <p>Went through all the lights that were installed in 2012 and things that were wrong and problems that we had. Lights that we had requested for the Upper High Street were made from Stainless Steel and had been too heavy to be installed – these have now been scrapped, so need to choose new motifs for this location.</p> <p>Only motifs on website that were suitable were three presents. Asked for a visual to be sent using this motif with the ribbons we had last year.</p> <p>Agreed the lower High Street looked good. Need to sort the festoon lights as some lights had not worked.</p> <p>Christmas Tree – the red lights were not put on only white and warm white Guildhall looked good – no change Bridge Street – new chosen motif instead of the green trees looked good so would keep the arrangement we had last year. The stars should have had red inserts and all should be the same (had one that was blue) Asked for a new visual of the scheme with the corrections.</p> <p>Have been assured visuals will arrive for the Amenities and Town Development Committee to see</p>		

## REPORT Working Group/ Markets Saturday

<b>Report from</b>	<b>Chris Lynn</b>	<b>Send copy to Chairman and Vice Chairman and Clerk,</b>
<b>Date of Meeting 3/4/2013</b>		<b>Date sent to above</b>
<b>Present.</b> <ul style="list-style-type: none"><li>• <b>Members P North, B Page</b></li><li>• <b>Co-opted members</b></li></ul>		
<b>Report</b> <ul style="list-style-type: none"><li>• P North to look at the method of insurance for each participant.</li><li>• Charities and business to be allowed to 'showcase' as well as sell items</li><li>• Advertising for the Charities via TVCS ENews and Email addresses</li><li>• Businesses from D Gleave, TVBC, Papers and Weyhill Fair etc.</li><li>• Start May/June if possible- depending on insurance</li></ul> <b>Next</b> <ul style="list-style-type: none"><li>• Confirm two tents for each group each Saturday CDL</li><li>• Cost £5 if possible plus insurance. Money to go towards charity</li><li>• Adverts for Enews to be completed by CDL and Wendy when agreed by committee.</li></ul>		

# APPENDIX D

## REPORT Full Report for Amenities and Town Development Committee

<b>Report from</b>	<b>Website Working group</b>	<b>Send copy to Chairman, Vice Chairman and Town Clerk</b>
<b>Date of Meeting</b> 12 <sup>th</sup> March, 23 <sup>rd</sup> April		<b>Date sent to above</b> 16 <sup>th</sup> May
<p><b>Present.</b></p> <ul style="list-style-type: none"> <li>• <b>Members</b> Barbara Long, Andy Fitchet, Katherine Bird</li> <li>• <b>Co-opted members</b></li> </ul>		
<p><b>Report</b></p> <p>After consulting the Town Clerk on how the working group could best help to keep the website up to date and for news to be put on the website, it was agreed that we would meet on a regular basis so that the Town Clerk was able to make changes and update the website during the meeting where possible.</p> <p>Website group have met with the Town Clerk.</p> <p>Changes that have been made.</p> <ul style="list-style-type: none"> <li>• Photographs of councillors have been taken in correct format and installed on the website. These are now viewed correctly without cropping heads.</li> <li>• Text re councillor read in third person and appear more professional.</li> <li>• Corrections had been made to Alamein parish boundary map</li> <li>• Notes on each ward have been rewritten</li> <li>• All minutes and budget files have been installed</li> </ul> <p><b>Improvements to web</b></p> <ul style="list-style-type: none"> <li>• Latest news items, with pictures where possible, have been put on website each month</li> <li>• Latest news now show six items ( before it had been only 3)</li> <li>• Allotments pages have been added with tenants being able to report problems on line</li> <li>• Notes on home page changed as website now running almost a year ( no longer our new website)</li> <li>• Links to other website added as they are found (hope to add logos to page to break up text)</li> <li>• Frames of councillors photographs have been corrected so no longer viewed with cropped heads</li> </ul> <p><b>Future improvements discussed.</b></p> <ul style="list-style-type: none"> <li>• Link to BBC weather page ( Tom has quoted for work)</li> <li>• Ability to add pictures to all pages, too much text overall on website</li> <li>• Possibly rebrand colours as greys seem quite dark. Needs to look brighter and more vibrant ( Tom to quote for cost)</li> <li>• Add more pages for allotments so Mary can use the website for reporting work etc and not have to keep two different documents (Mary and Wendy to discuss with Tom)</li> </ul> <p><b>Notice Board</b></p> <ul style="list-style-type: none"> <li>• Notices etc are created at the same time to be put on the Town Council Notice when latest news added to website.</li> <li>• Headings have been added to notice board to attract attention to passers by.</li> <li>• Three sections created Community News, Council Events, Meetings and agendas</li> </ul>		



# APPENDIX E

## AMENITIES AND TOWN DEVELOPMENT

### WORK PROGRAMME

May 2013

Date of Meeting	ITEM	Requested by	Purpose of Item
22 May 2013	Christmas Lights		To receive a progress report for the Christmas Lights 2013
22 May 2013	Farmers' Market		To receive a progress and update report on the current situation
22 May 2013	Markets		To receive an update
22 May 2013	Events		To consider events for 2014
18 July 2013	Farmers' Market		To receive an update
18 July 2013	Website		To receive an update
18 July 2013	Events		
18 July 2013			
19 September 2013	Christmas Lights		To receive an update report on progress for Christmas Lights 2013
19 September 2013	Events		
23 October 2013	Budget 2014/2015		To consider projects requiring inclusion in the Budget
23 October 2013			
27 November 2013			
27 November 2013			