



ANDOVER TOWN COUNCIL

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

Cllrs Christopher Lynn (Chairman), Zilliah Brooks (Vice-Chairman), Katherine Bird, David Drew, Andrew Fitchet, Steven Hardstaff, Karen Hamilton, Marion Kerley, Barbara Long, Brian Page, Veronika Pond and Philip North.

(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 **WEDNESDAY 14 NOVEMBER 2012 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
8 November 2012

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 19 September 2012 – 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 **WORKING GROUPS**

To consider the membership of the following Working Groups.

Below is a tabled list of Working Groups and Councillors who have indicated their interest.

Group	Committee Member	Committee member	Committee Member	Co-opted	Co-opted	Co-opted
Market	Cllr Lynn	Cllr North	Cllr Drew			
Music in High Street	Cllr North	Cllr Bird		Steve Randall? Breeze		
Cenotaph	Cllr Page	Cllr Lynn		RBL		

Trees and Shrubs						
TIC		Cllr Bird	Cllr Drew			
As and when necessary and if required						
Web Site		Cllr Long	Cllr Bird			
Grants	Cllr Hamilton	Cllr Long	Cllr Cotter			
Events						
Assets and Acquisitions		Cllr Bird				
Hospitality		Cllr Bird				
Christmas Lights	Cllr North	Cllr Long	Cllr Cotter			
Surveys	Cllr Drew					
Joint Working		Cllr Bird				

1. Market- Look at Saturday market with a view to having five charity stalls and five small business stalls. Cost £5 per week. Maximum once per month. Problems, insurance, how to find charities and businesses etc. booking system and who sees them in and out.
2. Music in High Street- Look at having music in area outside Lloyds Bank where there is a natural paved area where the market could be placed around the music. 2 Town Bands, rock, folk, buskers, street theatre. Time possibly 11am until 1pm. Steve Randall of Breeze asked to join the working group.
3. Cenotaph- Look at opening up the Newbury street side of the Cenotaph with garden of remembrance and plaques of recent war losses etc. Problem TVBC are already looking at this and would need to talk to David Tasker about how far they have got and if possible for joint working.
4. Trees and Shrubs- Potted large trees and shrubs in High Street to be moved around the High Street as and when to change the ambience of the High Street and possibly shade sitting areas in Summer etc.
5. TIC- Is it possible to have the Tourist Information Kiosk in the High Street manned by volunteers , organised by the Town Council. David Gleave of TVBC interested.
6. Web Site as and when required. Suggested March 2013
7. Grants to be set up for end of January 2013
8. Assets and Acquisitions to be set up when something of interest comes to the Town Council
9. Hospitality- to be set up if thought necessary to look at the possibility of talking to new residents, companies etc and explain what the Town council does.
10. Christmas lights- New group to be set up in January 2013 after present group has ended at Christmas 2012
11. Surveys- will become very necessary when we look at an 'excellent town' status. To be set up when necessary
12. Joint Working- to be set up if necessary to look at joint working with TVBC, HCC and others. Suggested by Rotary they could do a joint event with the TC

6 SATURDAY MARKETS

To receive a report from the Saturday Market Working Group.

7 MUSIC IN THE HIGH STREET

To receive a report from the Music in the High Street Working Group.

8 CENOTAPH

To receive a report from the Cenotaph Working Group.

9 CHRISTMAS LIGHTS 2012

To receive a report on the Christmas Lights for 2012 – report attached at **Appendix B**.

10 COMMUNITY TRANSPORT

To receive a report on a Community Transport Campaign for Andover and Partnership working between the Town Council and the Voluntary Services Council. Report attached at **Appendix C**.

To recommend the Project to full Council for approval.

11 WORK PROGRAMME

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

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Amenities & Town Development Committee

Time and date

Wednesday 19 September 2012

Place

66C High Street, Andover. Hampshire

Attendees: Cllrs Christopher Lynn (Chairman), Zilliah Brooks (Vice Chairman), Katherine Bird, David Drew, Steven Hardstaff, Karen Hamilton, Barbara Long, Brian Page, Phil North,

Members not present: Andy Fitchet, Marion Kerley, and Veronika Pond.

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

ATD 12/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Andy Fitchet, Marion Kerley and Veronika Pond.

ATD 13/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

ATD 14/12 MINUTES

The minutes of the Amenities and Town Development Committee meeting held on 27 June 2012 were signed by the Chairman as a correct record.

ATD 15/12 PUBLIC PARTICIPATION

There were no members of the public present.

ATD 16/12 WEBSITE REVIEW

Members were asked to consider the report of the Website Working Group.

1. To approve the Allotments section of the Website.
Members approved the costs of the Allotments Website following consideration by full Council.
2. To set up a Survey Working Group
Members considered a Working Group to consider surveys which could be included on the website.
3. Calendar of events
The Website working group recommended that the Website should have a page that says: Find out about Your Community. This page would have links to other websites that list events. The Town Council website will become a signpost for other events in the Town.
The following links would be included:
The Guide – The Breeze
Test Valley Borough Council
Andover Advertiser
Inspired Communities – www.inspiredcommunities.co.uk

Silver Surfers
Andover Vision
The Lights
www.andover.towncentral.co.uk

4. Business Directory
Members considered the inclusion of a business directory on the website and agreed that this would be a project for the future.
5. Photos of Councillors
It was agreed that photos would be taken of all Councillors to provide uniformity.
6. Councillors information
It was agreed that the Town Clerk would re-write the Councillors information in the 3rd person and request from Members, who had not yet provided information, 100 words maximum.
7. Alamein Map
It was agreed that the Town Clerk would arrange for the Alamein ward map to be corrected.
8. Ward Paragraphs
It was agreed that Councillor Bird would liaise with Test Valley Borough Council to allow some of the information on the Andover Wards to be published on the Town Council website.
9. Financial Records
The Town Clerk confirmed that the Financial records on the website were up to date.
10. News Items
It was agreed that News Items would be regularly provided to the Town Clerk to upload on to the website.

ATD 17/12 CHARITY DAY

Councillor K Hamilton updated Members on the Charity Day which took place on Sunday 16 September. The event had been a success with 20 organisations attending on the day. The Farmers Market had asked if the Town Council would do more events with them in the future. Surveys had been completed on the day and 36 had been returned. Most of the comments were about the Farmers Market. However, of those surveyed, 35 attributed the Charity Day to the Town Council.

Members wished to convey their thanks to Councillor Hamilton and the Charity Day working group for all the hard work and for organising the event.

ATD 18/12 CHRISTMAS LIGHTS

Members considered a report from the Christmas Lights working group regarding the Christmas Lights provision for 2012 and beyond.

Members also considered a further report from the Town Clerk regarding the provision of the lights. The report included information from Blachere Illuminations confirming that a contract for three years would allow the Town Council to change the motif decorations, within budget, each year.

Members agreed that this would be a suitable arrangement. The provision of the Christmas Tree was discussed and it was agreed that the Town Clerk would negotiate the best value for money with regard to the cost and provision of the tree.

Members discussed the possibility of using some of the old decorations across the streets. Members of the working group explained that the Wayleaves that Test Valley Borough Council had for the erection of the lights could not be passed to the Town Council and the Town Council would need to negotiate new Wayleaves.

It was agreed that if the Town Council entered a three year contract for the provision of Christmas Lights it would give time to negotiate Wayleaves. As Wayleaves were agreed, further Christmas Lights could be added to the scheme.

RESOLVED:

1. **That Blachere Illuminations be contracted to provide the Christmas Lights for Andover for the next three years to Christmas 2014.**
2. **That the Town Clerk would negotiate the best value for the provision and decoration of the Christmas Tree.**

ATD 19/12 DIAMOND JUBILEE CELEBRATIONS

Members were asked to consider the species of tree to be planted in Vigo Recreation Park in celebration of the Queen's Diamond Jubilee. Councillor B Long gave a verbal report on the progress of the project. Members discussed the provision of the tree and requested that the Town Clerk contact Hampshire County Council to enquire whether a tree could still be gifted to the Town Council.

ATD 20/12 It was agreed that if a tree could be gifted, an Oak tree would be preferable.
WORKING GROUPS

Members considered further Working Groups and areas of work for the committee to consider. Councillor Lynn explained that he had received a positive response to his letter in the local paper asking for ideas to improve the town centre.

Members discussed the following ideas:

Saturday Market, Music in the High Street, Cenotaph, Trees and Shrubs in the High Street, Tourist Information Kiosks in the High Street, further development of the Website, Grants, more events, Assets and Acquisitions, Hospitality, Christmas Lights, Surveys, Joint Working with other organisations, businesses, charities and local authorities.

It was agreed that the ideas would be prioritised and Working Group would be set up straight away to consider the following:

Music in the High Street, Cenotaph and the Saturday Market.

It was agreed that the following Members of the Committee would sit on the Working Groups:

Group	Lead Member	Committee Member	Committee Member	Co-opted	Co-opted	Co-opted
Saturday Market	Cllr Lynn	Cllr North	Cllr Drew			
Music in the High Street	Cllr North	Cllr Bird		Steve Randall? The Breeze		
Cenotaph	Cllr Page	Cllr Lynn				

It was agreed that the list of proposed Working Groups would be circulated to Members of the Committee to ask for volunteers. Members from outside the committee could be co-opted onto the Working Groups as well as others with specific skills.

ATD 21/12 **WORK PROGRAMME**

Members were asked to note the work programme and it was agreed that the following would be added:

November 2012 – Saturday Markets
November 2012 – Music in the High Street
November 2012 – Cenotaph
January 2013 – Grants
January 2013 – Christmas Lights
March 2013 – Website
March 2013 – Surveys
March 2013 – Events
March 2013 – Hospitality

The following would be added as and when necessary:
Trees in the High Street and Assets and Aquisitions.

The Chairman closed the meeting at 8.20pm.

Chairman

Date



ANDOVER TOWN COUNCIL

B

Report

Christmas Lights 2012	
Author: Wendy Coulter (Town Clerk)	Presented by: Wendy Coulter (Town Clerk)
Produced for: Amenities and Town Development Committee	Date of Report: Wednesday 7 November 2012
Summary of Key Issues <ul style="list-style-type: none"> • The Christmas Lights were installed from 10.11.2012 • The Christmas Tree has been supplied by Test Valley Borough Council • All Licences and Agreements have been received and approved • The Planning Application for Advertisement Consent for the display of Father Christmas on the Guildhall has been submitted to Test Valley Borough Council • The Christmas Lights will be switched on at 7.30pm on Friday 16 November 2012. • The Christmas Lights will be removed from 04.01.2013 	
Actions <ol style="list-style-type: none"> 1. <i>To form the Christmas Lights Working Group for 2013 to allow for timely recommendations of Lighting Schemes for 2013</i> It is suggested that the Christmas Lights Working Group is agreed for 2013 to allow for early consideration of Lighting Schemes for 2013. Due to timings in 2012, the organisation of the Christmas Lights has been very rushed and little time has been available to address any problems or issues that have arisen. 2. <i>To allow the Christmas Lights Working Group to continue working during the year to investigate Wayleaves and to assist the Town Clerk with organisation of Licences and Agreements.</i> It is suggested that the Christmas Lights Group remains for the duration of 2013 to allow for the Group to work with the Town Clerk to organise licenses, permissions and liaison with partners. The Working Group would also be able to continue the work on organising Wayleaves for the erection of Christmas Lights across streets. 	
Recommendation <ul style="list-style-type: none"> • To form the Christmas Lights Working Group for 2013 • To allow the Christmas Lights Working Group to continue working during the year 2013. 	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors



ANDOVER TOWN COUNCIL



Report

Community Transport	
Author: Wendy Coulter (Town Clerk)	Presented by: Wendy Coulter (Town Clerk)
Produced for: Amenities and Town Development Committee	Date of Report: Wednesday 7 November 2012
<p>Summary of Key Issues</p> <p>The Chairman of the Town Council and the Town Clerk attended a meeting on 22 October 2012 with Test Valley Borough Council and Test Valley Voluntary Services.</p> <p>The points that were covered were as follows:</p> <ul style="list-style-type: none"> • There is a requirement for Community Transport in Andover, how can that need be met? • Hampshire County Council have funding of £250,000 which they wish to put into infrastructure development for Community Transport across Hampshire • TVCS and TVBC would like to promote the area of Andover for a share of the funding amounting to £1,000. • The grant would assist with the promotion of drivers (ie leaflets) or equipment • The idea of the Community Transport scheme would be, to have a booking service and for the Transport to collect and drop off, door to door. • Funding should be sought to promote the need for drivers in the Andover Area and in doing so, advertise the service. 	
<p>Actions</p> <ul style="list-style-type: none"> • The Town Council would contact Hampshire County Council and discuss the grant application, gather relevant information and apply for the grant funding of £1,000 • Test Valley Borough Council would research the possible areas of need (up to 5) and make a suggestion to the Town Council • The Town Council would discuss the areas of need at its full Council meeting on 22 November 2012 • Test Valley Voluntary Services would produce a leaflet to be distributed with existing leaflets in the targeted identified areas • Test Valley Voluntary Services would organise volunteers to make the leaflet drop in the targeted identified areas. 	
<p>Recommendation</p> <p>To recommend the project and above actions to Full Council for approval.</p>	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors

APPENDIX D

AMENITIES AND TOWN DEVELOPMENT

WORK PROGRAMME

NOVEMBER 2012

Date of Meeting	ITEM	Requested by	Purpose of Item
14 November 2012	Christmas Lights 2012	A&TD	To note any final preparations for Christmas Lights 2012
14 November 2012	Saturday Markets	A&TD	To receive a report from the Saturday Markets Working Group
14 November 2012	Music in the High Street	A&TD	To receive a report from the Music Working Group
14 November 2012	Cenotaph	A&TD	To receive a report from the Cenotaph Working Group
30 January 2012	Grants	A&TD	To receive recommendations of Grants to Full Council
30 January 2012	Christmas Lights	A&TD	To set up the Christmas Lights Working Group to consider Christmas Decorations for 2013 and to investigate Wayleaves.
6 March 2012	Website	A&TD	To receive a report from the Website Working Group on the Town Council Website
6 March 2012	Surveys	A&TD	To receive a report from the Surveys Working Group on
6 March 2012	Events	A&TD	To receive a report from the Events Working Group on possible events for 2013
6 March 2012	Hospitality	A&TD	To receive a report from the Hospitality Working Group