



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, 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 **THURSDAY 17 JANUARY 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
11 January 2013

**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.

To note that Councillor K Hamilton has resigned from the Amenities and Town Development Committee.

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 14 November 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 **CHRISTMAS LIGHTS 2013**

To receive a report from the Christmas Lights Working Group regarding Christmas lighting currently owned by Test Valley Borough Council – report attached at **Appendix B**.

To confirm the work to be undertaken by the Christmas Lights Working Group, including arrangements for Christmas Lights 2013 and obtaining Wayleaves.

6 **TOWN CENTRE SUMMIT**

To receive a report from the Chairman of the Amenities and Town Development Committee on a recent

meeting held with Test Valley Borough Council to consider projects from the Town Centre Summit.

7 **GRANTS**

To receive a report from the Grants Working Group on the current status of Grant Applications for 2012/2013 – report attached at **Appendix C**.

8 **FARMERS' MARKET**

To receive a report on the current situation regarding the Farmers' Market provision for 2013 and to confirm the work of the Markets Working Group to include the Farmers' Market.

9 **WORKING GROUPS**

To receive update reports from Working Groups.

10 **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 14 November 2012

Place

66C High Street, Andover. Hampshire

Details of Attendance:

Cllr C Lynn (Chairman) (P)

Cllr Z Brooks (Vice-Chairman) (P) (left the meeting at 7.50pm)

Cllr K Bird (A)

Cllr D Drew (P)

Cllr A Fitchet (P)

Cllr K Hamilton (P)

Cllr S Hardstaff (P)

Cllr B Long (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)

ATD 22/12 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Katherine Bird and Marion Kerley.

ATD 23/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

ATD 24/12 MINUTES

The minutes of the Amenities and Town Development Committee meeting held on 19 September 2012 were signed by the Chairman as a correct record.

ATD 25/12 PUBLIC PARTICIPATION

There were no members of the public present.

ATD 26/12 WORKING GROUPS

Members considered the Committee Working Groups.

RESOLVED that the following Membership be agreed:

Saturday Market – Cllr Lynn, Cllr North, Cllr Drew

Music in the High Street – Cllr North, Cllr Bird, Cllr Hardstaff (Steve Randall from the Breeze Co-opted)

Cenotaph – Cllr Page, Cllr Lynn (Royal British Legion Representative Co-opted)

Trees and Shrubs – Cllr Lynn (further Members would be asked to volunteer)

Tourist Information Kiosks – Cllr Hardstaff, Cllr Drew, Cllr Kerley

Website – Cllr Fitchet, Cllr Long, Cllr Bird

Grants – Cllr Hamilton, Cllr long, Cllr Cotter

Events – Cllr Fitchet (further Members would be asked to volunteer)
Assets and Acquisitions – Cllr Pond, Cllr Bird, Cllr Cotter
Hospitality – Cllr Bird (further Members would be asked to volunteer)
Christmas Lights – Cllr North, Cllr Long, Cllr Cotter
Surveys – Cllr Drew, Cllr Hardstaff (another Member would be asked to volunteer)
Joint Working – Cllr Bird (further Members would be asked to volunteer)

ATD 27/12

SATURDAY MARKETS

Members discussed the possibility of holding regular Saturday Markets. To begin with there would be 3 Charity Stalls and 3 Business Stalls.

The Chairman explained to Members that the Town Council's Insurance would not cover the Market at the moment and the Town Clerk was asked to find out from Test Valley Borough Council how they covered the insurance for the markets.

Members discussed timings for the Markets and it was agreed that the aim would be to set up the Market from April 2013.

RESOLVED: That the Markets Working Group would continue to investigate and set up weekly markets for a start date of April 2013.

ATD 28/12

MUSIC IN THE HIGH STREET

Members discussed the possibility of providing entertainment in the High Street to include music performances. The Chairman explained that the performance would be completed within the Time Ring but at the moment the Borough Council charged for the use of this space.

It was agreed that the Music in the High Street Working Group would continue to investigate the feasibility of providing entertainment.

RESOLVED: That the Music in the High Street Working Group would continue to investigate the feasibility of providing entertainment in the Time Ring in the High Street.

ATD 29/12

CENOTAPH

The Members of the Cenotaph Working Group reported that they had a meeting with a representative from the Royal British Legion to discuss the Cenotaph.

The Chairman explained that it was very early stages in the discussions and the different options had been suggested for enhancing the Cenotaph in its current position. Cllr Drew explained that the Borough Council, who owned the land where the Cenotaph was located had previously been supportive of the suggestions to improve the area.

Members of the Committee agreed that the Working Group should continue discussions and report back to the Committee with further developments.

RESOLVED: That the Cenotaph Working Group continue with discussions for enhancing the Cenotaph and to report back to the A&TD Committee with further developments.

ATD 30/12

CHRISTMAS LIGHTS 2012

The Committee received a report on the current status of the Christmas Lights. The report confirmed that the lights would be installed on Thursday 8 November.

The Chairman expressed his concern that he had read in Minutes from Test Valley Borough Council that the old Christmas lights were to be given to Stockbridge Borough Council.

ATD 31/12

COMMUNITY TRANSPORT

Members received a report on a Community Transport Project that was taking place in Andover. Members noted the following points from the report:

- There is a requirement for Community transport in Andover
- 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 (i.e. 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.

Members noted that the actions from the Project would be as follows:

- The Town Council would contact Hampshire County Council and discuss the grant application, gather relevant information and apply for grant funding of £1,000
- Test Valley Borough 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.

It was agreed and

RESOLVED that the Amenities and Town Development Committee would recommend the project and above actions to Full Council for approval.

ATD 32/12

WORK PROGRAMME

Members noted the Work Programme for the Committee.

Members noted that the next meeting of the Amenities and Town Development Committee would take place on 17 January 2012.

The Chairman closed the meeting at 8.00pm.

Chairman

Date

Working Group Report

Christmas Lights working group met on December 17th to consider the offer of TVBC Lights.

Working Group looked at photos that were taken from visit to the lights.

Also looked at photo of Xmas Trees that had been positioned by Ice Rink outside Valley Leisure.

10 trees had been given to Valley Leisure, Unsure if this is from the 33 that had been viewed by Town Council.

Group listed pros and cons of taking the lights.

Pros	Cons
<p>Cables would fit the width of our street as they are tailor made for us.</p> <p>Large decorations which would suit Andover's High Street</p> <p>Frames could be used for refurbishments</p> <p>Possibly save expense of decorations but must be offset against cost of storage until refurbished.</p> <p>Some lights are made from rope lights so more energy efficient</p> <p>Trees are very heavy to be used as pole mounts but could be stood up and tied in as has been done by Ice Rink</p>	<p>No way leaves at moment so would not be able to use decorations until we have got them. Could mean storage for 2/3 years before they could be used.</p> <p>Frames are made of aluminium(?) so heavier than modern lights. Would have an effect on hooks for way leaves and possible permission for listed buildings.</p> <p>Some look outdated – need the High Street to look modern and bright</p> <p>Some lights use incandescent lights – not energy efficient and possibly not be able to get hold of replacement bulbs. Incandescent lights are more costly to run.</p> <p>These would take the largest amount of storage space and so become costly. Bulbs are incandescent.</p> <p>Cost of storage – Square deal £110 for 10 week deal (best cost) then over £1000 for 12 month. contract with 1 20% discount. This would be for 60 sq ft (probably only third of what is needed if took all the lights) This would be indoors. Picket Piece are outside and on two visits office not manned</p> <p>Town Council have no way leaves at moment – could take 2 / 3 years before we had them in place – unknown cost</p> <p>Lights would need to be checked (2 had labels on that not working)</p> <p>Lights possibly need refurbishing</p> <p>If stored in Andover would need to have a second contractor to do this work.</p> <p>Lights have been used in Andover before – old & tired. May not be as bright as the ones we have which are LED</p> <p>Town Council have negotiated a 3 year deal with Blachere which is budgeted for. Cost of storage , checking and refurbishment has not been budgeted for</p>

Questions that need to be clarified.

Do we have to take all the lights or can we take a few of them if we wanted?

Where would we store them if we took them?

How would we get them checked and restored if they were stored in Andover if our contract for the next three years is with Blachere?

Town Council want to be able to offer lights that look bright and modern. Contract with Blachere allows us to change lights each year if we wanted. If TVBC lights don't look as good as what we have this year will need to cost in refurbishment and this would take us over budget. Tinsel on frames make them look old fashioned.

If we could take some lights working group considered what they would take:

Lights	Pros / cons of taking individual lights	recommendation
33 Xmas Trees Valley Leisure have 10 Clips to hold frames together	Very large would cost the most to store. Incandescent lights. Possibly too heavy for pole mounts on modern light poles	X
16 4x4 Xmas Trees	Possible Pole mount lights for Bridge St. Look puny compared to present day. We have fitted taller lights last two years which look better	X
2 4x4 Snowflakes	2 are labelled not working would need to be refurbished	X
4 6x4 Seasons Greeting	Rope Lights. Would be worth taking as could be used either attached to building or across street. Would cost of storage be worth it?	?
12 6x4 Tinsel arches	Look very old fashioned	X
12 8x4 star swags	Most modern of all the decorations Could only be used across the High Street. May not be able to use to 2/3 years	
1 8x4 yellow star swag and 2 end pieces	Most modern of all the decorations Could only be used across the High Street. May not be able to use to 2/3 years	
cables	Right length for our street. Easy to store if get way leaves	√
Angel for top of tree	Rope light – need to be bright	Possibly
Star for top of tree	Rope light – used last two years – refurbished this year	√
Fencing around Tree	Used for last two years. Need to have a coat of paint	√

- Working Group also discussed current years lights and agreed to meet early in January to get things sorted for 2013
- Agreed Lower High Street and Guildhall looked good. Need to sort problems with festoon lights
- Bridge Street – not what was asked for and not all matched – need to look at alternatives.
- Upper High Street – not what was asked for – problems with light poles. Trees too small. Ribbons possibly use again – need to look at alternative
- Ask for quotes to access other lampposts for electricity while posts are being upgraded. Could festoon lights round car parks in trees if have electrical points.
- **Need to get letters for way leaves sent asap**

REPORT For Amenities and Town Development Committee

Report from	Grants Working Group	Send copy to Chairman, Vice Chairman and Town Clerk
<p>Current Situation Advertisements for the Town Council Grants were sent out in December 2012. An article was placed on the Town Council website and the Breeze have assisted and are assisting with promoting the scheme. Grant Applications are due to be returned to the Council Offices by 30 January 2013. One grant application has been received to date. Funds available: £1,000</p>		
<p>Recommended Grant Approval Procedure The Working Group to meet in early February to consider the grants received. Recommendations to be forwarded to the Amenities and Town Development Committee for approval on 6 March 2013. Presentations of Grants to be made at the Annual Meeting of Electors to be held on Thursday 21 March 2013.</p>		
<p>Recommendation To approve the above procedure for the awarding of Grants for 2012/2013.</p>		

APPENDIX D

AMENITIES AND TOWN DEVELOPMENT

WORK PROGRAMME

JANUARY 2013

Date of Meeting	ITEM	Requested by	Purpose of Item
17 January 2013	Grants	A&TD	To receive recommendations of Grants Working Group for the procedure for Grants Awards
17 January 2013	Christmas Lights	A&TD	The Christmas Lights Working Group to consider Christmas Decorations for 2013 and to investigate Wayleaves.
6 March 2013	Website	A&TD	To receive a report from the Website Working Group on the Town Council Website
6 March 2013	Surveys	A&TD	To receive a report from the Surveys Working Group on
6 March 2013	Events	A&TD	To receive a report from the Events Working Group on possible events for 2013
6 March 2013	Grants	A&TD	To receive recommendations from Grants Working Group on Grant Awards 2012/2013.
6 March 2013	Hospitality	A&TD	To receive a report from the Hospitality Working Group
22 May 2013			
22 May 2013			
18 July 2013			
18 July 2013			
19 September 2013	Christmas Lights		To receive an update report on progress for Christmas Lights 2013
19 September 2013			
23 October 2013			
23 October 2013			
27 November 2013			
27 November 2013			

