



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 19 SEPTEMBER 2012 at 7.00 pm** when it is proposed to transact the following business:-



Wendy Coulter - Town Clerk
13 September 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 27 June 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. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

5 **WEBSITE REVIEW**

To consider the report of the Website Working Group regarding the website review – report attached at **Appendix B**.

6 **CHARITY DAY**

To receive a report from the Charity Day Working Group regarding the event held on 16th September 2012 – verbal report to be received at the meeting.

- 7 **CHRISTMAS LIGHTS**
To consider a report from the Christmas Lights Working Group regarding the Christmas Lights provision for 2012 and beyond – report attached at **Appendix C**.
- 8 **DIAMOND JUBILEE CELEBRATIONS**
To consider the species of tree to be planted in Vigo Road Recreation Park to commemorate the Queens Diamond Jubilee. To consider a verbal report from Councillor B Long.
- 9 **WORKING GROUPS**
To consider further Working Groups and membership to progress the work of the Committee.
- 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 27 June 2012

Place

66C High Street, Andover. Hampshire

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

Members not present: Andy Fitchet, Kevin Hughes, Marion Kerley, Brian Page and Veronika Pond.

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

ATD 04/12 APOLOGIES FOR ABSENCE

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

ATD 05/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

ATD 06/12 MINUTES

The minutes of the Amenities and Town Development Committee meeting held on 2 May 2012 were signed by the Chairman as a correct record.

ATD 07/12 PUBLIC PARTICIPATION

There were no members of the public present.

ATD 08/12 COMMITTEE TERMS OF REFERENCE

Members considered the terms of Reference for the Committee to recommend to Full Council for approval.

It was proposed by Cllr Hamilton and seconded by Cllr Bird that the Membership of the Committee be 12. A vote was taken with 4 in favour and

RESOLVED: That the Membership of the Amenities and Town Development Committee be 12 Members.

It was suggested by Members that the 'Task Panels' should be named Working Groups to reflect Standing Orders. It was agreed that they would be referred to as Working Groups which were task/time related.

Members agreed amendments to the Terms of Reference which are **attached to record minutes** and **RESOLVED: To recommend to full Council, with amendments, the Terms of Reference for the Amenities and Town Development Committee.**

ATD 09/12 COMMITTEE TASK PANELS

Members considered the areas of work that would be covered by the Committee with reference to the Terms of Reference and Business Plan and agreed the following Working Groups/Task Panels:

Xmas Lights	A Cotter	J Evans	B Long	P North	
Charity Events	B Carpenter	A Cotter	K Hamilton	B Long	B Page
Website	K Bird	B Long	P North		

It was agreed that the Working Groups would contact the rest of the Council Members to find out whether they also wished to sit on the Groups.

Members discussed the areas of work that the Committee should consider and it was agreed that the Chairman contact all Members of the Council with the areas of work suggested, with an explanation of the tasks that could be covered. The areas of work and the Working groups would then be agreed at the next meeting of the Amenities and Town Development Committee.

Members noted the templates for Reports, Agendas and Minutes of the Working Groups and noted the timetable for the submission of Reports to the Amenities and Town Development Working Group.

ATD 10/12 WEBSITE REVIEW

Members were requested to consider a review of the Website.

It was agreed that the Website Working Group would review the Website considering the report submitted to the Committee.

ATD 11/12 WORK PROGRAMME

Members were asked to agree a Work Programme for the Committee.

Amendments to the Work Programme were agreed, which is attached to record minutes, and further agreed that once work areas and Working Groups had been agreed, the Work Programme would be considered again.

The Chairman closed the meeting at 9.00pm.

Chairman

Date

REPORT Full Report for Amenities and Town Development Committee

Report from	Website working group	Send copy to Chairman, Vice Chairman and Town Clerk
Date of Meeting	5th September	Date sent to above 6 th September
<p>Present.</p> <ul style="list-style-type: none"> • Members Barbara Long, Phil North, Katherine Bird, • Co-opted members 		
<p>Report</p> <p>1. Recommend approval of cost of Allotments section for the website</p> <p>Section to include:-</p> <ol style="list-style-type: none"> a) locations of allotments – maps b) Allotment policy – link to Policy section c) Newsletter d) Form to apply for allotment e) Contact for allotment problems – link to contact page f) Contact number g) FAQ h) General link to other sites e.g. NASLG (see Romsey site) <p>Further along the line ability to take automated payments and credit card payments</p>		
<p>2. Recommend for agreement areas for further development listed below</p> <ol style="list-style-type: none"> a) Survey working group to look at what surveys etc and which should be included on website b) Calendar of Events - The website should have a page that says Find out about you community and have links to website that list events – (No website include all events)The Council website becomes signpost for event <ul style="list-style-type: none"> • Links to the following sites we know or found The Guide - The Breeze Test Valley Borough Councillor Andover Advertiser Inspired Communities – www.inspiredcommunities.co.uk Silver Surfers Andover Vision The Lights www.Andover.towncentral.co.uk c) A business directory to be included in the future 		
<p>3. To Approve any areas 1a – 1f in notes that have not been addressed</p> <ol style="list-style-type: none"> a) Photos to be taken of all councillors (landscape) b) Councillors to provide a short blurb (written in 3rd person) c) Alamein map to be updated d) Ward paragraphs to be uploaded e) One financial record still to be uploaded f) News items need to be regularly provided for Town Clerk to uploaded <p>4. Original list of how councillors wanted the website to look included links to TVBC & HCC sites. Feel this still needs to be included on the Town Council Wed site</p>		

REPORT Full Report for Amenities and Town Development Committee

Report from	Xmas Lights	Send copy to Chairman, Vice Chairman and Town Clerk
Date of Meeting	August 20th	Date sent to above
<p>Present.</p> <ul style="list-style-type: none"> • Members Barbara Long, Phil North, Alan Cotter Apologies Janet Evans • Co-opted members 		
<p>Report New visuals received from Blachere and Millennium Quest. No details heard from Malcolm Nias</p> <p>Recommendation to Full Council that we accept visuals from Blachere. These are within budget. Option of 3 years lease would reduce these costs. Lights would be able to be interchanged between Upper High St and Bridge St</p> <p>High Street – Swirls to lampposts with festoon lights (if possible red, blue, green festoon lights between lampposts)</p> <p>Guild Hall – two curtains of lights with Father Xmas motif in centre (using Jubilee Plaque fixings) Tree outside Chantry Centre - lights as last year.</p> <p>Upper High Street – baubles and ribbon trees</p> <p>Bridge Street - Green trees, stars. Would prefer infilled with present motif (Blachere keeping eye on any becoming available) Otherwise infill with Monte Carlo tree</p> <p>Contact Millennium Quest to see if they would supply the Xmas tree</p> <p>Other options may be available after consultation with TVBC if able to get computer working that would provide coloured lights on Guildhall if enhance chosen scheme.</p> <p>Recommend delegation to Town Clerk so paper work for permission is done so lights can be installed for switch on on November 16th</p>		

APPENDIX D

DRAFT AMENITIES AND TOWN DEVELOPMENT WORK PROGRAMME SEPTEMBER 2012

Date of Meeting	ITEM	Requested by	Purpose of Item
19 September 2012	Christmas Lights 2012		To approve Christmas Lights Scheme for 2012
19 September 2012	Website Review		To receive a report from the Website Working Group with recommendations to the Committee
19 September 2012	Charities Day		To receive an update report from the Working Group on the Charities Day from 16 September
14 November 2012	Christmas Lights 2012		To note any final preparations for Christmas Lights 2012
14 November 2012
14 November 2012