



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, Andrew Fitchet, Steven Hardstaff, Marion Kerley, Barbara Long, Phil North 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 19 SEPTEMBER 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
13 September 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.
- 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 18 July 2013 – 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 **SATURDAY MARKETS**
To receive a verbal update report from the Markets Working Group and to consider administration procedures for the Market – administration procedures report attached at **Appendix B**.
- 6 **NOTICE BOARDS**
To consider a proposal from Test Valley Borough Council regarding Notice Boards – Report attached at **Appendix C**.
- 7 **2014 COMMEMORATION EVENTS**
To receive an update from the Events Working Group regarding Commemoration Events for 2014.

- 8 **EVENTS 2014**
To consider ideas for events and advertisements for the Library Window in 2014.
- 9 **ASSETS GROUP**
To receive a report on the current situation regarding the liaison with Test Valley Borough Council regarding the Andover Levy.
- 10 **TOURIST INFORMATION KIOSKS**
To receive a report on the current situation regarding the TIC Kiosks in the High Street.
- 11 **ANDOVER SIGNAGE**
To consider ways in which the Town Council could facilitate better signage within the Town and environs for direction to destinations such as the Hospital and the Station.
- 12 **PUBLIC ART COMMISSIONING PANEL**
To receive a verbal update from Cllr Brooks regarding the progress of the project.
- 13 **TOWN CENTRE SUMMIT – WORKING GROUPS**
To receive an update from Town Council representatives on the work undertaken by the Town Centre Summit Working Groups.
- 14 **CHRISTMAS LIGHTS 2013**
To receive an update report on the progress with the Christmas Lights for 2013 – report attached at **Appendix D.**
- 15 **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

B

Minutes of Amenities & Town Development Committee

Time and date

Thursday 18 July 2013

Place

66C High Street, Andover, Hampshire

Details of Attendance:

Cllr Z Brooks (Chairman) (P)
 Cllr C Lynn (Vice-Chairman) (A)
 Cllr K Bird (P) Cllr A Cotter (P) Cllr A Fitchet (A) Cllr S Hardstaff (A)
 Cllr B Long (P) Cllr M Kerley (A) Cllr P North (P)(arrived at 7.30pm) Cllr B Page (P)(arrived at 7.30pm)

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

Minute No.	Item Title	RESOLUTION/ACTION
ATD 04/13	Apologies for Absence	Action
	Apologies for absence were received and accepted from Cllrs A Fitchet, S Hardstaff and M Kerley.	
ATD 05/13	Declarations of Interest	Action
	There were no declarations of interest.	
ATD 06/13	Minutes	Action
	The minutes of the previous meeting held on 22 May 2013, were signed by the Chairman as a correct record. Cllr Long requested that it be minuted that a request for the Assets Working Group had not been actioned and reports had not been received with regard to the TIC kiosks.	Town Clerk/Chairman issue requests for Assets Working Group to meet and consider the Andover Levy. Town Clerk/Chairman issue request for report on the TIC Kiosks.
ATD 07/13	Public Participation	Action
	There were no Members of the Public present	
ATD 08/13	Saturday Markets	Action
	This Item was deferred by the Chairman to the end of the meeting to await the arrival of Cllr North, therefore this item was discussed at 7.35pm. Cllr North reported that in order for the small businesses to be insured they would be required to have their own public liability insurance. The Town Council's insurance	Town Clerk to complete Saturday Market booking form.

	<p>could not be extended to cover them.</p> <p>Cllr North further reported that he had sent the Town Clerk a Form for completion by the businesses which she was adding the Town Council's logo. Once this had been completed advertisements could be placed for the Saturday Market.</p>	
ATD 09/13	Notice Boards	Action
	<p>The Town Clerk reported that she had initial discussions with Test Valley Borough Council Officers with regard to the placement and sharing of notice boards around the Town.</p> <p>It was agreed that the Chairman and Cllrs Bird, Cotter and Long (dependent on availability) and the Town Clerk arrange to meet Test Valley Officers to discuss the project in greater detail.</p> <p>Initial suggestions of locations were as follows: Beside the Time Ring Next to the River by the benches 1 or 2 located in each Ward</p>	<p>Town Clerk to arrange a meeting with Test Valley Borough Council officers to discuss the Notice Board project in further detail. The Chairman and Cllrs Bird, Cotter and Long to attend dependent on availability.</p>
ATD 10/13	2014 Commemorative Events	Action
	<p>The Town Clerk reported that she had received a request from a gentleman who had traced information about the soldiers listed on the Andover War Memorial that had lost their lives in the 1914-1918 War. He had approached the Town Council for assistance with publishing his findings. Members were very interested in the project and agreed that the Events Working Group should contact the gentleman to see if there was any way his work could be incorporated into the Events for 2014.</p>	<p>Town Clerk to liaise with the Events Working Group and put them in contact with the gentleman researching the WWI soldiers on the Andover War Memorial.</p>
ATD 11/13	Farmers Market	Action
	<p>Cllr Long reported that each Farmer's Market planned for the coming year had an additional event.</p> <p>She further reported that the Town Council should be more involved in 2014.</p> <p>The Chairman agreed that the Farmers' Market Working group be disbanded for 2013 and reformed in October 2013 to begin planning events for 2014.</p> <p>At the Amenities and Town Development meeting in October a letter would be agreed to send to Test Valley Borough Council and the Farmers' Market organisers expressing interest in the Town Council co-ordinating some events for 2014.</p>	<p>Farmers' Market Working Group to re-form in October 2013.</p> <p>A letter to be agreed at the Amenities & Town development Committee meeting in October to be sent to the Farmers' Market Organisers and Test Valley Borough Council expressing interest in the Town Council co-ordinating some events for 2014.</p>
ATD 12/13	Website	Action
	<p>Members noted that the Working Group met with the Town Clerk on a Monthly basis to update the website. Members further noted that all the Minutes on the website were up to date.</p> <p>Members also noted that the Working Group had met with Richard Bell who had given good advice on small changes to the website, such as adding opening times of the office to the homepage, a FAQ page and information about which Council was responsible for which services.</p> <p>It was also noted that Mr Bell had suggested that the Town Council set up a Facebook Page and a Twitter account. He suggested that the Town Council make it very clear that neither would be monitored and that it was for the Council to pass on information not for discussion.</p>	<p>Website Working Group to consider further the implementation of a Facebook Page and Twitter account.</p>

	The ideas for Facebook and Twitter would be considered at the next meeting of the Website Working Group.	
ATD 13/13	Public Art Commissioning Panel	Action
	Members considered an email received by the Town Clerk requesting a representative from Andover Town Council for a Public Art Commissioning Fund. It was agreed that the Chairman, Cllr Z Brooks would represent the Town Council.	Town Clerk to inform the Public Art Commissioning Fund that Cllr Z Brooks was nominated as the Town Council's representative.
ATD 14/13	Work Programme	Action
	It was agreed that the following items would be added to the Work Programme: Tourist Information Kiosks Group – to report back on progress on TIC Kiosks in High street – September 2013 Assets Group – to report back on progress with the Andover Levy – September 2013 Events – ideas for Library Window in 2014 – September 2013 Farmers' Market – reform Working Group – October 2013 Farmers' Market – agree letter to send to TVBC and FM organisers – October 2013.	

The Chairman closed the meeting at 8.00pm.

Chairman

Date

REPORT Full Report for Amenities and Town Development Committee

Report from	Town Clerk	Send copy to Chairman, Vice Chairman and Town Clerk
Date of Meeting	N/A	Date sent to above 12.09.2013
<p>Report</p> <p>The Markets Working Group have been working with Test Valley Borough Council to set up a weekly Saturday Market.</p> <p>The aim of the Market would be as follows:</p> <ul style="list-style-type: none"> • Charities and business to be allowed to ‘showcase’ as well as sell items • Advertising for the Charities via TVCS ENews and Email addresses <p>Cllr P North investigated whether each participant of the market would be required to provide their own insurance.</p> <p>Any participants have to have their own Public Liability insurance as the Town Councils Insurers will not pick up any liability as a result of the actions of the said traders. The Town Council’s insurance will extend to provide Public Liability in relation to the provision of the facility but not the actual actions of the traders – it is aimed at protecting the Town Council.</p> <p>In essence, as long as the necessary Risk Assessments are done by the Town Council and the traders have their own insurance in place there is no problem.</p> <p>A Member of the Town Council will need to be present at the Market to ensure cover by the Town Council’s Insurance.</p> <p>A risk assessment template from the Town Council’s Insurers is attached at Annex 1 for Members Information.</p> <p>Administration</p> <p>Members are asked to consider the method of Administration for this event, bearing in mind that the idea is to hold it every week.</p> <p>A Risk Assessment will need to be carried out. Advertisements etc will need to be placed to encourage participants The Town Clerk will be required to contact each participant to request proof of Insurance and if selling food, a Food Hygiene Certificate The Pitches will need to be booked (via Test Valley Borough Council) Monies for the Pitches will need to be collected and banked – to go to Charities Charities should be identified.</p> <p>It is suggested that a review of the success of the market and the administration should be undertaken after three months of operation.</p>		

Risk Assessment Tool
(Read guidance before completing)

Company Name:	
Reference Number:	
Date of Assessment:	
Department:	
Assessment Type:	Task/Location/Activity
Exposure Type:	Employers Liability/Public Liability

Activity:

Description of Activity:	
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Identification of Hazard:

Select hazards likely or expected to arise - Select a hazard from the attached list and/or enter a description in the text box.

Hazards:	
Description of other Hazards:	

Assessment of Risk:**Personnel:**

Who is exposed to the risks?	Office Staff/Production Workers/Maintenance Workers/Customers/Public/Contractors Employees
How many are exposed?	No one/Between 1 and 4/Between 5 and 10/More than 11

Select the expected severity of the worst possible outcome that is the most serious injury you might imagine and estimate the likelihood that it might occur:

Severity of outcome or injury:	Minor Injury/Major Injury/Death or Very Serious Injury e.g. Amputation/Loss of Sight
Likelihood of injury occurring:	Remote/Possible/Highly Likely

Determining the Controls:

Existing Controls - Type:	Elimination/Enclosure or Containment/Separation or Segregation/Ventilation or Extraction/Personnel/Procedural
Description:	

Residual Risks:

Description:	
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Are the remaining risks acceptable?	Yes/No
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If No describe additional controls/responsibility and Action Date:

Description of Additional Controls:	Responsibility:	Action Date:

Is Risk Assessment completed?	Yes/No
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Originator:	
Reviewer:	
Position:	
Status:	Employee/Consultant
Telephone:	
Date Assessment Completed:	

Review due:	Period: In 3 months/6 months/9 months/12months
	Date:

Guidance

The following notes are intended to provide assistance with the use of the Risk Assessment Form.

Reference Number:

It is important to give each risk assessment a unique reference number so that it is possible to keep track of risk assessments.

Department:

It is advisable to identify the department or area of your factory or premises where the activity takes place or the equipment is used. As an example you might consider using descriptions such as: Production Area/Maintenance Workshop/Warehouse/Storage Area/Office/Outside Work Area.

Assessment Type:

Risk assessments can be broadly described or grouped according to whether they are assessing the risks associated with a task, (reversing a vehicle) a specific location (work at height or on the roof) or a work activity (using a guillotine).

Exposure Type:

It is useful to categorise risk assessments dependent upon whether they are dealing with risks to employees (Employers Liability) or to contractors and/or members of the public (Public Liability).

Activity:

Provide a complete description of the activity.

Identification of Hazard:

Select hazards likely or expected to arise - Select a hazard from the list below and/or enter a description in the text box.

- Machinery
- Electricity
- Compressed Air/Gasses
- Work at Height/Access Equipment
- Workplace Transport
- Excavations
- Manual Handling
- Falling objects
- Hand Tools
- Adverse Environment – too hot/cold/poor lighting/ventilation
- Fire/Explosion
- Hot Work – use of heat
- Noise/Vibration
- Radiation
- Slip & Trip
- Falling – on the level
- Housekeeping
- Asbestos
- Hazardous Substances – gasses/liquids/solids
- Biological Agents e.g., E coli, Legionella
- Violence
- Abuse – verbal/physical

Assessment of Risk:

Select a description of the personnel who are exposed to the risks being assessed and identify how many are exposed.

Select the expected severity of the worst possible outcome, that is the most serious injury you might imagine and estimate the likelihood that it might occur.

Determining the Controls:

Identify what existing controls are in place and decide their type by selecting a description from the list given. Provide further detail by completing the box.

If there are any risks that have not been eliminated or controlled so that the associated risks have been reduced to an acceptable level describe them in the box. It is then necessary to decide what new or additional controls are required to deal with the remaining risks.

Administration:

For purposes of administration it is desirable to enter details such as the name of the person who carried out the risk assessments, their status and position and the date on which the assessment was carried out.

Risk assessments should be reviewed on a routine basis, for example after near misses or an accident involving the equipment or activity, as part of training. If nothing unforeseen occurs risk assessments should still be reviewed since over time personnel and working practices change. Thus it is advisable to specify a date or period for review.

REPORT Full Report for Amenities and Town Development Committee

Report from	Town Clerk	Send copy to Chairman, Vice Chairman and Town Clerk
Date of Meeting	N/A	Date sent to above 10.09.2013
<p>Report</p> <p>The Town Clerk met with Mr D Tasker, Head of Leisure Services at Test Valley Borough Council to discuss the possibility of sharing Community Notice Boards in the Town Centre.</p> <p>The Notice Boards would be 'Community' notice boards where local charitable events could be advertised. Attached at Annex 1 is an example of the notice board suggested by Test Valley Borough Council.</p> <p>The suggestion is that one side of the notice board would be used to advertise charitable events and the other would be used by the Town Council to advertise Town Council meetings and for Public Notices.</p> <p>The Town Clerk and Mr Tasker considered possible locations for the notice boards: Between the Chantry Centre and the Bus Station Pocket Park Alleyway next to Tesco's Top of the High Street In the Chantry Centre</p> <p>It is suggested that 2 or 3 notice boards be put up to start with as a pilot scheme.</p> <p>Mr Tasker has offered Test Valley Borough Council's services to apply for planning permission, Test Valley Borough Council would also cover the cost of the applications.</p> <p>It is suggested that the Town Council and Test Valley Borough share the cost of the notice boards. Therefore depending on how many notice boards are erected, the Town Council would be asked to contribute in the region of £2,000.</p> <p>Members are asked to consider this project and agree in principle so that the Town Clerk can formulate a report and request for funds to the Policy and Resources Committee.</p>		



APPENDIX D

REPORT

Full Report for Amenities and Town Development Committee

Report from	Town Clerk	Send copy to Chairman, Vice Chairman and Town Clerk
Date of Meeting N/A		Date sent to above 10.09.2013
Report <ul style="list-style-type: none">• The Christmas Lights will be installed from 09.11.2013• The Christmas Tree will be supplied by Elveden• All Licences and Agreements are being drawn up for approval to be sent to the relevant authorities.• 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 15 November 2013.• The Christmas Lights will be removed from 03.01.2014		

AMENITIES AND TOWN DEVELOPMENT**WORK PROGRAMME****SEPTEMBER 2013**

Date of Meeting	ITEM	Requested by	Purpose of Item
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	Farmers' Market		Reform WG. Agree wording for letter to send to TVBC and FM organisers
23 October 2013	Neighbourhood Plan		To discuss project plan for a Neighbourhood Plan
27 November 2013			
27 November 2013			