



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 **WEDNESDAY 6 MARCH 2013 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
28 February 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 17 January 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 **WEBSITE**

To receive an update report from the Website Working Group.

6 **SURVEYS**

To receive a report from the Surveys Working Group.

7 **GRANTS**

To receive a report from the Grants Working Group, report attached at **Appendix B**.

To approve the following recommendation from the Grants Working Group:

RECOMMENDATION: That number 8 of the Small Grant Applications – Guidelines, be amended to read; Grants will only be awarded for ‘one off’ costs and will not be awarded for

refurbishment, maintenance or running costs. Organisations will only be eligible to apply to the Town Council, once every four years.

8 **HOSPITALITY**

To receive a report from the Hospitality Working Group.

9 **EVENTS**

To receive a report from the Events Working Group.

10 **WORKSHOP – CALL FOR IDEAS**

To continue the Work of the Amenities and Town Development Committee a further Workshop to consider ideas for the improvement and development of the Town Centre will be held in the Guildhall on **Saturday 27 April 2013 from 10am to 12noon**. All Members of the Committee are invited to attend the Workshop to facilitate.

The following groups will be invited to attend the Workshop: Older Persons Forum, Andover Young People, Young Mothers and Facebook.

11 **JUBILEE TREE**

To note that Andover Town Council will receive a Tree (Oak) from Hampshire County Council to commemorate the Queens Diamond Jubilee – to consider whether a small event should be organised for the planting of the tree.

12 **WORK PROGRAMME**

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

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Minutes of Amenities & Town Development Committee

Time and date

Wednesday 17 January 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 (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 33/12 APOLOGIES FOR ABSENCE

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

ATD 34/12 DECLARATIONS OF INTEREST

There were no declarations of interest.

ATD 35/12 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 36/12 PUBLIC PARTICIPATION

There were no members of the public present.

ATD 37/12 CHRISTMAS LIGHTS 2013

The Committee received a report from the Christmas Lights Working Group regarding Christmas Lights currently owned by Test Valley Borough Council (TVBC).

The Working Group reported that the Christmas Lights had been viewed but due to the quantity of lights and the cost of storage, the Town Council would not be able to take them all.

The Committee then considered the lights that could be accommodated.

RESOLVED: That the following lights and equipment be requested from Test Valley Borough Council:

Cross street cables

Star for the Christmas Tree

Christmas Tree Barriers/Fencing

4 x Seasons Greeting Banners

The Committee considered the work to be undertaken by the Christmas Lights Working Group and it was

RESOLVED: That the Christmas Lights Working Group would carry out the following:

- **Contact Mr Lambert of TVBC to establish the location of the Eyelets for the Cross Street Banner Lights**
- **Establish owners of the properties where Eyebolts are attached**
- **Write to owners of the properties to begin negotiations for Wayleaves with the Town Council**
- **Arrange a meeting with Blachere Illuminations to arrange Christmas Light decorations for Christmas 2013.**

ATD 38/12 TOWN CENTRE SUMMIT

The Committee received a report from the Chairman, Cllr Lynn on his recent meeting with Test Valley Borough Council regarding the workshops held by the Town Council on ideas for improving the Town Centre.

The Chairman confirmed that the following ideas, raised by the workshops were to be considered by Test Valley within the work that was being planned, following the Town Centre Summit. Also listed are the areas of work that TVBC have asked the Town Council (ATC) to look into.

Town Centre signage and boundary signage – TVBC are looking into improving the signage

Parking in London Road – TVBC are looking into providing ½ hr free parking in this road

Closing the whole High Street – TVBC are looking into the possibilities

‘Covent Garden Style High Street’ – ATC to consider the possibilities of turning the High Street into a ‘Covent Garden Style’ experience.

Moving the Time Ring – TVBC are looking into the possibilities of moving the Time Ring

Tourist Information Kiosks – ATC to continue to look into the possibility, located under the tree outside Tesco's.

Food Outlets – TVBC are to encourage local pubs and restaurants to provide outside areas.

Cenotaph – TVBC are considering the proposals drawn up by ATC and the Royal British Legion.

Heritage Trail – TVBC are looking to extend the trail.

Movable trees and shrubs in the High Street – ATC to consider the possibilities

Relocation of metal bench currently located outside Tesco's – TVBC are considering the relocation.

ATD 39/12 GRANTS

The Committee considered a report from the Grants Working Group on the current status of Grant Applications for 2012/2013.

Members noted that 3 requests for Grants papers had been received. It was further noted that advertisements had been sent out for the Grants in December 2012.

Members suggested that a further Press Release be issued.

Members were requested to approve the ‘Grant Approval Procedure’ and it was

RESOLVED: That the Grant Working Group would meet in early February to consider Grant Applications received. The recommendations for the Grant Awards would be reported to the Amenities and Town Development Committee for approval on 6 March 2013. Presentations of Grants would be made at the Annual Meeting of Electors to be held on Thursday 21 March 2013.

ATD 40/12 FARMERS' MARKET

Members received a report from the Chairman, Cllr Lynn on the Farmers' Market provision for 2013.

The Chairman reported that Test Valley Borough had put forward some funding for the Farmers' Market in 2013 and had also agreed to enhance the market on the following dates:

17 March 2013, 19 May 2013, 17 November 2013 and 15 December 2013.

Members discussed the possibility of the Town Council enhancing the Farmers' Market on the remaining dates by providing charity stalls. It was agreed that the Community Day Working Group would investigate the possibility of providing enhancement.

It was agreed that events needed to be held at the Farmers' Market which would encourage and increase the footfall.

ATD 41/12 WORKING GROUPS

Members agreed that the following Working Groups would be disbanded, as the work was being

completed elsewhere:
Cenotaph Working Group
Music in the High Street Working Group

Members agreed that the following new Working Groups would be created to cover the new areas of work to arise from the Town Centre Summit meeting, the following Members volunteered to sit on the Working Groups:

'Covent Garden' Working Group
Shrubs/Trees Working Group – Cllr Chris Lynn
Hospitality Working Group – Cllr Marion Kerley
Community Day Working Group – Cllr Barbara Long
Farmers' Market Working Group – Cllr Barbara Long
Future Events Working Group – Cllrs Andy Fitchet, Steve Hardstaff and Phil North

It was agreed that the Town Clerk would send out, via email, the list of new Working Groups requesting Members to volunteer with a reminder to all Councillors of the Working Groups that they had volunteered for.

The Chairman asked for two Members of the Committee to volunteer to represent the Town Council on Working Groups set up by Test Valley Borough Council. Members agreed that the following Councillors would represent the Town Council on the following Working Groups:
Events Working Group – Councillor Phil North
Environmental Working Group – Councillor Zilliah Brooks

The Chairman asked the Committee whether it would support three further workshops for Young People to gain their views on improvements for the Town and Town Centre.
Members agreed that the Workshops should take place and it was agreed that the Chairman and the Town Clerk would draw up possible dates for the Workshops.

ATD 42/12 WORK PROGRAMME

It was agreed that the additional items for the Work Programme would be delegated to the Town Clerk and Chairman to complete as work arose from Working Groups.

Cllr Long requested that the Committee consider whether the Town Council would support the Pride of Andover Awards.

Cllr North suggested that the question be put to the Policy and Resources Committee as the Town Council's support may be financial.

It was agreed that Pride of Andover Awards be included on the next agenda of the Policy and Resources Committee.

The Chairman closed the meeting at 8.20pm.

Chairman

Date

Andover Town Council
Grant Applications 2013

Name of Applicant	Project	Grant requested	Decision / Comments
Action for Children	Thriving Toy Library since 2010 At Spring Meadow Centre Would like to set up mobile toy library Request for toys and to replace broken toys and get spare parts	List of toys and costs given TOTAL: £1,000	Possible Grant to be given for 2 balancing bikes and small bike Total £220
Drove Allotments	Refurbishment of hut	TOTAL: £116.78	No NO - refurbishment
Athletics Club	Refurbishment of Clubhouse – just extended clubhouse and need to kit out and upgrade some equipment	Details of equipment needed and costing. TOTAL: £1,000	No Grant to be given for 2 Olympic bars Total cost £318
Music Club	Run approx 6 concert per year Cost of page turner Cost of piano turner	£100 £300	Possible NO
CAB	Patron Scheme Grant towards setting up scheme Cost of flyers, leaflets etc	TOTAL: £500	No New Scheme that would help them raise money ?
CAB	Andover Outreach King Arthurs Way Ongoing project – Grant for new laptop for Project	TOTAL: £450	No, lots of places they can access this NO
Child Contact Centre	Funds to help project	TOTAL: £300	? NO
Test Valley in Bloom	Gardeners Market, Andover Grant toward cost of staging event Public Liability Insurance	TOTAL: £120	No NO Possibly look to see if we can help if Town Council work with the group to manage the Gardeners Market
Adult & Family Learning	Fresh on Friday Course for 10 learners to be educated on a 10 week course into how to provide nutritious meals. Got funding to cover 7 weeks so far. Working alongside Food Bank and Able & Cole	TOTAL: £1000	Possible New project that would empower the families on the course £250 or £450
Andover Young Carers	To provide counseling for the young carers. Not got enough funding to provide as many hours as needed.	TOTAL: £1,000	NO -ongoing project
Mencap	Stevens Ark. Home in Admirals Way provides respite for young children. Need a laptop for the home	TOTAL: £400	HCC gives grants for laptops for vulnerable children
Andover Rugby Club	Hot Water Boiler Refurbishment. Boiler needs upgrading	TOTAL: £1,000	NO - Maintenance

APPENDIX C

AMENITIES AND TOWN DEVELOPMENT

WORK PROGRAMME

March 2013

Date of Meeting	ITEM	Requested by	Purpose of Item
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	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 receive an update
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	Budget 2014/2015		To consider projects requiring inclusion in the Budget
23 October 2013			
27 November 2013			
27 November 2013			