

# ANDOVER TOWN COUNCIL

*Constantia Basis Virtutum*

To the Members of the **Assets and Amenities Committee**:

Cllrs C Ecclestone (Chairman), V Pond (Vice-Chairman), K Bird, A Cotter, L Gregori, S Hardstaff, R Hughes, R Kidd, B Long and J Msonthi.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ASSETS AND AMENITIES Committee** to be held at Town Council Offices, 66c, High Street, Andover on Thursday 8 December 2016 at 7.00 pm when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
29 November 2016

**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.**

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- 1 **APOLOGIES FOR ABSENCE**  
To receive and accept apologies for absence.
  - 2 **DECLARATIONS OF INTEREST**  
To receive and note any declarations of interest relevant to the agenda.
  - 3 **MINUTES**  
To receive and agree the minutes of the Assets and Amenities Committee meeting held on 3 November 2016 – 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 **ANDOVER TOURIST BOARD**  
To confirm the actions of the Working Group based on the Working Group minutes attached as **Appendix B**.
  - 6 **OFFICE ACCOMMODATION**  
To note any updates from the Office Accommodation Working Group. Report to follow at meeting.

7 **REPORTS FROM WORKING GROUPS**

To receive reports from Working Groups.

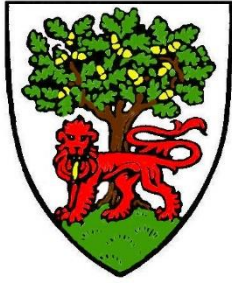
8 **COMMITTEE WORK PROGRAMME**

To discuss items on the current Committee work programme and to make changes as necessary – attached at **Appendix C**.

9 **DATE OF NEXT MEETING**

To note the date of the next Assets and Amenities Committee Meeting – **Thursday 2nd February 2017** to be held in the Town Council Offices.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

*Constantia Basis Virtutum*

## Minutes of Assets and Amenities Committee

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### Time and date

7.00pm on Thursday 3<sup>rd</sup> November 2016

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr C Ecclestone (Chairman) (P)

Cllr V Pond (Vice Chairman) (A)

Cllr K Bird (P) arrived at 7.20pm

Cllr R Hughes (P)

Cllr A Cotter (A)

Cllr R Kidd (A)

Cllr L Gregori (A)

Cllr J Msonthi (P)

Cllr S Hardstaff (P)

Cllr B Long (P)

arrived at 7.15

Other Councillors Present: None

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

Members of the Public: None

**AA 65/16**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllr V Pond.

**AA 66/16**

#### **DECLARATIONS OF INTEREST**

There were no declarations of interests.

**AA 67/16**

#### **MINUTES**

Members were asked to agree the minutes of the Assets and Amenities Committee meeting held on 22nd September 2016.

It was proposed by Cllr J Msonthi and seconded by Cllr R Hughes. A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Assets and Amenities Committee Meeting held on 4 August 2016 were agreed and signed by the Chairman as a correct record.**

**AA 68/16**

#### **PUBLIC PARTICIPATION**

There were no members of the public present.

**AA 69/16**

#### **CHRISTMAS LIGHTS**

Members noted the following update on the Christmas Lights Project.

The Christmas Tree is being delivered on Sunday 6<sup>th</sup> November which will be supervised by the Town Clerk. On 9<sup>th</sup> November the lights are being installed at 7pm with an estimated finish time of 2am.

A structural survey which was requested by Hampshire County Council was carried out on the Lamp Columns as the survey carried out 2011 was not sufficient. Due to the late notification of this information the survey was carried out by the same company that carried out the survey in 2011 at the same cost.

The licence is expected to arrive before 18<sup>th</sup> November.  
Concerns have been raised due to the scaffolding which is currently in place for conservation purposes. It was agreed that the Town Clerk would use her discretion to resolve the issue.  
Solution put out to Committee with a decision taken that the scaffolding to remain in place in order to save costs. It was agreed that investigations would continue once the survey had finished.  
Members noted that that a plan for the next 5-year survey would need to be budgeted for.  
Members noted that on 1<sup>st</sup> December there would be a Chairman's party in the Guildhall after the Full Council Meeting.

**AA 70/16 QUEEN ELIZABETH II BIRTHDAY CELEBRATIONS**

Members noted that after a survey was conducted and 90 responses received 52% stated that no money should be spent and 48% in favour. Suggestions were made for either a sculpture, a bench or a tree.  
Members suggested that the lamp fountain was activated to provide water to the public and would request Test Valley Borough Council and Southern Water to look into this.  
It was agreed that investigations would continue once the survey had finished.

**AA 71/16 COMMUNITY RIGHT TO BID**

Members noted that 13 Community Right to Bid applications had been sent off of which 4 have been sent back and 5 are still being processed. 64 High Street and Magistrates were rejected.  
There were 3 which needed updating and 5 are still awaiting a response.

**AA 72/16 OFFICE ACCOMMODATION**

Members noted the following update on the Office Accommodation.  
There was a meeting proposed but no attendees so new dates needed.  
Emails had been sent regarding the office above Double Discount, no response had been forthcoming.  
Members noted that this property would offer more space and server would not need to be moved. The current office could be used at storage as rental costs would allow this.  
Members noted that further research needed to be done as to who owns the property.

**AA 73/16 DEFIBRILLATORS**

Members noted that there are now two Defibrillators in place. There is funding of £800 for one more.  
Test Valley Borough Council are looking to roll out Defibrillators across Test Valley. Members noted that an application should be made to Test Valley Borough Council for funding as they have access to cheaper units. Members noted that Hampshire County Councillors should be approached for contributions. It was noted that Cllr K Bird had prepared a map of the town centre to show where gaps are in locations for Defibrillators. Proposed locations were Star and Garter and Guildhall. No further units to be purchased until location is decided.

Cllr K Bird proposed that work is done with any partners who will assist – for example St John's Ambulance and British Heart Foundation. Seconded by Cllr R Hughes, a vote was taken with 1 abstention.

**RESOLVED: that the Defibrillator Working Group work with partners such as Test Valley Borough Council and Hampshire County Council to secure funding.**

**AA 74/16 BUDGET 2016/2017**

There were no items discussed at the meeting to put forward for the 2017/2018 Budget.

**AA 75/16 REPORTS FROM WORKING GROUPS**

Ludgershall railway – moving very fast. Tim Rolf involved and lots of Wiltshire.  
Network Rail would like to attend next meeting.

**AA 76/16 COMMITTEE WORK PROGRAMME**

It was agreed that the following be added to the work programme:

- Lighting test due in 4 year – 2021 (Cllr R Hughes)
- Speedwatch – December meeting
- Review Christmas lights in January.
- Security issue to be discussed in January meeting (look at outside buzzer)

Cllr Msonthi asked who looks after the notice board as the events section needs to be updated.

**AA 77/16 DATE OF NEXT MEETING**

Members noted that the date of the next meeting was **Thursday 8 December 2016, at 7pm**, to be held in the Town Council Offices.

The Chairman closed the meeting at 8.15pm.

**Minutes of Andover Tourist Board Working Group**

**Met 2pm Friday 11<sup>th</sup> of November 2016**

**Present: Christopher Ecclestone, Richard Rowles**

**Apologies: Michael Mumford, Steve Hardstaff, Barbara Long**

**Elected CE as Chair, RR as (temporary) Secretary**

Establish Terms of Reference:

A working group reporting to both Community Engagement and Assets & Amenities Committees of the Andover Town Council.

To establish an Andover Tourist Board

To decide on composition of Board and create a representative body with directors from tourist services organisations in the area.

To decide on a strategy for financing of said Tourist Board.

To create specifications for a tourist information office/facility.

Decisions Made:

To establish the Andover Tourist Board as a CIC – Community Interest Corporation

ATC to fund with GBP1,300 kickstart, thereafter funding from external sources (HCC, local tourist oriented businesses, grants etc). Submit request to Budget process for 2017.

Five directors. Two from ATC, one from local hotel industry, one from local B&Bs, one from local attractions (Finkley Down, Museum of Iron Age etc).

Establish a tourist information kiosk in a historically appropriate style on the lower High Street (funded by grants and donations). Design as a competition offered to university architecture faculties

Establish a Volunteer Force - put out call on social media – via Advertiser – to staff said facility

Approach HCC about use of Lower High Street site 15 ft by 8 ft max.

**ASSETS & AMENITIES WORK PROGRAMME: 03 NOVEMBER 2016**

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
22 September 2016				
22 September 2016				
22 September 2016	Budget consideration for 2017/2018			
22 September 2016	Reports of Working Groups			
3 November 2016				
3 November 2016				
3 November 2016				
3 November 2016	Reports of Working Groups			
8 December 2016				
8 December 2016				

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
8 December 2016				
8 December 2016	Reports of Working Groups			