



ANDOVER TOWN COUNCIL

Minutes Council

Time and date

7.00pm on Thursday 4 September 2014

Place

The Upper Guildhall, High Street, Andover

Details of Attendance:

Cllr G McBride (Chairman) (P)
Cllr V Pond (Vice-Chairman) (P)

Cllr K Bird (A)	Cllr Z Brooks (P)	Cllr B Carpenter (P)	Cllr A Cotter (A)	Cllr D Drew (P)
Cllr A Fitchet (P)	Cllr K Hamilton (P)	Cllr S Hardstaff (P)	Cllr S Hawke (P)	Cllr K Hughes (A)
Cllr M Kerley (A)	Cllr R Khuman (A)	Cllr B Long (P)	Cllr C Lynn (A)	Cllr P North (A)
Cllr B Page (P)	Cllr R Shukri (P)			

Officer: Wendy Coulter (Town Clerk) (P) (Taking the minutes)

Members of the Public: 2

C 32/14 Apologies for Absence

Apologies for absence were received and accepted from Cllrs K Bird, A Cotter, K Hughes, M Kerley, R Khuman, C Lynn, P North.

C 33/14 Declarations of Interest

There were no declarations of interest.

C 34/14 Minutes

The Minutes of the Council Meeting held on 11 June 2014 were signed by the Chairman as a correct record.

C 35/14 Public Participation

There were no members of the public who wished to speak.

C 36/14 Chairman's Announcements

The Chairman, Cllr McBride informed Members that he had attended many meetings during the summer and was due to attend a meeting with the Andover Vision Board the following week.

C 37/14 Committee Minutes

The following Minutes were received and noted:

17 July 2014 – Amenities and Town Development Committee

Cllr Brooks thanked Cllr Long for organising the WWI Vigil. It was a great success with many people attending and a candlelit memorial service around the War Memorial.

The preparations for the Commemoration Football match were going forward.

5 June 2014 – Policy and Resources Committee

6 August 2014 – Policy and Resources Committee

16 June 2014 – Planning Committee

7 July 2014 – Planning Committee

28 July 2014 – Planning Committee

C 38/14 Review of Council and Committee Terms of Reference

Members reviewed the recommendations of the Policy and Resources Committee to amend the Council and Committee Terms of Reference.

The Chairman of the Policy and Resources Committee, Cllr Steven Hardstaff explained that each Committee had been given a devolved Budget to allow for decisions to be made directly by Committee, thereby speeding up actions for the Town Council.

It was proposed by Cllr Hardstaff and seconded by Cllr Fitchet and

RESOLVED that the amendments to the Council and Committees Terms of Reference be agreed. Revised Terms of Reference attached to record minutes.

C 39/14 Andover Neighbourhood Plan

Members received an update on the progress of the Neighbourhood Plan.

Cllr McBride thanked Cllrs Hardstaff, Pond and Long for their work so far on the Plan.

Cllr Hardstaff confirmed that the Parish Area had been approved by Test Valley Borough Council and work was now underway to plan and organise Consultation Events across the parish.

Cllr Long confirmed that the first event would take place at the end of September and asked that all Councillors and Members of the Public spread the word to encourage as many as possible to attend.

Further details would be published on the Neighbourhood Plan website and the Town Council website.

www.andoverplan.co.uk

www.andover-tc.gov.uk

C 40/14 Town Centre Partnership

Members were requested to nominate 2 Members of the Town Council to be part of the Town Centre Partnership.

The Town Clerk explained that it had been discussed at the previous Amenities and Town Development Committee meeting that consideration should be given to appointing specific 'Roles' within the Council, such as Chairman and Vice Chairman of the Policy and Resources Committee, to be Members to allow continuity.

Members discussed the proposal and agreed that the representative should normally be the Chairman of the Policy and Resources Committee plus one other Councillor.

It was proposed by Councillor Hamilton and seconded by Councillor Fitchet. A vote was taken and Cllr Long abstained.

RESOLVED: That the Town Council Membership of the Town Centre Partnership will normally be the Chairman of the Policy and Resources Committee plus one other Councillor.

RESOLVED: That Cllr Hardstaff and Cllr Drew be appointed as the Town Council's representatives on the Town Centre Partnership for 2014/2015.

C 41/14 Reports from Town Centre Summit Groups

Cllr Drew explained that the Town Centre Summit Groups were task/time related groups and the work that they had been set up to do had been completed.

Much of the work that was to be carried out had been transferred to the Town Centre Manager and further reports would be submitted to the Town Council.

Cllr Drew further explained that there were 23 members of the Town Centre Partnership. It had

been discovered that most members of public were not aware of the shops and facilities in the Town. Communication was an issue that would be given priority.

The refurbishment of the Upper High Street would shortly be taking place and the Town Centre Manager was ensuring that good communication was set up for the businesses to keep them fully informed of progress and works.

A co-ordinated Christmas Event would be taking place, with competitions to encourage members of the public to shop in Andover.

Negotiations were continuing to provide an hours free parking.

C 42/14 Youth Council

Cllr McBride reported that new Youth Council Members would be inaugurated at the full Council meeting in November. The Youth Councillors were planning an event for the new year, however, they themselves would report directly to the Town Council to provide further details.

C 43/14 Finance

Cheque No	Date of Inv	Description	Supplier	Amount (£)
300001	27.08.14	Set up printer for Town Centre Manager	Andover Business Computers	69.99
300002	04.09.14	September 2014 salary	Allotments Administrator	975.59
300003	08.08.14	Repair to damaged xmas tree lights	Blachere Illumination	372.00
300004	31.07.14	Toilet provision Allotments July 2014	Convenient Hire	614.39
300005	31.08.14	Toilet Provision Allotments August 2014	Convenient Hire	570.58
300006	04.09.14	September 2014 Salary	Town Clerk	2478.22
300007	18.08.14	Set of new emails for Allotment Wardens	Custom Studio	67.50
300008	01.09.14	Hosting of website and emails	Custom Studio	35.94
300009	26.08.14	Allotment Advice	Hedleys Solicitors	165.60
300010	26.08.14	Legal costs for renewal of office lease	Hedleys Solicitors	220.80
300011	04.09.14	September Pension contribution AA	Hampshire Pensions	209.82
DDMain	31.07.14	Quarterly Line Rental and Call charges	Mainstream Digital	51.87
DDMain2	31.08.14	Call charges 05.08.14 – 29.08.14	Mainstream Digital	17.17
300012	06.08.14	Cleaning Services	Moore's Cleaning Services	30.00
300013	28.08.14	Cleaning Services 2-31 August 2014	Moore's Cleaning Services	130.00
300019	02.09.14	Postal charges and hire of franking machine	Pitney Bowes/Purchase Power	380.78
300014	17.08.14	Allotment Advertisement	Newsquest	63.72
DD	31.07.14	Electricity supply for Council office	N Power	278.29
300015	01.08.14	Old Winton Road Allotment water supply	Southern Water	159.09
300016	01.08.14	Barlows Lane Allotment water supply	Southern Water	92.54
300017	19.08.14	Mylen Road Allotment water supply	Southern Water	608.68
300018	26.08.14	Town Centre Manager	Test Valley Borough Council	9300.00
TOTAL				17862.05

C 44/14 Questions from Councillors

There were no questions received from Councillors under Standing Order No 8.

C 45/14 Reports from Councillors

Cllr V Pond reported that she had attended 2 WWI Commemoration Events on behalf of the Town Council.

Cllr B Long reported that the WWI display in the Library Window was a great success and that she had secured the use of the window in 2015 to mark WWI during 1915.

Cllr D Drew reported that the Heritage Railway project group had visited Swanage Railway which had been very useful and instructive. He explained that Swanage had established partnerships with local councils and that the project group was looking to do the same.

He further explained that Andover Town Council and Ludgershall Town Council were in effect the 'parents' of the scheme and that the aim was to ultimately set up the Heritage Railway as its own business and not be run by Councils.

Cllr Drew went on to explain that the Group had been in touch with local MP's to encourage South

West Trains to run a Gauging Train along the track to test it.

Cllr Drew further suggested that the Town Council support a scheme to set up a 'Friends of Andover Station'. The Station is the gateway to the Town and should be promoted.

Cllr A Fitchet reported that on 22 June 2014 he and his wife had attended a WWI Memorial Service at Winchester Cathedral.

Cllr G McBride reported that he had visited Rewired whilst carrying out research for the Youth Council. He encouraged other Members to visit as it was an exceptional facility.

C 46/14 Reports from Borough and County Councillors

There were no reports from Borough or County Councillors.

C 47/14 Exclusion of the Press and Public

This item was deferred.

C 48/14 Personnel

This item was deferred to the next meeting of the Town Council.

The Chairman closed the meeting at 7.40pm.

Chairman

Date