



Minutes of Amenities & Town Development Committee

Time and date

Wednesday 19 September 2012

Place

66C High Street, Andover. Hampshire

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

Members not present: Andy Fitchet, Marion Kerley, and Veronika Pond.

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

ATD 12/12 **APOLOGIES FOR ABSENCE**

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

ATD 13/12 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

ATD 14/12 **MINUTES**

The minutes of the Amenities and Town Development Committee meeting held on 27 June 2012 were signed by the Chairman as a correct record.

ATD 15/12 **PUBLIC PARTICIPATION**

There were no members of the public present.

ATD 16/12 **WEBSITE REVIEW**

Members were asked to consider the report of the Website Working Group.

1. To approve the Allotments section of the Website.
Members approved the costs of the Allotments Website following consideration by full Council.
2. To set up a Survey Working Group
Members considered a Working Group to consider surveys which could be included on the website.
3. Calendar of events
The Website working group recommended that the Website should have a page that says: Find out about Your Community. This page would have links to other websites that list events. The Town Council website will become a signpost for other events in the Town.
The following links would be included:
The Guide – The Breeze
Test Valley Borough Council
Andover Advertiser
Inspired Communities – www.inspiredcommunities.co.uk

Silver Surfers
Andover Vision
The Lights
www.andover.towncentral.co.uk

4. Business Directory
Members considered the inclusion of a business directory on the website and agreed that this would be a project for the future.
5. Photos of Councillors
It was agreed that photos would be taken of all Councillors to provide uniformity.
6. Councillors information
It was agreed that the Town Clerk would re-write the Councillors information in the 3rd person and request from Members, who had not yet provided information, 100 words maximum.
7. Alamein Map
It was agreed that the Town Clerk would arrange for the Alamein ward map to be corrected.
8. Ward Paragraphs
It was agreed that Councillor Bird would liaise with Test Valley Borough Council to allow some of the information on the Andover Wards to be published on the Town Council website.
9. Financial Records
The Town Clerk confirmed that the Financial records on the website were up to date.
10. News Items
It was agreed that News Items would be regularly provided to the Town Clerk to upload on to the website.

ATD 17/12 CHARITY DAY

Councillor K Hamilton updated Members on the Charity Day which took place on Sunday 16 September. The event had been a success with 20 organisations attending on the day. The Farmers Market had asked if the Town Council would do more events with them in the future. Surveys had been completed on the day and 36 had been returned. Most of the comments were about the Farmers Market. However, of those surveyed, 35 attributed the Charity Day to the Town Council.

Members wished to convey their thanks to Councillor Hamilton and the Charity Day working group for all the hard work and for organising the event.

ATD 18/12 CHRISTMAS LIGHTS

Members considered a report from the Christmas Lights working group regarding the Christmas Lights provision for 2012 and beyond.

Members also considered a further report from the Town Clerk regarding the provision of the lights. The report included information from Blachere Illuminations confirming that a contract for three years would allow the Town Council to change the motif decorations, within budget, each year.

Members agreed that this would be a suitable arrangement. The provision of the Christmas Tree was discussed and it was agreed that the Town Clerk would negotiate the best value for money with regard to the cost and provision of the tree.

Members discussed the possibility of using some of the old decorations across the streets. Members of the working group explained that the Wayleaves that Test Valley Borough Council had for the erection of the lights could not be passed to the Town Council and the Town Council would need to negotiate new Wayleaves.

It was agreed that if the Town Council entered a three year contract for the provision of Christmas Lights it would give time to negotiate Wayleaves. As Wayleaves were agreed, further Christmas Lights could be added to the scheme.

RESOLVED:

1. **That Blachere Illuminations be contracted to provide the Christmas Lights for Andover for the next three years to Christmas 2014.**
2. **That the Town Clerk would negotiate the best value for the provision and decoration of the Christmas Tree.**

ATD 19/12 DIAMOND JUBILEE CELEBRATIONS

Members were asked to consider the species of tree to be planted in Vigo Recreation Park in celebration of the Queen's Diamond Jubilee. Councillor B Long gave a verbal report on the progress of the project. Members discussed the provision of the tree and requested that the Town Clerk contact Hampshire County Council to enquire whether a tree could still be gifted to the Town Council.

ATD 20/12 It was agreed that if a tree could be gifted, an Oak tree would be preferable.
WORKING GROUPS

Members considered further Working Groups and areas of work for the committee to consider. Councillor Lynn explained that he had received a positive response to his letter in the local paper asking for ideas to improve the town centre.

Members discussed the following ideas:

Saturday Market, Music in the High Street, Cenotaph, Trees and Shrubs in the High Street, Tourist Information Kiosks in the High Street, further development of the Website, Grants, more events, Assets and Acquisitions, Hospitality, Christmas Lights, Surveys, Joint Working with other organisations, businesses, charities and local authorities.

It was agreed that the ideas would be prioritised and Working Group would be set up straight away to consider the following:

Music in the High Street, Cenotaph and the Saturday Market.

It was agreed that the following Members of the Committee would sit on the Working Groups:

Group	Lead Member	Committee Member	Committee Member	Co-opted	Co-opted	Co-opted
Saturday Market	Cllr Lynn	Cllr North	Cllr Drew			
Music in the High Street	Cllr North	Cllr Bird		Steve Randall? The Breeze		
Cenotaph	Cllr Page	Cllr Lynn				

It was agreed that the list of proposed Working Groups would be circulated to Members of the Committee to ask for volunteers. Members from outside the committee could be co-opted onto the Working Groups as well as others with specific skills.

ATD 21/12 **WORK PROGRAMME**

Members were asked to note the work programme and it was agreed that the following would be added:

November 2012 – Saturday Markets
November 2012 – Music in the High Street
November 2012 – Cenotaph
January 2013 – Grants
January 2013 – Christmas Lights
March 2013 – Website
March 2013 – Surveys
March 2013 – Events
March 2013 – Hospitality

The following would be added as and when necessary:
Trees in the High Street and Assets and Aquisitions.

The Chairman closed the meeting at 8.20pm.

Chairman

Date