



# ANDOVER TOWN COUNCIL

# A

## Minutes of Amenities & Town Development Committee

### Time and date

Thursday 19 September 2013

### Place

66C High Street, Andover, Hampshire

### Details of Attendance:

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

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

Minute No.	Item Title	RESOLUTION/ACTION
<b>ATD 15/13</b>	<b>Apologies for Absence</b>	<b>Action</b>
	Apologies for absence were received and accepted from Cllr M Kerley.	
<b>ATD 16/13</b>	<b>Declarations of Interest</b>	<b>Action</b>
	There were no declarations of interest.	
<b>ATD 17/13</b>	<b>Minutes</b>	<b>Action</b>
	The minutes of the previous meeting held on 18 July 2013 were signed by the Chairman as a correct record.	
<b>ATD 18/13</b>	<b>Public Participation</b>	<b>Action</b>
	There were no Members of the Public present	
<b>ATD 19/13</b>	<b>Saturday Markets</b>	<b>Action</b>
	Members discussed the administration of the Saturday Weekly Markets. It was agreed that the pitches would be booked via the Town Council office at a cost of £5 per pitch. It was agreed that the availability of the pitches would be administered on a first come, first served basis.	<b>The Town Clerk to draw up the administration process for the weekly Saturday Market Stalls.</b>
<b>ATD 20/13</b>	<b>Notice Boards</b>	<b>Action</b>
	Members noted an update report on the proposed project to locate Community Notice Boards in the Town Centre in partnership with Test Valley Borough Council.	<b>The Town Clerk to report to Policy and Resources Committee to approve funding from the Town Council's</b>

	<p>Members were asked to provide the Town Clerk with possible locations for the Notice Boards. Members suggested the following: Top of the High Street Passageway between the High Street and Chantry Centre by the Bus Station. Members agreed the project in principle; however, a report would be sent to the Policy and Resources Committee to confirm the Budget funding for the notice boards.</p>	<b>Budgets for the Community Notice Board Project.</b>
<b>ATD 21/13</b>	<b>2014 Commemorative Events</b>	<b>Action</b>
	<p>Cllr Long reported that she had visited the Museum to find out what events they were holding in 2014. At the present time they could not confirm their events. Cllr Long suggested that the Town Council could organise some events in collaboration with the Museum.</p>	
<b>ATD 22/13</b>	<b>Events 2014</b>	<b>Action</b>
	<p>Members discussed events for 2014 and it was agreed that the Library window should be booked for 2014.</p>	<b>The Library Window to be booked for 2014 for display.</b>
<b>ATD 23/13</b>	<b>Assets Group</b>	<b>Action</b>
	<p>It was agreed that the Assets Working Group consisting of Cllrs Bird, Pond and Cotter meet as soon as possible to discuss how the Town Council could become involved in the review of the Andover Levy in 2014.</p>	<b>Assets Working Group to meet prior to the next scheduled meeting of the Amenities and Town Development Committee meeting.</b>
<b>ATD 24/13</b>	<b>Tourist Information Kiosks</b>	<b>Action</b>
	<p>It was agreed that the Tourist Information Kiosks Working Group. It was agreed that the Working Group should approach Mr Gleave at Test Valley Borough Council, Hampshire County Council and Tourism South East.</p>	<b>Tourist Information Kiosks Working Group to approach TVBC, HCC and Tourism South East to progress the project.</b>
<b>ATD 25/13</b>	<b>Andover Signage</b>	<b>Action</b>
	<p>Cllr North reported that the Policy and Resources Committee had looked at the possibility for the Town Council to take over the management of signage in the Town Centre. The Test Valley Borough Council Town Centre Summit Environmental Group were in the process of carrying out upgrading of the signage and street furniture in the Town Centre. It was suggested that the Assets WG could consider whether the signage could be transferred as an asset.</p>	<b>Asset Working Group to consider whether the Town Council could take over the Town Centre Signage as an Asset Transfer.</b>
<b>ATD 26/13</b>	<b>Public Art Commissioning Panel</b>	<b>Action</b>
	<p>Cllr Zilliah Brooks the Town Council representative, updated Members on the progress of the project. She reported that 67 submissions had been received and that 12 would go before a judging panel.</p>	
<b>ATD 27/13</b>	<b>Town Centre Summit – Working Groups</b>	<b>Action</b>
	<p>Cllr North of the Events TVBC WG reported that a series of events had been scheduled to take place including, an Italian Market, Vintage Market and Test Valley Brass performing in the Time Ring. It was agreed that the Town Clerk would approach TVBC Officers to enquire how the Town Council would book events in 2014.</p>	<b>The Town Clerk to contact TVBC Officers to find out how the Town Council can book events in 2014.</b>
<b>ATD 28/13</b>	<b>Christmas Lights 2013</b>	<b>Action</b>
	<p>Cllr Long reported that the Christmas Lights Working Group had secured a Christmas Tree for free, provided a small advertising plaque be displayed. Saving the Town Council up to £3,000.</p>	

	<p>Cllr Long appealed for Councillors to assist at the Switch-On. One person per lamp post would be required to switch on the lights.</p> <p>Cllr Long further appealed for assistance from Members to repaint the barrier fencing for the Christmas Tree. Cllr Bird offered to assist.</p>	
<b>ATD 29/13</b>	<b>Work Programme</b>	<b>Action</b>
	<p>No further items were added to the Work Programme.</p> <p>The Town Clerk was requested to re-circulate the list of the Working Groups.</p>	<b>Town Clerk to circulate the List of the Working Group Membership.</b>

The Chairman closed the meeting at 7.50pm.

Chairman

Date