



ANDOVER TOWN COUNCIL

A

Minutes of Amenities & Town Development Committee

Time and date

Wednesday 22 May 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(A).

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

Minute No.	Item Title	RESOLUTION/ACTION
ATD 55/12	Apologies for Absence	Action
	Apologies for absence were received and accepted from Cllrs K Bird and M Kerley.	
ATD 56/12	Declarations of Interest	Action
	There were no declarations of interest.	
ATD 57/12	Minutes	Action
	The minutes of the previous meeting held on 6 March 2013, were signed by the Chairman as a correct record.	
ATD 58/12	Public Participation	Action
	There were no Members of the Public present	
ATD 59/12	Christmas Lights	Action
	Members received a report from the Christmas Lights Working Group on the Lights for 2013. Members were asked to approve the Christmas Lights for 2013. Members requested that the Working Group and the Town Clerk send out letters to landowners for Wayleaves/Easements.	Christmas Lights Working Group to reserve the lights required for 2013. Christmas Lights Working Group and Town Clerk to send letters for Wayleaves/Easements for properties in the High Street.
ATD 60/12	Farmers Market	Action
	Cllr Long reported that the Farmers' Market had space available in June and September for Charity Market stalls.	Town Clerk to send an email to all Members inviting them to join a

	<p>However Cllr Lynn reported that the only dates that were available for the Farmers' Market were October, January, February and March. He reported that the Town Council was working in partnership to organise a Charity Fair in July with Test Valley Community Services and Test Valley Borough Council.</p> <p>Cllr Lynn suggested that a Farmers' Market Working Group be set up and that Cllr Long be a member of the Group.</p>	Farmers' Market Working Group.
ATD 61/12	Markets	Action
	<p>Members received a report from the Markets Working Group.</p> <p>Cllr North reported that investigations had taken place as to whether Insurance was required. Businesses were required to have their own insurance and if they were selling food, they required a Food Hygiene Certificate.</p> <p>He further reported that the Trade Body for Markets was due to come back to the Town Clerk with regard to further information on Insurance.</p>	Town Clerk to contact Markets Trade Body to chase information regarding Insurance.
ATD 62/12	Events	Action
	<p>The Events Working Group was requested to consider events that the Town Council could organise or work in partnership in 2014 for the commemoration of 100 years since the beginning of the First World War on 28 July 1914 and 70 years since the Second World War D-Day Landings on 6 June 1944.</p> <p>Members further requested that the Events Working group investigate an event for the return of the Local Regiment from Afghanistan.</p> <p>It was suggested that funding could be obtained from the Heritage Lottery Fund.</p>	<p>Events Working Group to investigate Events for commemoration of 100 years since the start of WW1 in 1914 and 70 years since WW2 D-Day landings in 1944.</p> <p>Events Working Group to investigate an event for the return of the Local Regiment from Afghanistan.</p> <p>Events Working Group to investigate whether funding could be sought from the Heritage Lottery Fund.</p>
ATD 63/12	Website	Action
	<p>Members noted a report from the Website Working Group, which included details on updates that had been made to the website and that the Working Group met with the Town Clerk on a Monthly basis to update the website.</p>	
ATD 64/12	Community Day Working Group	Action
	<p>It was agreed that Cllr Long and Cllr Hamilton would work on the Community Day Project to link in to the Farmers' Market events</p>	Cllr Long and Hamilton to work on Community Days to link in to the Farmers' Market.
ATD 65/12	Assets Working Group	Action
	<p>Members were asked to consider whether an Assets Working Group should be formed to consider possible asset transfers and to consider whether assets could be transferred to reduce the Andover Levy.</p> <p>It was agreed that a Working Group be formed to investigate the services that were provided within the Levy to Andover and that the Town Clerk would request Members to sit on the Working Group.</p>	Town Clerk to request Members to sit on an Assets and Services Working Group to investigate which services were provided only to Andover, within the Andover Levy.
ATD 66/12	Workshop – Call for Ideas	Action
	<p>Cllr Lynn reported that the personal invitations that were sent out for the Workshop did not work. Lessons were learnt in that, if the Town Council required specific information from specific groups, then visits to the particular organisations or groups would need to take place.</p>	
ATD 67/12	Work Programme	
	<p>It was agreed that the following items would be added to the Work Programme:</p> <p>Survey Group – to report back on surveys for lighting in</p>	

Micheldever Road – July 2013. Tourist Information Kiosks Group – to report back on progress on TIC Kiosks in High street – July 2013.	
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The Chairman closed the meeting at 8.15pm.

Chairman

Date