



# ANDOVER TOWN COUNCIL

# A

## Minutes of Amenities & Town Development

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### Time and date

Wednesday 22 October 2014

### Place

Town Council Offices, 66C High Street, Andover, Hampshire

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Details of Attendance:

Cllr Z Brooks (Chairman) (P) Cllr B Long (Vice-Chairman) (A)

Cllr K Bird (P) Cllr A Cotter (A) Cllr S Hardstaff (P) Cllr C Lynn (A)

Cllr M Kerley (A) Cllr P North (A) Cllr B Page (P) Cllr V Pond (A)

Cllr G McBride (P) *Ex Officio*

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

Minute No.	Item Title	RESOLUTION/ACTION
ATD 14/14	<b>APOLOGIES FOR ABSENCE</b>	
	Apologies for absence were received and accepted from Councillors B Long, P North and V Pond.	
ATD 15/14	<b>DECLARATIONS OF INTEREST</b>	
	There were no declarations of interest.	
ATD 16/14	<b>MINUTES</b>	
	The Minutes of the Meeting held on 17 July 2014 were agreed and signed by the Chairman as a correct record.	

<b>ATD 17/14</b>	<b>PUBLIC PARTICIPATION</b>	
	<p>Mrs J Doyle asked for assistance with a matter regarding land Harewood Forest.</p> <p>As Ward Councillors, Cllr Bird and Cllr Hardstaff offered their assistance with the matter.</p>	
<b>ATD 18/14</b>	<b>2014 COMMEMORATION EVENTS</b>	<b>Action</b>
	<p>Cllr Hardstaff confirmed that he was waiting for confirmation from the other Football Team with regard to their participation in the football match to take place on 25 December and 27 December 2014. A banner would be placed in the notice board on Vigo Road Recreation Ground.</p> <p>It was confirmed that £500 had been received from Hampshire County Council for this event and Andover Town Council would contribute £500.</p> <p>The Chairman Cllr Brooks requested that the final arrangements be confirmed at the next meeting of the Amenities and Town Development Committee. It was agreed that Cllr Hardstaff would email Members with the choice of medals and once choices had been received the Town Clerk would order them.</p> <p>It was agreed that Cllrs Bird and Hardstaff would talk to The Breeze regarding the football match nearer the time to encourage more participants. Cllr Bird reported that she had met with Officers at TVBC regarding an artwork for the Town to commemorate WW1 and all other conflicts since. She reported that it had been agreed that the artwork should be a reminder of what the people of Andover had given, a lasting memorial that would be placed in a more central location.</p> <p>It was agreed that the Commemoration Working Group would meet now that the Encounters Report had been published and siting of the artwork could be discussed.</p>	<p><b>Cllr Hardstaff to report final arrangements of the football match to the next meeting of the Amenities &amp; Town Development Committee.</b></p> <p><b>Cllr Hardstaff to email Members choices of Medals.</b></p> <p><b>The Town Clerk to order medals once choice had been made.</b></p> <p><b>Cllrs Bird and Hardstaff to speak to The Breeze to promote the football match nearer the time.</b></p> <p><b>The Commemoration Working Group to meet to confirm details of football match and discuss siting of Commemoration Art Work in the Town.</b></p>
<b>ATD 19/14</b>	<b>ASSETS WORKING GROUP</b>	<b>Action</b>
	<p>Cllr Bird reported that she had met with the Head of Finance at Test Valley Borough Council regarding the Andover Levy. There were confidential Lease Arrangements contained within the Levy that could not be discussed.</p>	<p><b>Cllr Bird to arrange another meeting of the Assets Working Group.</b></p>

	Cllr Bird confirmed that she would arrange for the Working Group to meet to consider the figures in more detail.	
<b>ATD 20/14</b>	<b>TOURIST INFORMATION KIOSKS</b>	
	Cllr Bird confirmed that she had arranged for a literature stand to be placed in the Travelling Cupcake. Arrangements were needed for a 'hotline' to the Romsey Tourist Information Centre to ensure tickets etc. could be purchased.	<b>Town Clerk to work with Cllr Bird to arrange a leaflet stand and 'hotline' to Romsey Tourist Information Centre.</b>
<b>ATD 21/14</b>	<b>CHRISTMAS LIGHTS</b>	
	<p>Members received a report on the progress of the Christmas Lights for 2014.</p> <p>The Town Clerk further confirmed that an Emergency Plan was being drawn up to mitigate any situations as were experienced in 2013 when the Christmas Tree blew over in the High Winds.</p> <p>It was agreed that the Town Clerk would purchase a Christmas Tree at a cost of £1,135.35 including delivery and placement.</p> <p>Cllr Brooks suggested that the Chairman of the Town Council should be on the stage on the Switch-On event as the Town Council supplied the lights.</p> <p>The Town Clerk requested Members to assist with turning on the lights on 21 November 2014. It was agreed that she would email all Members to request assistance.</p> <p>Cllrs Hardstaff and Bird volunteered to assist.</p> <p>Cllr Page left the meeting at 7.45pm.</p>	<b>Town Clerk to draw up emergency plan for contacts and procedures for Christmas 2014.</b> <b>Town Clerk to email all Members to request assistance with turning on the Lights.</b>
<b>ATD 22/14</b>	<b>FLY THE FLAG FOR THE COMMONWEALTH – 9 MARCH 2015</b>	
	<p>It was agreed that the Town Clerk would write to TVBC asking them whether they were going to commemorate the Commonwealth Day and if so could the Town Council participate. If the response was that TVBC were not going to commemorate it, the Town Council would make arrangements to fly the flag.</p> <p>It was suggested that the Executive Officer of the Youth Council be asked to raise the flag.</p>	<b>Town Clerk to write to TVBC regarding the Commonwealth Day in 2015. If TVBC were not holding an event the Town Council will arrange for a flag to be flown.</b> <b>Town Council to consider asking the Executive Officer of the Youth Council to raise the flag.</b>
<b>ATD 23/14</b>	<b>FLOOD PLAN</b>	
	It was agreed that the Town Clerk would email all Councillors to request Members for a Flood Plan	<b>Town Clerk to email all Councillors to request Members</b>

	Working Group. Cllr McBride offered to be a Member of the Group	<b>for a Flood Plan Working Group.</b>
<b>ATD 24/14</b>	<b>MARKETS</b>	
	There was no update on the Markets.	
<b>ATC 25/14</b>	<b>WORK PROGRAMME</b>	
	It was agreed that the following be added to the Work Programme for the next meeting to be held on 27 November 2014: Flood Plan Assets Markets Tourist Information Kiosks WW1 Commemoration Events	

The Chairman closed the meeting at 8.10pm.