



# ANDOVER TOWN COUNCIL

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*Constantia Basis Virtutum*

## Minutes of Assets and Amenities Committee

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### Time and date

7.00pm on Thursday 4 August 2016

### Place

Town Council Offices, High Street, Andover

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#### Details of Attendance:

Cllr C Ecclestone (Chairman) (P)

Cllr K Bird (P)

Cllr A Cotter (P)

Cllr L Gregori (P)

Cllr R Hughes (A)

Cllr J Msonthi (P)

Cllr B Long (A)

Cllr V Pond (Vice-Chairman) (A)

Other Councillors Present: County Borough Councillor - Cllr Z Brooks (P)

Officers Present: Simon Priestley-Cooper (Committee Officer) and Wendy Coulter (Town Clerk) (Taking the minutes)

Members of the Public: 1

#### **AA 31/16 APOLOGIES FOR ABSENCE**

Apologies for absence were received and accepted from Cllrs B Long (A) and V Pond (Vice-Chairman) (A)

#### **AA 32/16 DECLARATIONS OF INTEREST**

There were no declarations of interests.

#### **AA 33/16 MINUTES**

Members were asked to agree the minutes of the Assets and Amenities Committee meeting held on 7 July 2016.

It was proposed by Cllr K Bird and seconded by Cllr A Cotter.

**RESOLVED: That the Minutes of the Assets and Amenities Committee Meeting held on 7 July 2016 were agreed and signed by the Chairman as a correct record.**

#### **AA 34/16 PUBLIC PARTICIPATION**

There were no members of the public present that wished to make a statement

#### **AA 35/16 CHRISTMAS LIGHTS**

Members were asked to note a Project Plan for the delivery of the Christmas Lights and members were asked to Consider costs for the repair of festoon lights.

Members reviewed the project plan and agreed that the dates should be amended as follows:

- Liaise with a tree company to arrange tree installation date and time – moved from November to October
- Arrange a Courier to collect and deliver Christmas tree fencing- moved from December to November

Members had lengthy discussions regarding the surplus £7,000 from the previous year, what can Andover Town Council use it for and can the Christmas light budget be reduced for 2017? Members also discussed the need for a contingency plan for the following year regarding potential removal of lighting columns.

Cllr A Cotter proposed to adopt the recommendations of the working group, which was seconded by Cllr K Bird

A vote was taken which was unanimous.

**RESOLVED: To adopt recommendations from the working group which were as follows:**

- **Repair broken festoon at a cost of £71 + VAT**
- **Apply for license to leave lights on 24/7 during the festive period.**
- **Get sockets fixed and ensure that SSE have done work with a guarantee and ask for all sockets to be tested**
- **Easements to be applied for and try to establish all by 2018. Priority to be given to obtaining easement for Guildhall, Newbury Building Society and House of Card building.**
- **To establish cost of testing**
- **If money within existing budget -Extend by putting festoon light along town river from socket on lamp post on Bridge Street.**
- **Costing for festoon and possible Katyan cable to be investigated.**
- **confirm installation of Christmas tree, purchase of tree and Press Releases**
- **To chase again with Hampshire / SSE why the Lighting Sockets on the lamp posts on Upper High Street, Newbury Street have not replaced.**

**AA 36/16**

#### **QUEEN ELIZABETH II BIRTHDAY CELEBRATIONS**

Following a recommendation from Full Council and deferment from the previous committee meeting – Members were asked to reconsider ideas for Celebrating the 90<sup>th</sup> Birthday of Queen Elizabeth II and her long reign.

Members discussed options for planting a tree or renaming the Vigo Recreation Park. After a lengthy discussion it was agreed that the Town Council would not re-name Vigo Road Recreation Park.

Cllr K Bird proposed that Andover Town Council do not proceed with the name change, which was seconded by Cllr A Cotter.

A vote was taken, 4 in favour and 1 against.

**RESOLVED: to recommend to full Council that Vigo Recreation Ground not be renamed.**

Further discussions continued about what the Town Council could do to commemorate the Queen's Birthday and her long reign.

Members recognised that it was important to consult the public.

It was proposed by Cllr K Bird that an informal consultation should take place on social media, the website and local papers to ask the public if they would like to mark the event and if so, what they would like to see. This was seconded by Cllr J Msonthi.

A vote was taken, 4 in favour and 1 against.

**RESOLVED: That an informal public consultation be issued on social media, the website and local newspaper to ask public if they would like to mark the Queen's Birthday and long reign and if so, what should be considered?**

**AA 37/16 COMMUNITY RIGHT TO BID**

Members received an update on the Community Right to Bid applications.

Cllr K Bird reported that 16 applications had been written – 9 with land registry forms completed, waiting for the remaining 7 to come back.

Members further noted that 64 High St had been rejected. They requested that it be reworded and re-submitted.

**RESOLVED: That the first 9 complete applications be sent to the Town Clerk on 5 August for submission to Test Valley Borough Council. That the application for 64 High St be reworded and re-submitted**

**AA 38/16 MARKETS**

There was no further update on markets.

Further clarification on the different markets was requested,

**RESOLVED: that the Committee Officer gather information detailing each market and bring to next meeting.**

**AA 39/16 OFFICE ACCOMMODATION**

Members were asked to approve the Terms of Reference of the Office Accommodation Working Group for recommendation to Full Council.

Members discussed the Terms of Reference and Criteria for a new office. They considered the options for having 5 staff members by 2019 and that Andover Town Council would need sufficient working space for the proposed staff.

Members were concerned that the working group mandate was not clear enough. It was suggested that there should be a structure of specification so that Cllrs are very clear about what is required. Members noted that a format for the Terms of Reference had already been circulated.

Cllr K Bird proposed to put the Office Accommodation Working Group Terms of Reference into the new format to rework the mandate, to be checked by Town Clerk and sent to all Cllrs for feedback. This was seconded by Cllr C Ecclestone.

A vote was taken, all in favour.

**RESOLVED: To reword the Terms of Reference to the new format, to be checked by Town Clerk and sent to all Cllrs.**

**AA 40/16 DEFIBRILLATORS**

Members noted an update report on the progress of installing Defibrillators in Andover.

The first defibrillator had been installed on the wall of St Marys Church Centre.

The second had been offered to be installed on the White Heart on Bridge St, members noted that as it is a listed building consent would be required.

Test Valley Borough Council had been written to with regard to putting one on the Guildhall but there had been no response. This would be followed up.

It was suggested that grants could be applied for. HALC would be contacted for more information.

Members discussed the options, if more funding is available, to have a defibrillator every 200 meters and one or more in the High Street.

Members asked about insurance in the case the defibrillators are damaged. It was agreed the best insurance is publicising.

It was noted that a Press Release needed to be sent out.

**RESOLVED: That Town Clerk to check insurance cover for defibrillators.**

**AA 41/16      REPORTS FROM WORKING GROUPS**

There were no further reports from working groups.

**AA 42/16      COMMITTEE WORK PROGRAMME**

It was agreed that the following items be added to the committee work programme:

- Receive reports from Working Groups.
- The clock on the old Borough Council building was not working. Could the Town Council fix it?
- The weather vane from the band stand, Test Valley Borough Council have it for safe keeping.

**AA 43/16      DATE OF NEXT MEETING**

Members noted that the date of the next meeting was Thursday 22 September 2016, at 7pm, to be held in the Town Council Offices.

The Chairman closed the meeting at 8.21pm.

Chairman

Date