



# ANDOVER TOWN COUNCIL

# A

*Constantia Basis Virtutum*

## Minutes of Assets and Amenities Committee

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### Time and date

7.00pm on Thursday 8<sup>th</sup> December 2016

### Place

Town Council Offices, High Street, Andover

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Details of Attendance:

#### Town Councillors

Cllr C Ecclestone (P) - Chairman

Cllr S Hardstaff (P)  
Cllr A Cotter (A)  
Cllr R Hughes (P)  
Cllr V Pond (P)

Cllr L Gregori (P)  
Cllr R Kidd (A)  
Cllr J Msonthi (P)  
Cllr K Bird (A)

Cllr Long (P 7.12pm)

Officer: Karen Ross (Locum Town Clerk) (P) (Taking the minutes) and Tor Warburton (Training)

Members of the Public: 0

#### AA 78/16 APOLOGIES FOR ABSENCE

Apologies for absence were received and accepted from Councillors K Bird, A Cotter and L Gates

#### AA 79/16 DECLARATIONS OF INTEREST

There were no declarations of interest

#### AA 80/16 MINUTES

To receive and agree the minutes of the Assets and Amenities Committee meeting held on 3 November 2016

**RESOLVED: The minutes of the Assets and Amenities Committee meeting held on 3 November 2016 were signed as a true record of the meeting. Proposed by Cllr R Hughes and seconded by Cllr S Hardstaff. All members voted unanimously to accept this resolution.**

#### AA 81/16 PUBLIC PARTICIPATION

To receive any questions from members of the public  
**There were no members of the public in attendance**

**AA 82/16 ANDOVER TOURIST BOARD**

To confirm the actions of the working group based on the working group minutes

**The Actions were NOTED and can be found as Appendix A**

**RESOLUTION: The committee accepted the terms of Reference attached as Appendix B Proposed by Cllr Hardstaff and seconded by Cllr J Msonthi.**

**All members voted unanimously to accept this resolution.**

**AA 83/16 OFFICE ACCOMMODATION**

To note any updates from the office accommodation working group.

**Cllr L Gates previously submitted report was NOTED**

**“The working group is still investigating alternative premises. A number of office and shop properties have been viewed and researched. None at this time is suitable.**

**A project to review the usage of existing office space and is continuing. ”**

**Cllr V Pond gave a further update on specific accommodation**

**AA 84/16 REPORTS FROM WORKING GROUPS**

To receive reports from working groups

Verbal reports were **NOTED**

**Crematorium Working Party Group**

**Christmas lights**

**The Railway**

**AA 85/16 COMMITTEE WORK PROGRAMME**

To discuss items on the current committee work programme and to make changes as necessary

**Cllr J Msonthi commented that praise had been received that the resilience notice was displayed on the Town Council Notice Board**

**AA 86/16 DATE OF NEXT MEETING**

To note the date of the next Assets and Amenities Committee meeting as Thursday 2<sup>nd</sup> February 2017

**The date of the next Assets and Amenities Committee meeting on Thursday 2<sup>nd</sup> February 2017 was confirmed**

The Chairman closed the meeting at 7.40pm.

Chairman

Date

## **Appendix A**

### **Actions**

To establish the Andover Tourist Board as a CIC – Community Interest Corporation

ATC to fund with GBP1,300 kickstart, thereafter funding from external sources (HCC, local tourist oriented businesses, grants etc). Submit request to Budget process for 2017.

Five directors. Two from ATC, one from local hotel industry, one from local B&Bs, one from local attractions (Finkley Down, Museum of Iron Age etc).

Establish a tourist information kiosk in a historically appropriate style on the lower High Street (funded by grants and donations). Design as a competition offered to university architecture faculties

Establish a Volunteer Force - put out call on social media – via Advertiser – to staff said facility

Approach HCC about use of Lower High Street site 15 ft by 8 ft max

**Appendix B**  
**Terms of Reference**

A working group reporting to both Community Engagement and Assets & Amenities Committees of the Andover Town Council

To establish an Andover Tourist Board

To decide on composition of Board and create a representative body with directors from tourist services organisations in the area

To decide on a strategy for financing of said Tourist Board

To create specifications for a tourist information office/facility