



# ANDOVER TOWN COUNCIL

# A

*Constantia Basis Virtutum*

## Minutes of Assets and Communities Committee

### Time and date

7.00pm on Thursday 12 July 2018

### Place

Andover Town Council Offices, 68B High Street, Andover

Details of Attendance:

#### Town Councillors

Cllr V Pond (P) – Chairman		
Cllr A Fitchet (P) – Vice Chairman		
Cllr C Bartholomew (P)	Cllr L Gregori (P)	Cllr R Hughes (P)
Cllr L Bird (P)	Cllr K Bird (P) arrived at 7.10pm	Cllr R Kidd (P)
Cllr M Mumford (P)	Cllr B Long (P)	

**Officers Present:** Tor Warburton (Deputy Clerk – Taking the minutes (Training))  
Wendy Coulter (Town Clerk)

**Members of the Public:** 1

#### AC 015/18 DECLARATIONS OF INTEREST

There were no declarations of interests.

#### AC 016/18 MINUTES

It was proposed by Cllr B Long and seconded by Cllr M Mumford that the Minutes of the Assets and Communities Committee meeting held on Thursday 7<sup>th</sup> June 2018 be agreed and signed by the Chairman as a correct record.

A vote was taken: 8 For, 1 Abstention.

**RESOLVED: that the Minutes of the Assets and Communities Committee meeting held on Thursday 7<sup>th</sup> June 2018 be agreed and signed by the Chairman as a correct record.**

#### AC 017/18 PUBLIC PARTICIPATION

There were no Members of the Public who wished to make a statement.

#### AC 018/18 JUBILEE TREE GUARD

Members received and noted a written update report (attached to record minutes).

Members noted that Cllr B Long had contacted Test Valley Borough Council and the 600mm diameter tree guard was the only one suitable. Cllr Long to forward quote once Kieran Beattie has supplied.

It was proposed by Cllr L Gregori and seconded by Cllr M Mumford to delegate the decision on tree guard and plaque to the Town Clerk. A vote was taken which was unanimous.

**RESOLVED: that the decision on the tree guard and plaque be delegated to the Town Clerk.**

#### AC 019/18 WW1 COMMEMORATIVE CHRISTMAS TREE

Members received and noted a written update report (attached to record minutes).

Quotes have been sought for the supply of the tree and the planting of it. It was noted that the tree would be planted on the roundabout, on top of the grass area, at the bottom of Vigo Road.

Members were asked to consider placement of a plaque if there was sufficient Budget.

Noted.

**AC 020/18 ANDOVER TOWN BAND CD**

Members received and noted a written report in support of Andover Town Band producing a CD to publicise Andover (attached to record minutes).

Members agreed that it was a very positive idea but could not give the requested £3,000. Members agreed that Andover Town Band could use the Andover Town logo. It was suggested that a response was sent to Andover Town Band stating the Town Council's enthusiasm for the idea and to suggest that Andover Town Band apply for other grant funding.

(Cllr K Bird left the meeting at 7.24pm.)

**AC 022/18 CHRISTMAS LIGHTS**

Members noted an update on the Christmas Lights:

- Members received and noted the quote for the Structural Survey of all the lamp columns at £1,260 plus VAT.
- Officers were meeting with Christmas Lights Suppliers to obtain quotes for the next 4-year contract. Once three quotes had been received, an updated report would be made to the Assets and Communities Committee for review and recommendation to Full Council.
- All licence applications had been submitted, responses were awaited.

Members gave a vote of thanks for all the reports to Cllr B Long.

Cllr A Fitchet proposed and Cllr M Mumford seconded that the update be noted and the structural survey cost be approved and Officers delegated to implement it.

A vote was taken which was unanimous.

**RESOLVED: that the update be noted and the structural survey cost of £1,260 + VAT be approved and Officers delegated to implement the work.**

(Cllr K Bird returned to the meeting at 7.27pm)

**AC 023/18 215 – WW1 COMMEMORATION EVENT**

Cllr K Bird reported that:

- the project was going as expected.
- the funding was coming in.
- they were waiting to hear from Test Valley Borough Council to find where stakes could be placed in Vigo Recreation Ground.
- all schools spoken to were on board.
- John Ritchie is employed to make the artistic decisions to enable the project to work. Cllr K Bird asked that this be formally agreed.
- Deputy Clerk would assist with the Risk Assessment

Cllr K Bird proposed and Cllr L Bird seconded that John Ritchie be delegated to make artistic decisions for the project and to allow the committee to continue to progress the project.

A vote was taken which was unanimous.

**RESOLVED: that John Ritchie be delegated to make artistic decisions for the project and to allow the committee to continue to progress the project.**

**AC 024/18 PROJECT PLAN/SCHEME OF DELEGATION**

Members received and noted the written report on the Project Plan (attached to record minutes).

Cllr B Long explained how the report had been put together:

- The original Business Plan had been considered, then a list had been made of all projects in Earmarked Reserves or a Budget previously agreed.
- One-off projects were listed
- Additional possible projects were listed.

It was suggested that the Project Plan could be linked to the Andover Vision Headings

It was noted that some of the projects are now on the CIL list.

Cllr L Gregori thanked Cllr B Long and Cllr B Carpenter for putting the draft project plan together. Cllr L Gregori suggested that other Committees be asked to review and add to as necessary.

Cllr K Bird thanked the councillors for doing the work and noted that if it was to be a Business Plan it really ought to cover everything including, for example, the annual report, projects, allotments, officers statutory work.

It was agreed that the draft Business Plan be added to the agendas for other committees.

**AC 025/18 DEFIBRILLATORS**

Members received and noted an update written report (attached to record minutes).  
Members discussed match funding a defibrillator for Picket Twenty and possibly securing a defibrillator outright for Finkley Down Farm. After further discussion it was agreed that Finkley Down Farm was not within the Parish boundary and therefore could not be funded.

Cllr L Gregori proposed and Cllr A Fitchet seconded that match funding be given for the defibrillator at Picket Twenty.

A vote was taken which was unanimous.

**RESOLVED: that match funding be given for the defibrillator at Picket Twenty.**

**AC 026/18 SHILLING FAIR**

Members received and noted an update written report (attached to record minutes).  
Members were reminded that those that chose to dress up would be required to stay all day.

**AC 027/18 GRANT**

Members received and noted the Grants Working Group recommendation to grant the sum of £300 to The Harmonium Singers for the WW1 Commemoration Concert.

Members commented that the application fitted the criteria.

Cllr L Gregori proposed and Cllr A Fitchet seconded that the recommendation for a grant of £300 to The Harmonium Singers be approved.

A vote was taken which was unanimous.

**RESOLVED: that a grant of £300 be awarded to The Harmonium Singers for a WW1 event.**

**AC 028/18 RISK ASSESSMENT**

Members received and reviewed the Action Plan from the Corporate Risk Assessment.

Cllr A Fitchet proposed and Cllr K Bird seconded that a progress report be delegated to the Officers to provide at the next Assets & Communities committee meeting.

A vote was taken which was 9 for and 1 abstention.

**RESOLVED: that a progress report be delegated to the Officers to provide at the next Assets and Communities Committee meeting.**

**AC 029/18 COMMITTEE WORK PROGRAMME**

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

Final report on 215

Festival of Motoring

A-Fest report in October

Lengthman Scheme – December meeting

A member suggested there may be a need to have a committee meeting to just receive the reports.

**AC 030/18 DATE OF NEXT MEETING**

Noted.

The Chairman closed the meeting at 8.28pm

*Signed by the Chairman*

*25 October 2018*