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| C:\Documents and Settings\Linda\My Documents\ANDOVER\LOGO\Townbadge-colour.JPG  *Constantia Basis Virtutum* | ANDOVER TOWN COUNCIL  **A** |

Minutes of Assets and Communities Committee

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**Time and date**

7.00pm on Thursday 31 January 2019

**Place**

Andover Town Council Offices, 68B High Street, Andover

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| Details of Attendance:  **Town Councillors** | |  |
| Cllr V Pond (Chairman) – (A)  Cllr Revd A Fitchet (Vice Chairman) – (P) | |  | |
| Cllr C Bartholomew (P) | Cllr L Gregori (P) | Cllr R Hughes (A) | |
| Cllr L Bird (P) | Cllr K Bird (A) | Cllr R Kidd (A) | |
| Cllr M Mumford (P) | Cllr B Long (P) |  | |

**Officers Present:**

Wendy Coulter (Town Clerk) (Taking the minutes)

Michelle Young (Committee & GDPR Officer) (Training)

**Other Town Councillors:** Cllr L Gates

**Members of the Public:** None

**Due to the absence of the Chairman, Cllr V Pond, the Vice Chairman, Cllr Revd A Fitchet, took the Chair.**

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| **AC 057/18** | **APOLOGIES FOR ABSENCE**  Apologies for absence were received and accepted from Cllr V Pond. |
| **AC 058/18** | **DECLARATIONS OF INTEREST**  There were no declarations of interests. |
| **AC 059/18** | **MINUTES**  It was proposed by Cllr L Bird and seconded by Cllr B Long that the Minutes of the Assets and Communities Committee meeting held on Thursday 6 December 2018 be agreed and signed by the Chairman as a correct record.  A vote was taken, 5 for, 1 abstention.  **RESOLVED: That the Minutes of the Assets and Communities Committee meeting held on Thursday 6 December 2018 be agreed and signed by the Chairman as a correct record.** |
| **AC 060/18** | **PUBLIC PARTICIPATION** |
|  | Cllr L Gates gave an update on the proposed events organised by the Town Centre Manager.  Cllr L Gates confirmed he would provide more details on 2 specific projects at the next Assets & Communities meeting. |
| **AC 061/18** | **AREA TEAMS AND THE RIGHTS OF WAY VEGETATION PRIORITY CUTTING LISTS FOR YOUR PARISH - 2019** |
|  | Members suggested the following 2 Rights of Way Vegetation areas for the Priority Cutting Lists for 2019:   1. Manor Road to Charlton Road (No. 47) 2. Winchester Road to Lady’s Walk (No. 70) 3. Vigo Road to Colenzo Drive (No. 9)   Members noted that a final list of areas requiring attention must be received by the Area Teams by 1st of February 2019. |
| **AC 062/18** | **CHRISTMAS LIGHTS** |
|  | Members received and noted an updated report on the Christmas Lights removal and progress on providing a separate power source for the Christmas Tree Lights in December 2019.  Cllr B Long expressed her thanks to the Town Clerk and Deputy Clerk for their hard work and commitment to long working hours during the process for installation and removal of Christmas Lights.  Members considered the recommendation within the report and agreed that the Committee understand that less than 3 tenders may be received.  It was proposed by Cllr L Gregori and seconded by Cllr B Long that the following recommendations be agreed and approved:   * That the Report on Christmas Lights removal be noted * That it be delegated to the Christmas Lights Working Group to formulate recommendations for a preferred supplier to be presented at the next Assets and Communities Committee meeting in 14 February 2019, on the understanding that there may be less than 3 tenders. * That the progress on the provision of a separate electricity source for the Christmas Tree, to be in place prior to November 2019 be noted.   A vote was taken which was unanimous.  **RESOLVED: that the following recommendations be agreed and approved:**   * **That the Report on Christmas Lights removal be noted** * **That it be delegated to the Christmas Lights Working Group to formulate recommendations for a preferred supplier to be presented at the next Assets and Communities Committee meeting in 14 February 2019, on the understanding that there may be less than 3 tenders.** * **That the progress on the provision of a separate electricity source for the Christmas Tree, to be in place prior to November 2019 be noted.** |
| **AC 063/18** | **PROJECT PLAN/BUSINESS PLAN** |
|  | Members noted the report on the Project Plan/Business Plan following consultation with the Standing Committees.  Cllr B Long expressed her thanks to Cllr C Bartholomew, Town Clerk and Deputy Clerk for their help in producing the report and Gantt chart.  It was suggested that the Gantt chart be brought back to the Assets and Communities Committee after the Elections 2019. The Town Clerk confirmed the Business Plan would be included in the Member Packs. |
| **AC 064/18** | **CHAPEL ARTS PROJECT** |
|  | Members considered the Chapel Arts Project following approval of funding by the Full Council.  Cllrs B Long and Revd A Fitchet volunteered to be representatives for Andover Town Council, as stakeholders on the project and obtain reports on the expenditure.  It was proposed by Cllr M Mumford and seconded by Cllr C Bartholomew that the Committee accept and approve Cllrs B Long and Revd A Fitchet, as representatives for Andover Town Council, as stakeholders to oversee the Chapel Arts Project.  A vote was taken, 5 for with 1 abstention.  **RESOLVED: that the Committee accept and approve Cllrs B Long and Revd A Fitchet, as representatives for Andover Town Council, as stakeholders to oversee the Chapel Arts Project.** |
| **AC 065/18** | **SHILLING FAIR** |
|  | Members noted the report on the Shilling Fair.  Cllr L Gregori expressed his thanks to Cllr B Long for a very good report.  Cllr B Long confirmed her continued support in running the Shilling Fair for 2019.  It was proposed by Cllr L Gregori and seconded by Cllr L Bird that the Committee approve the following recommendations:   * The event should remain on the same weekend of the year in 2019. * Grants and financial support must be confirmed by early 2019. * The committee administration/management procedures should remain the same with continuing support from the Andover Town Council Communities Officer.   A vote was taken which was unanimous.  **RESOLVED: that the Committee approve the following recommendations:**   * **The event should remain on the same weekend of the year in 2019.** * **Grants and financial support must be confirmed by early 2019.** * **The committee administration/management procedures should remain the same with continuing support from the Andover Town Council Communities Officer.** |
| **AC 069/18** | **COMMITTEE WORK PROGRAMME**  Members noted the items on the current Committee Work Programme and requested the following additional items to be added:  14 February 2019 – WW1 Tree Plaque  14 February 2019 – Update to the 16 Name Plaque  14 February 2019 – 215 Report  14 February 2019 – Victorian Fountain  It was requested that the Assets and Communities Work Programme include the whole year’s items on it.  The Town Clerk confirmed that the above would be added to the Work Programme, on the understanding that if Projects were unable to meet the tight deadline for the following meeting, they would be added for the next meeting. |
| **AC 070/18** | **DATE OF NEXT MEETING**  It was noted that the date of the next meeting was Thursday 14 February 2019 at 7pm in the Town Council Offices, 68b High Street, Andover. |
|  | The Chairman closed the meeting at 7.56pm |
|  | Chairman Date |