ANDOVER TOWN COUNCIL

To the Members of the **Allotments Sub-Committee**:

Cllr Kevin Hughes (Chairman), Cllr Alan Cotter (Vice Chairman), Cllr Carol Bartholomew, Cllr Geoff McBride, Cllr Josie Msonthi, Cllr Barbara Long, Cllr Veronika Pond, Cllr Richard Rowles
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ALLOTMENTS Sub-Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Tuesday, 26th April 2016 at 7.30 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
20 April 2016

THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	**Apologies** To receive and accept apologies for absence
2	**Declarations of Interest** To receive Declarations of Interest as per the Town Council's Code of Conduct
3	**Minutes** To approve the Minutes of the previous meeting held on 21st January 2016 **Appendix A**
4	**Follow up from previous meeting** To receive a report on actions taken to address issues raised at previous meeting – report attached at **Appendix B**
5	**Presentation from Mic Laird – Bee Keeper** To present to the committee information and benefits of having a bee hive on The Drove Allotment Site.
6	**Presentation from Martin Benton – MB Pest Services** To present to the committee the on-going concerns regarding rats on Vigo Road and an overview report on other sites.
7	**Officer update/Warden Reports** To receive a report on highlighting positive feedback from Allotment Holders – **Appendix C (report**

	to follow).
8	**Quotations for Pest Control** Quotes received from service providers of Pest Control for the next financial year – **Appendix D (report to follow)**
9	**Quotations for maintenance work** Quotes received from service providers of maintenance work for the next financial year **– Appendix E (report to follow)**
10	**Quotations for repair work to Old Winton Road** Quotes received to repair the track leading through Old Winton Road due to health & safety – **Appendix F (report to follow).**
11	**Review of Rules & Regulations** To appoint a working group to review current rules and regulations
12	**Storage Facilities & Site Clearance at The Drove** To update committee on the storage facilities at The Drove. To receive a verbal report at the meeting.
13	**Tree Survey** To update committee on the current status of Tree Survey
14	**Bore Holes** To provide an update on potential Bore Holes on allotment sites
15	**Solar Panels** To provide an update on sourcing Government Funding for Solar Panels

The Chairman will close the meeting.

ANDOVER TOWN COUNCIL

A

Notes of Allotments Sub-Committee **Surgery**

Time and date

7.00pm on Thursday 21st January 2016

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr J Msonthi – (P)	Cllr C Bartholomew (P)	Cllr R Rowles (P)
Cllr G McBride (A)	Cllr B Long (A)	

Other Town Councillors Present:
None

Wendy Coulter – Town Clerk
Lisa Laing – Allotments Officer (Taking the minutes)

Allotment Wardens:

Mr G Black – Vigo Road	Mr M Cantillon – Secretary of The Drove Allotment Association	Mrs M Simmonds – Barlows Lane
Mr T Bevis – Churchill Way (1924 arrived)		

Allotment Holders

Mr J Hall – Vigo Road		

Allotment Holders Surgery

The Chairman opened the meeting at 1900 and welcomed committee members, wardens and allotment holder.

Allotment Warden – Vigo Road (new pest contractor)
Warden reported that he had spent time with the new pest controller, Mr M Benton of MB Pest Services. Mr Benton has put out various traps on the Vigo site and marked areas with painted sticks where he has place poison bait. Mr Benton's dog is proving to be a real asset and finding rat nests. The warden thanked the council in their choice of contractor as he felt Mr Benton was very professional.

Allotment Warden – Barlows Lane (rats at Water Mill Park)
Warden was pleased to hear the council had found a suitable pest controller for the allotments, however she had great concerns over the rat infestation at Water Mill Park behind Barlows Lane Allotments. The Chairman requested that the Allotment Officer contact Test Valley Borough Council to get clarification on what measures were in place as it would be ineffective for the Town Council to be attempting to eliminate the rats from allotment sites if the Borough Council were not providing sufficient pest control for the town itself.

Allotment Warden – Vigo Road (apple tree)
Following complaints from a couple of other allotment holders regarding some overhanging branches on the allotment plot of partial sighted allotment holder's apple trees the warden has pruned the trees for him and moved his guide ropes allowing him better access to the trees.

Allotment Warden – The Drove (rats)
Warden reported that as a rule The Drove was very fortunate with regards to rat issues, however one of the allotment holders had reported them in his compost. Allotment Officer reported the matter was in hand and the MB Pest Services had already been to visit and was dealing with it.

The Chairman
Thanked the Town Clerk and the Allotments Officer as the rat issue had been a major concern, however it looked like it was now back under control.

Allotment Warden – The Drove (transfer of land)
Warden requested clarification regarding the transfer of land to The Drove. Chairman confirmed this was an agenda item to be discussed later.

Allotment Warden – The Drove (Bees)
On behalf of an Allotment holder the warden raised the question on whether Bees could be kept on allotment sites. Warden explained that the tenant was an experienced Bee Keeper and would be happy to meet with the committee to discuss any concerns. The Warden requested to provide the Town Clerk with 20 leaflets on the benefits of Bee keeping. Allotment Officer to arrange a meeting with the Tenant and an update to be available at next meeting.

Allotment Holder – Vigo Road (Gardening Clubs)
Enquired whether like The Drove Allotment Association other allotment sites could have Gardening Clubs. Vigo Road Allotments had its' own garden club 15 years ago due to a lack of support it closed. Warden, The Drove confirmed that The Drove Association welcomed members from other sites or clubs and agreed to discuss the matter in greater detail with the allotment holder. Chairman requested that Allotment Officer look into being able to set up similar clubs on other allotment sites.

Chairman (Sizing of sheds and polytunnels)
The point regarding the sizing of sheds and polytunnels had been mentioned to him and that this needed to be clarified and stated in the Rules and Regulations. Chairman requested Town Clerk to investigate this matter and report back at next meeting. Town Clerk confirmed that R&R needed updating and an additional meeting could be held to confirm the R&R.

Allotment Warden – The Drove (Vacate allotment plots)
Due to the number of currently untenanted allotment plots on all allotment sites the warden requested that the Town Council advertised for new tenants. Town Clerk agreed that this was usually done and informed the committee adverts could be placed on Council Web Page & Facebook as these were all free forms of media. Cllr Msonthi requested that advertisements still needed to be placed in newspapers etc as not everyone used social media. Town Clerk agreed to report back costings etc to members. Chairman also suggested that the advertisement needed to be placed on any noticeboards the Council could use. Cllr Pond reminded everyone that only residents of Andover were allowed to have an allotment site as sadly it is illegal to offer allotment sites to non-residents of Andover Parish.

Allotment Warden – The Drove (Allotment Week)
Reported that from the 8-14 August 2016 is Allotment Week and this year the theme is Growing Together and Working Together. He suggested it would be good if Andover Allotments could get involved. Allotment Officer thanked warden and confirmed other ideas were also in the plan and that a meeting needed to take place to discuss in more detail. Cllr Rowles suggested local schools and the Youth Council should be involved in any plans. Allotment Officer to arrange meetings with appropriate organisations and to report back to committee.

Allotment Warden – The Drove (Icknield School)
Requested an update on whether Icknield School planned to take over the specially designed plot for schools on the Drove site. Allotment Officer confirmed the school did wish to take it on and that the paperwork needed to be sorted and signed. The matter of the raised beds at Barlows lane was raised by the Barlows Lane Warden and the fact they are now very dangerous and before Icknield should be allowed to move to a new plot their old one needs dealing with. The Drove Warden informed the committee that the raised beds were installed by Test Valley Council some 15 years ago for to benefit anyone with disabilities and therefore the beds were now the Town Councils concern and not Icknield School. The Chairman requested the Allotment Officer to arrange this matter to be investigated and sorted ASAP.

Allotment Warden – Barlows Lane (Trees)
Enquired what, if anything, was happening with the trees on Barlows Lane. Town Clerk updated the committee and warden that a tree survey on all allotment sites was due to be carried out, however as this was an agenda item more details would be given later.

Allotment Warden – Vigo Road (Cherry Tree)
Warden confirmed that he had received a complaint regarding the Cherry Tree on Plot 37A and asked if the Allotments Officer had heard anything. Allotment Officer hadn't and informed the Chairman that she would investigate.

Chairman (Warden's Meeting)
Requested that the warden's should have a meeting to discuss ways of improving sites and any other concerns or suggestions they had. Allotment Officer was requested by the Chairman to arrange for a convenient date for this to take place.

Allotment Warden – Vigo Road (Chickens)
Warden suggested that once MB Pest Services had achieved what they needed to do to get the rats under control it would be beneficial to have am meeting with all allotment holders that have chickens to discuss the best way to keep chickens to minimise the attraction of rats to their pens. MB Pest Services to be requested by the Allotment Officer to get guidance on the best practice on how prevent rats in chicken pens.

Allotment Warden – The Drove (PCSO Abby Carpenter)
Informed the committee that PCSO Abby Carpenter was now the new community officer and that he has passed the Allotment Officers details to her as the contact for the Town Council.

Chairman (Mrs Sandra Hawke)
Requested an update on Mrs Hawke's email & telephone call. Town Clerk informed the committee that the matter would be discussed in full during the safe guarding issues later on.

Chairman thanked everyone for the positive points and then closed the Surgery at 1930.

Andover Town Council

Minutes of Allotments Sub-Committee

Time and date
7.30pm on Thursday, 21st January 2016

Place
Town Council Offices, 66C High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr J Msonthi – (P)	Cllr C Bartholomew (P)	Cllr R Rowles (P)
Cllr G McBride (A)	Cllr B Long (A)	

Officers Present:
Wendy Coulter (Town Clerk) (P)
Lisa Laing (Allotment Officer) (P) (taking minutes)

ASC 23/15	**Apologies**	**Action**
	Apologies for absence were received and accepted from Cllr G McBride and Cllr B Long	
ASC 24/15	**Minutes**	**Action**
	The Minutes of the Allotments Sub-Committee meeting held on the 27th October 2015 were agreed and signed by the Chairman as being an accurate record as proposed by Cllr Rowles and seconded by Cllr Cotter.	
ASC 25/15	**Follow up from previous meeting**	**Action**
	Cllr Bartholomew requested information regarding Tree Survey. Town Clerk explained that due to Health & Safety regulations tree surveys needed to be carried out as a matter of urgency and the work scheduled in over the next few years dependent upon works priority. Cllr Msonthi enquired if any of the trees had preservation orders. The Town Clerk informed the committee that, Test Valley Borough Council confirmed there were no trees carrying a TPO on the Allotment Sites Cllr Rowles informed the committee that any tree causing concerns with Powerlines would be cut down immediately by the Power supplier	Town Clerk to chase up surveys and report back to Chairman & Vice Chairman
ASC 26/15	**Pest Control**	**Action**
	Following on from the last sub-committee meeting regarding	Additional quotes on a like for

	the sourcing a new contractor to deal with the rat issues on the allotment sites the chairman asked if further quotes had been received from other contractors in accordance to council policy on new contracts. Town Clerk explained that due to the urgency of the problem a local contractor had been approached and has provided a competitive quote. However, whilst attempting to get other quotes to compare to the rat issue has become a danger to both allotment holders and local residents so it was agreed to allow the local contractor to carry out the necessary work while other quotes are being obtained. The question was asked of who pays for the rats to be removed if it appears to have come from the residents. As it would be difficult to prove it was agreed that ultimately the Council would be responsible, however that Test Valley Borough Council needed to be dealing with the issue outside of the allotments. Test Valley to be approached and then a separate meeting between Town Clerk, Chairman & Vice Chair on whether reserves should be used. As a future preventative measure the keeping of livestock on allotments to be reviewed.	like basis be sourced ASAP. Allotment Officer to contact Test Valley B C to enquire what measures are being taken to prevent rats in the town. Town Clerk to have meeting with Chairman & Vice Chairman on who is financial responsible.
ASC 27/15	**Water**	**Action**
	Although water bills are passed directly on to allotment at cost the costs of providing this service required investigation. Cllr Rowles presented to the committee the benefits of having Bore Holes on allotment sites. Cllr Rowles explained the benefits of having water available and would pass costs to the Allotment Officer to circulate to members. However, Cllr Rowles explained that without getting into details now the Council would be able to see a return within 2 years and with the government incentive schemes for solar panels as well, this could reduce the cost for allotment holders dramatically. More investigation was needed and Cllr Rowles agreed to present again to the committee with detailed costings and timescales	Cllr Rowles to investigate government schemes and present back detailed costings and timescales.
ASC28/15	**Maintenance Schedule**	**Action**
	As part of the ongoing commitment to the allotment holders it was agreed that the Town Clerk take the Allotment Officer around all the sites and compile a maintenance schedule for matters needing urgent attention to those that would need to be done over the coming years. The Town Clerk highlighted the fact that fencing and security was an issue however due to a lack of funds this would not be carried out during 2016/2017.. It was agreed that whilst looking at the trees and hedges that any fencing concerns could be reviewed at the same time. Although, the barbed wire could not be re-installed at Mylen Road due to health & safety it was agreed that the security at Mylen was an issue Eventually all allotment sites should have Deer Proof fencing similar to that on Basingstoke Allotments. Members suggested that the costing for this could come from Section 106 monies. It was agreed this would be investigated.	Town Clerk and Allotment Officer to visit all allotment sites and a schedule of maintenance work complied. Town Clerk to look into Section 106 funding.
ASC29/15	**Exclusion of the Public & Press**	**Action**
	Resolved: That the Press & Public be excluded at item 9 due to	

	discussion of safeguarding issues.	
ASC 30/15	**Safe Guarding**	**Action**
	Members considered safeguarding issues & instructed the clerk accordingly.	
ASC 31/15	**Transfer of Land**	
	The Town Clerk updated members on the progress of transfer of land for additional allotments. Once details had been agreed full Council would be notified	

The Chairman closed the meeting at 9.15pm.

Chairman Date

ANDOVER TOWN COUNCIL

B

Update from previous meeting

Purpose of the Report To update members on actions taken from issues raised from previous meeting.
Actions taken • Sizing of sheds and poly tunnels – The sizing of sheds and poly tunnels will be considered by the Rules & Regulations Working Group that will be set up at the meeting on 26 April 2016 • Rats behind Watermill Park – The Allotments Officer contacted Test Valley Borough Council. They are aware of the situation, however they currently only have one Pest Controller working for the whole of Test Valley • Apple Trees at Vigo Road – The apple trees have been cut back. • Transfer of Land at The Drove Allotment Site – the Transfer of Land has been completed. The Town Clerk and Allotment Officer met with a representative of The Drove Allotment Association and they will be assisting the Town Council to mark out the new allotment plots. A storage container will be sourced by the Town Council and a site for the container has been suggested. • Warden Meetings – the Allotment Officer attempted to organize a meeting with Wardens on several occasions since the last meeting. However due to various reasons a suitable date could not be agreed. The Allotments Officer will continue to work with the Wardens to find a mutually suitable date.

20 April 2016

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council,
66C High Street, Andover, Hampshire. SP10 1NG
Tel: 01264 335592
Email: townclerk@andover-tc.gov.uk
Website: www.andover-tc.gov.uk
Distribution: To all Members of the Allotment Sub-Committee.