



ANDOVER TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE AGENDA

DATE: 20th January 2015

LOCATION: TOWN COUNCIL OFFICES, HIGH STREET

TIME: 7.30

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 (Notes) of the previous meeting held on 28 th October 2014 Appendix A
4	Pro Rata Payment TO CONSIDER and discuss the possibility of pro rata payment
5	Special Cases TO CONSIDER and discuss requests for special cases
6	Rubbish on Sites TO CONSIDER and discuss the accumulation of rubbish on site - longer term solution
7	Spring Newsletter TO CONSIDER and discuss notices to be included in the spring news letter - changes to water charges APPENDIX B
8	Maintenance Contract Proposals TO NOTE division of site maintenance into task specific contracts
9	Vacant Plots TO NOTE number of vacant plots
10	Andover Recycling Centre TO NOTE response received from HCC concerning our request to use the Andover Recycling Centre APPENDIX C
11	News and Information TO NOTE - growing efforts of tenants APPENDIX D

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Notes of Allotments Sub-Committee Surgery

Time and date

7.00pm on Tuesday 28 October 2014

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

Cllr D Drew (P) Cllr P North (P) Cllr V Pond (P)

Mary Bayes (Allotment Officer) (P)

Wendy Coulter (Town Clerk) (P) (Taking the Minutes)

Allotment Holders:

1 allotment holder

Wardens:

Mr D Bolland – Admirals Way Allotment Site

Mrs M Simonds – Barlows Lane Allotment Site

Mr T Beavis – Churchill Way Allotment Site

Mr M Cantillon – The Drove Allotment Site (The Drove Allotment Association)

Mr M Palton –Barlows Lane

Asked if Wardens could put their name and plot number on the Allotment Notice Boards so that allotment tenants could locate them.

Disappointed that the Wardens had not informed allotment holders when sheds were broken into.

Mrs M Bayes – Allotment Officer

It is not the responsibility of the Wardens to contact allotment holders. If the office receives a report of a break in, the Officers will contact the allotment holders if plot numbers are known.

Mr M Cantillon – The Drove

The Police should be informed if there is a break in at the allotment sites. Each allotment holder should report it to receive a crime number. The more are reported the more the police will investigate and monitor the site.

Mrs M Bayes – Allotment Officer

The details of the local PCSO would be displayed on each of the allotment site noticeboards.

Cllr P North – Andover Town Councillor

Confirmed that the Beat Officers details would be found on the Hampshire Police Website.

Mr Palton – Barlows Lane and Mr Cantillon – The Drove

The Minutes of the Allotments Meetings are not showing on the website and there are no future meetings of the Allotments showing either.

Town Clerk

Would investigate and correct the problem.



Minutes of Allotments Sub-Committee

Time and date

7.30pm on Tuesday 28 October 2014

Place

Town Council Offices, 66C High Street, Andover

Attendees:

Cllr D Drew (Chairman)(P) Cllr K Hughes (Vice Chairman)(A) Cllr Z Brooks (A)
 Cllr P North (P) Cllr V Pond (P)

Officers Present:

Wendy Coulter (Town Clerk) (P) (Taking the minutes) Mary Bayes (Allotments Officer) (P)

Members of the Public: 5

ASC 09/14	Apologies for Absence	Action
	Apologies for absence were received from Councillors Brooks and Hughes.	
ASC 10/14	Declarations of Interest	
	There were no Declarations of Interest.	
ASC 11/14	Minutes	Action
	The Notes of the inquorate Allotment Meeting held on 1 July 2014 were noted.	
ASC 12/14	Re-Cycling Permit	Action
	Members discussed whether the Chairman should write to the local re-cycling centre to request a dispensation to allow allotment re-cycling to be taken. Currently it is not accepted as the Town Council's contractor has to use a commercial vehicle to collect the re-cycling. It was agreed that the Chairman would write to the Re-cycling centre.	Allotment Sub-Committee Chairman to write to the local Re-Cycling Centre to request dispensation to allow the Allotment Re-Cycling to be taken.

ASC 13/14	Collection of Rubbish	Action
	<p>The Allotment Officer explained that there was a continuing problem with rubbish accumulation at the Vigo Road Allotment Site. She explained that tenants had approached her asking for a regular skip and would be prepared to pay for it by adding extra to their annual allotment bill.</p> <p>Members discussed the need to provide a skip and officers explained that there was no way of tracing the person or persons dumping the rubbish. It did not appear to be all allotment rubbish as a sofa had appeared on the site.</p> <p>Officers further explained that signs had been put up warning about fly tipping and signs had also been put up reminding tenants to close the gates. So far none of these measures had made a difference to the rubbish accumulation.</p> <p>Members were further reminded that £2,000 had been spent on skip hire for Vigo Road the previous year.</p> <p>Members agreed after some discussion, to add £2 to each allotment plot bill to pay for 1/3 of the cost of the hire of a skip for the site and to trial it for one year.</p>	<p>To add £2 to each plot bill (Vigo Road only) for 1/3 of the cost for hire of a skip for Vigo Road – to be trialled for one year.</p>
ASC 14/14	IT Upgrade	Action
	<p>Members were asked to consider whether they would like to see an upgrade on the online reporting system for Allotment Maintenance. The Allotments Officer explained that once an issue was reported online, it was investigated. On most occasions the issue would be addressed and the item 'closed' on the online report. However, there were occasions when it was deemed that no further action was required but currently there was no way of reporting this.</p> <p>Members requested the Town Clerk to investigate whether this type of reporting had been included with the original package and if so request the upgrade.</p>	<p>Town Clerk to investigate whether the additional reporting had been requested in the original software package.</p>
ASC 15/14	Change to Water Charges	Action
	<p>Members noted that the Water Charges were now being charged per site. This was in the interests of fairness. Some allotment sites were using more water than others.</p> <p>Officers explained that the water charges were billed per site.</p> <p>It was agreed that Allotment Holders would be reminded of this change when the next bills were sent out.</p>	<p>Officers to include a reminder with the next invoicing period regarding the change in water charges.</p>
ASC 16/14	Temporary Storage Arrangements	Action
	<p>The Allotments Officer informed Members that the Town</p>	<p>Allotment Officer authorised</p>

	<p>Council had been offered the use of two large sheds on The Drove allotment site to temporarily store allotment equipment such as sheeting to cover the vacant plots until September 2015.</p> <p>The Allotments Officer asked Members whether they would agree to the use of the Sheds and to offer the Allotment Tenant (which was a charity organisation) a reduction in the rent.</p> <p>Members agreed to the Town Council using the Sheds and agreed to offer the Tenant a 50% discount.</p>	<p>to accept the offer of 2 sheds on The Drove as storage and to offer the Tenant (a local Charity) a 50% discount.</p>
ASC 17/14	Allotment Budget 2015/2016	Action
	<p>Members received the proposed Allotment Budget for 2015/2016. The Town Clerk explained that she had totalled expenditure on Allotments up to the end of September 2014 to give Members an indication of monies spent on specific items such as locks and gates and plot clearance.</p> <p>The Town Clerk suggested that to give Members and the public a better understanding of the monies spent on the allotments, the Budget should be broken down into more Budget Heads.</p> <p>Members agreed that it would provide clearer accounts and better information for the public.</p> <p>The Town Clerk explained to Members that she had increased the monies to be spent on Allotments in 2015/2016 to £32,510.00. However, it was expected that the income for 2015/2016 would be at least £26, 500.</p> <p>The Allotments Officer explained that if all vacant plots were let in 2015/2016 the income from them would be around £2,250.</p> <p>The Allotment Budget for 2015/2016 was agreed and approved to be recommended to the Policy and Resources Committee for approval.</p>	<p>The Allotment Budget for 2015/2016 be recommended to Policy and Resources Committee for approval. Recommended Budget for 2015/2016 attached to record minutes.</p>
ASC 18/14	Exclusion of the Press and Public	Action
	<p>Members agreed to exclude the Press and Public for items 11,12 and 13 due to Contractual Matters to be discussed.</p>	<p>RESOLVED: to exclude the Press and Public from the meeting at Part 2 – Confidential Items, Items 11, 12 & 13 of the agenda due to consideration of contractual matters.</p>
ASC 19/14	Review of Remuneration for all Wardens	
	<p>It was agreed to increase the Warden's remuneration to £50</p>	Warden Remuneration to

	per year. Wardens would be required to agree to a new contract, a Warden Meeting would be organised for the beginning of December 2014.	increase to £50 per year – Officers to organise a Warden meeting for early December 2015. Wardens to sign new contract.
ASC 20/14	Contractual Matters	
	Members considered amending The Drove Association maintenance contract to include clearance and covering plots. It was agreed that the Town Clerk contact the Association to progress the matter.	Town Clerk to contact The Drove Association to progress the matter of clearance and covering plots.
ASC 21/14	Allotment Holder Issues	
	An allotment holder had requested a 50% discount as they were over 60 years of age. Members carefully considered the application however, agreed that the 50% discount would not be awarded as the scheme had ceased in April 2011.	Officers to contact the applicant to inform them of the Sub-Committees decision.

The Chairman closed the discussion at 8.30pm.

Chairman

Date

Mary Bayes

From: David Drew <drew279@btinternet.com>
Sent: 04 November 2014 15:23
To: 'Mary Bayes'; townclerk@andover-tc.gov.uk
Subject: RE: Draft letter - changes to water charges - for approval

Sensitivity: Confidential

How does this read?

David

Dear Tenant

RE: Changes to your Allotment Water Charges

I am writing to tell you about the changes we have introduced to the way we charge for the water on your allotment. Historically the Town Council (and prior to that Test Valley) charged every allotment tenant an equal charge, averaged for water drawn across all 7 allotment sites.

Southern Water now provide us with an individual invoice per site. Therefore in the interest of fairness the Town Council has decided to charge tenants for the water drawn across allotments on their individual site only.

The charges would be calculated as follows:

The total annual cost (as invoiced by Southern Water) of the water drawn (in arrears) is divided by the number of allotment plots on each site.

By introducing this method of charging, tenants will be paying for the amount of water drawn on their site only in any one year.

If you have any questions about this then do please contact the Town Council directly.

Yours sincerely

From: Mary Bayes [mailto:andovercallotments@gmail.com]
Sent: 04 November 2014 13:20
To: drew279@btinternet.com; townclerk@andover-tc.gov.uk
Subject: Draft letter - changes to water charges - for approval
Sensitivity: Confidential

Saved for ABC meeting as part of News letter.



Cllr David Drew
Chairman, Allotments Sub Committee
Andover Town Council
First Floor Offices
66c High Street
Andover
SP10 1NG
Hampshire

*Economy, Transport and Environment Department
Elizabeth II Court West, The Castle
Winchester, Hampshire SO23 8UD*

Tel: 0845 603 5630 (General Enquiries)
0845 603 5633 (Roads and Transport)
0845 603 5634 (Recycling Waste & Planning)
Textphone 0845 603 5625
Fax 01962 847055
www.hants.gov.uk

Enquiries to

James Potter

My reference

JP/JW

Direct Line

01962 832275

Your reference

Date

15 December 2014

Email

james.potter@hants.gov.uk

Dear Councillor Drew

Andover Town Council – Recycling Allotment Refuse

Thank you for your letter regarding your request for a permit to use the Andover Household Waste Recycling Centre (HWRC) to recycle waste materials created at the Andover allotments. Your letter was passed by the site operators, Hopkins Recycling Ltd, to Hampshire County Council as the provider of the site.

HWRCs are provided by the County Council through its statutory duty to provide places for persons "resident in the area" to deliver their bulky household waste. This allows Hampshire householders to deposit waste deriving from their own property, and it is a popular and well used service. Non-household waste is not accepted as doing so would create high levels of congestion onsite resulting in a decrease in the service available to householders.

As such, trade waste control measures, including restrictions on large vehicles, are in place at all sites to ensure the service to householders is not compromised by non-household users. The HWRC permit scheme applies to any householder who wishes to use a commercial-type vehicle or large trailer to enter a HWRC for their own domestic purposes. Permits can only be issued to Hampshire householders and allow a maximum of 12 visits within a calendar year to dispose of waste arising from their own household.

Regarding green waste arising from an allotment source, in line with the guidance above it would normally be considered acceptable for an allotment holder to deliver such waste from their own plot to the HWRC. Where the waste has been bulked and/or transported by a person other than the plot holder, the County Council would however consider this to be outside of the

scope of the definition of 'resident of the area'. Once waste has been passed to a third party, for a fee or otherwise, it is no longer considered household waste and therefore would not be accepted at HWRCs in line with the County Council's Waste Acceptance Policy, and would additionally require the carrier to hold a Waste Carrier's Licence issued by the Environment Agency.

On this basis, and to be consistent with how the policy is applied elsewhere in Hampshire, the HWRC network would not be a viable option for the bulk disposal of waste arising from the Andover Allotments, and for the reasons discussed above we are unable to issue a permit.

I apologise that on this occasion the County Council is unable to assist with your request. I can, however, recommend you visit www.hants.gov.uk/alternativedisposal.htm for information on local private waste companies who may be able to help you. One such company in the Test Valley area is Veolia Environmental Services (see <http://veolia.co.uk/hampshire/>).

I trust this information has been useful, however please do not hesitate to contact us should you require any further assistance.

Kind regards,

Yours sincerely



James Potter
Acting Head of Waste & Resource Management

Tel: 01962 832275

Monster pumpkin is sure to be a big hit this Hallowe'en

by Joanne Steele

joanne.steele@andoveradvertiser.co.uk

FOR years he has tried and failed to grow pumpkins for his grandchildren to use at Hallowe'en.

Green-fingered grandfather Glyn Black has planted dozens of the seasonal vegetables at his Andover allotment only to be left disappointed when they fail to measure up.

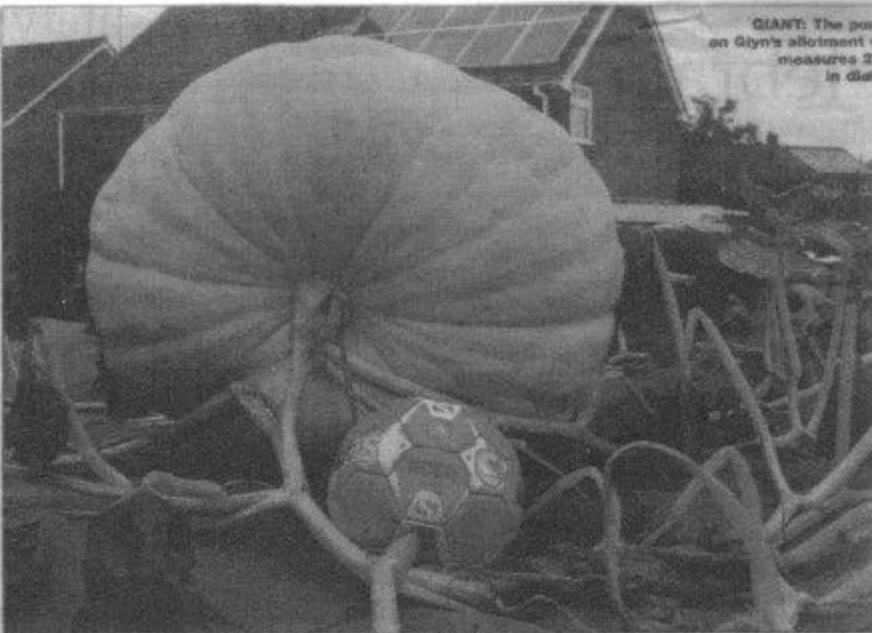
But that won't be the case the year after he grow four whoppers - one of which measures in at a gigantic 115cm in diameter.

Glyn, who retired from working as a premises supervisor at Andover College in 2013, has had an allotment at the Vigo Road site for nearly 60 years.

I have no idea how I am going to get this down

But the 66-year-old admits he has been left amazed by the size of the pumpkins, the largest of which has been named Cheeks by his granddaughters and is growing on top of a net frame on his plot.

Glyn, of Barcelona Close, who fed the giant plants a mixture of stinging nettles and water, said: "It is just amazing. I have never seen them grow on top of anything in my life.



GIANT: The pot on Glyn's allotment measures 2 in dia

At last - Glyn has grown a whopper

"I have no idea how I am going to get this down, my son is over 6ft tall and even he can't lift it!"

Glyn, who has been married to wife Christine for 37 years, says he now has his sights set on breaking the world record for biggest pumpkin.

This year's harvest is dwarfed, though, by the

2,002lb monster grown by Californians Tim and Susan Mathison this time last year.

● Can you do better than Glyn's effort? Have you grown some monster pumpkins or giant greenery in your gardens this year? Send us your pictures

to joanne.steele@andoveradvertiser.co.uk.



Glyn Black with another one of his vegetables