



# ANDOVER TOWN COUNCIL

## ALLOTMENTS SUB-COMMITTEE AGENDA

DATE: 6<sup>th</sup> August 2013

LOCATION: TOWN COUNCIL OFFICES, HIGH STREET

TIME: 7.30pm

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

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### **SURGERY FOR ALLOTMENT HOLDERS – 7.00pm**

All Allotment Holders are welcome to attend the meeting from 7.00pm, to ask questions and raise issues with regard to the Andover Allotments.

### **AGENDA**

- 1 APOLOGIES FOR ABSENCE**  
To receive apologies for absence.
- 2 DECLARATIONS OF INTEREST**  
To receive and note any declarations of Pecuniary Interest, in line with the Code of Conduct, relevant to the agenda.
- 3 MINUTES**  
To agree the minutes of the previous meeting held on 16 July 2013 attached at **Appendix A**.
- 4 VACANT PLOTS – UPDATE**  
To inform Members of the number of vacant plots per allotment site - a verbal report will be provided.
- 5 GLASS REMOVAL**  
To consider Glass removal from allotment sites – discussion report attached at **Appendix B**.
- 6 ACCESS GATES AT VIGO ROAD ALLOTMENT**  
To consider Access Gates at Vigo Road Allotment Site – discussion report attached at **Appendix C**.
- 7 UPDATE FROM WARDEN MEETING**  
To receive a verbal update on the Warden Meeting which took place on 1 August 2013.
- 8 FREQUENCY OF ALLOTMENT SUB-COMMITTEE MEETINGS**  
To consider whether Allotment Sub-Committee meetings should be held on a quarterly basis.
- 9 SUB-COMMITTEE WORK PROGRAMME**  
To discuss items a Sub-Committee work programme and to make changes as necessary. Work Programme to follow.
- 10 EXCLUSION OF THE PRESS AND PUBLIC**  
TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 2, Item 11 of the agenda. Due to consideration of confidential requests.  
**Part 2 - CONFIDENTIAL ITEMS**
- 11 INDIVIDUAL REQUESTS REQUIRING SUB-COMMITTEE APPROVAL**  
To receive a report under separate cover for Members only on individual requests.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Notes of Allotments Sub-Committee **Surgery**

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### **Time and date**

7.00pm on Tuesday 16 July 2013

### **Place**

Town Council Office, 66C High Street, Andover

### **Attendees:**

#### **Town Council Representatives**

Cllr D Drew (A)      Cllr Z Brooks (P)      Cllr K Hughes (P)  
Mary Bayes (Allotment Officer) (P)  
Wendy Coulter (Town Clerk) (P)

### **Allotment Holders:**

None

### **Wardens:**

Trevor Lloyd – Barlows Lane  
Tom Beavis – Churchill Way  
Mike Cantillon – The Drove  
Barbara Long – Vigo Road

The following points were raised by allotment holders during the Surgery:

- Barlows Lane – letters regarding un-cultivation had been sent out. It was agreed that 7-10 days for letters to be sent out was acceptable.
- Vigo Road – the fencing along the back of the site had not been reinstated correctly. Several plots were not being cultivated, a full list was supplied to the Allotment Officer along with various other issues.
- The Drove – Aster Housing Association had requested permission to access a piece of land via The Drove allotments. If access was granted it would require the existing fence to be taken down, thus Aster would incur the cost of securing the site while work commenced and then making good the fence once the work had been completed. It was agreed that officers would contact Aster asking for the reasons why they required access through the allotments, how long they anticipated the work to take and that if the fence was removed they would be required to secure the site and make good the fence after the job had been completed.



## Minutes of Allotments Sub-Committee

### Time and date

7.30pm on Tuesday 18 June 2013

### Place

Town Council Offices, 66C High Street, Andover

### Attendees:

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

### Officers Present:

Wendy Coulter (Town Clerk) (taking the notes) Mary Bayes (Allotments Officer)

ASC 17/13	Apologies for Absence	Action
	Apologies for absence were received from Councillor D Drew.  Councillor K Hughes took the Chair for the meeting.	
ASC 18/13	Declarations of Interest	
	There were no declarations of Interest.	
ASC 19/13	Minutes	Action
	The Minutes of the previous meeting held on 18 June 2013 were signed by the Chairman of the meeting as a correct record.	
ASC 20/13	Drove Association – Maintenance Reporting	Action
	Members noted that The Drove Association had approached the Town Council with a view to taking over the maintenance of The Drove Allotment Site. Members noted a cost comparison and a letter received on Monday 15 July 2013 from The Drove Allotment Association.  Members agreed, that in view of the short time period of receiving the letter from the Association, it could not be discussed in detail at the meeting. Therefore it was agreed that Officers would arrange a meeting between the Association and the Chairman and Vice Chairman to go through the points raised and to draw up a Draft Contract.	<b>Officers to arrange a meeting between the Chairman and Vice Chairman with The Drove Allotment Association and draft a maintenance contract.</b>
ASC 21/13	Vigo Road – Rubbish Clearance	Action
	Members noted that 25.2 tonnes of rubbish had been cleared from the Vigo Road Allotment site. It was agreed that officers would write to every tenant at Vigo Road, informing them that the site was not to be used to dump rubbish, the costs of the collection and if rubbish accumulated again, the tenant of the site would be charged a surcharge for the cost.	<b>Officers to write to all Vigo Road tenants to advise that rubbish was not to be dumped on the Allotment Site and that any further collections would be charged directly to the allotment holders.</b>
ASC 22/13	Removal of Cherry Tree – Vigo Road Allotment site	Action
	Members noted that three plots on Vigo Road had not been	<b>Officers to write to tenants of un-</b>

	<p>cultivated and it was possibly due to the invasion of Cherry Tree roots across the plots.</p> <p>It was agreed that Officers would write to the tenants to establish why they are not cultivating the plots.</p>	<p><b>cultivated plots to establish reasons for non-cultivation.</b></p>
<b>ASC 23/13</b>	<b>Permanent Parking Bays – Vigo Road Allotment site</b>	<b>Action</b>
	<p>The Committee considered, as a long term project, the installation of permanent hardstanding and parking bays at Vigo Road allotment.</p> <p>It was agreed that the Chairman and Vice Chairman would visit the site to assess the need for hardstanding and whether painted parking bays would be appropriate.</p>	<p><b>Officers to arrange for Chairman and Vice Chairman to visit Vigo Road allotment site to assess whether hardstanding and permanent parking bays were required.</b></p>
<b>ASC 24/13</b>	<b>Sycamore Tree – Vigo Road Allotment Site</b>	<b>Action</b>
	<p>Members considered whether a sycamore tree at Vigo Road allotment site should be crowned and trimmed or removed. Members noted that the tree was showing signs of disease, however, the Arboriculturalist at Test Valley Borough Council had suggested that if the tree was trimmed correctly it should survive for a further 10 years.</p> <p>Members received a quote of £900 to crown and trim the tree. It was agreed that Officers would obtain a further 2 quotes to bring back to the next meeting of the committee.</p>	<p><b>Officers obtain 2 further quotes to crown and trim the sycamore tree at Vigo Road.</b></p>
<b>ASC 25/13</b>	<b>Permanent Parking Bays at Barlows Lane Allotment Site</b>	<b>Action</b>
	<p>The Committee considered, as a long term project, the installation of permanent hardstanding and parking bays at Barlows Lane allotment.</p> <p>It was agreed that the Chairman and Vice Chairman would visit the site to assess the need for hardstanding and whether painted parking bays would be appropriate.</p>	<p><b>Officers to arrange for Chairman and Vice Chairman to visit Barlows Lane allotment site to assess whether hardstanding and permanent parking bays were required.</b></p>
<b>ASC 26/13</b>	<b>Removal of Fruit Cages – Barlows Lane Allotment Site</b>	<b>Action</b>
	<p>Members considered a quotation for the removal of 2 dilapidated and dangerous fruit cages at Barlows Lane Allotment Site.</p> <p>Members noted that due to extenuating circumstances, any monies for the removal of the cages could not be recovered from the previous tenants.</p> <p>It was therefore agreed that up to a maximum of £520 would cover the cost of the removal of the 2 fruit cages across 3 plots and include the removal of broken glass and strimming the plots.</p>	<p><b>Approval of up to £520 to cover the cost of removal of 2 fruit cages situated on 3 plots at Barlows Lane.</b></p>
<b>ASC 27/13</b>	<b>Replacement/repair of Tension Wires on Fencing at Churchill Way</b>	<b>Action</b>
	<p>Members considered a quote for the cost of repair of fencing at Churchill Way. The cost of £120 for labour and £40 for materials was agreed.</p>	<p><b>Approval of up to £160 to repair fencing at Churchill Way.</b></p>
<b>ASC 28/13</b>	<b>Exclusion of the Press and Public</b>	<b>Action</b>
	<p><b>RESOLVED: That the Press and Public be excluded from the meeting due to consideration of confidential individual requests.</b></p>	
<b>ASC 29/13</b>	<b>Individual Requests requiring Sub-Committee Approval</b>	<b>Action</b>
	<p>Members received and considered individual requests from Allotment holders.</p>	

The Chairman closed the meeting at 9.05pm.

Chairman

Date



# ANDOVER TOWN COUNCIL

## B

### Discussion Report

<b>Glass Removal</b>	
<b>Produced for:</b> Allotments Sub-Committee	<b>Date of Report:</b> Wednesday 31 July 2013
<b>Summary of Key Issues</b> <ul style="list-style-type: none"> <li>Officers are increasingly having to deal with the removal of broken glass from allotment sites</li> <li>The Town Council cannot take the glass to the local waste recycling site as this is for domestic waste and the Town Council is considered as commercial</li> </ul>	
<b>Current Situation</b> <p>Officers have investigated the possibility of obtaining a permit to remove the glass to the local waste recycling site. This has been refused as the Town Council is classed as commercial.</p> <p>Officers have investigated the possibility of a private firm to be contracted to remove the glass.</p> <p>Officers have investigated the possibility of a 'glass bin' to be stored at the site where the Town Council's Christmas Lights are stored.</p> <p>Tenants have been reminded that they are required to remove their own rubbish, including glass from the allotment sites, however, glass continues to be dumped.</p>	
<b>Suggested Actions</b> <ol style="list-style-type: none"> <li>Remind allotment tenants that they are responsible for the removal of rubbish, including glass from the allotment sites</li> <li>Employ a private firm to remove the glass from the allotment sites</li> <li>Purchase a 'glass bin' to be stored at the site with the Christmas Lights where glass can be collected by the Town Councils contractor and removed safely by the waste removal company.</li> </ol>	
<b>Legal and Policy Implications</b> <p>All tenants are required to remove their own rubbish from the allotment sites and the local recycling centre will take the rubbish as it is then considered 'domestic'.</p> <p>The Town Council is responsible for Health and Safety on the Allotment sites and there is a danger that allotment tenants may incur injury whilst removing glass.</p> <p>The Town Council is responsible for the correct disposal of any waste from its offices and allotment sites.</p>	
<b>Financial Implications</b> <p>Cost of postage to remind allotment holders of their obligations - £168.30</p> <p>Cost of private company to remove glass from allotment sites - £305.00</p> <p>Cost of 'glass bin' at storage facility - £140 per skip</p>	
<b>Recommendation</b> <ul style="list-style-type: none"> <li><b>To approve a method of glass removal from the Allotment Sites.</b></li> </ul>	

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](mailto:townclerk@andover-tc.gov.uk) Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Distribution: To all Councillors



# ANDOVER TOWN COUNCIL



## Discussion Report

<b>Access Gates at Vigo Road Allotment Site</b>	
<b>Produced for:</b> Allotments Sub-Committee	<b>Date of Report:</b> Wednesday 31 July 2013
<b>Summary of Key Issues</b> Officers have received reports from the Warden and tenants from Vigo Road Allotment site that several of the access gates (from private properties) are being used to access the allotment site and rubbish is being dumped on the site.	
<b>Current Situation</b> Historically the access gates were used by allotment tenants who had plots on the site. However, recently, the tenants have either moved away or given up their plots. New owners of the properties are allegedly using the gates to access the allotment site and either dump rubbish or use the allotment site as a short cut. Members are asked to discuss and consider a plan to assist Officers with the management of this situation.	
<b>Suggested Actions</b> <ol style="list-style-type: none"> <li>1. Install a security fence around the whole site and inform tenants that their access gates can no longer be used.</li> <li>2. Install CCTV so that evidence can be collected and the offender contacted</li> <li>3. Prohibit use of existing gates and refuse all future requests for gated access</li> <li>4. Continue with the situation as it is and enforce surcharges until the practice stops</li> </ol>	
<b>Legal and Policy Implications</b> If the current situation continues the TC will be liable to remove rubbish being dumped onto the site and there will be heavy financial implications. Imposing a surcharge is financially sound however, the physical collection of the surcharge monies would prove very difficult to impose with Town Councils current resources. The surcharge would be charged in arrears at the current billing time and the tenant may have terminated their tenancy and a new tenant would be in situ rendering the surcharge null and void.	
<b>Financial Implications</b> Cost of installation of security fence up to £6,000 Cost of installation of CCTV up to £600	
<b>Recommendation</b> <ul style="list-style-type: none"> <li>• <b>To discuss an action for Officers to investigate further.</b></li> </ul>	

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

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