



ANDOVER TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE AGENDA

DATE: 16th July 2013

LOCATION: TOWN COUNCIL OFFICES, HIGH STREET

TIME: 7.30pm

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

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 and accept apologies for absence.

2 DECLARATIONS OF INTEREST

To receive and note any declarations of Pecuniary Interest, in line with the Town Councils Code of Conduct, relevant to the agenda.

3 MINUTES

To agree the minutes of the previous meeting held on 18th June 2013 attached at **Appendix A**.

4 DROVE ASSOCIATION – MAINTENANCE REPORTING

The Drove Allotment Association have approached the Town Council with a view to taking over the Maintenance of The Drove Allotment Site. To receive a cost comparison report attached at **Appendix B**.

5 VIGO ROAD – RUBBISH CLEARANCE

To note that 25.2 tonnes of debris were removed from this site and temporary parking bays set out. A letter will be drafted for distribution to all tenants on Vigo Road Allotment site stating that tenants must not leave rubbish on the site.

6 REMOVAL OF CHERRY TREE – VIGO ROAD ALLOTMENT SITE

To consider the removal of a cherry tree that is invading three allotment plots which are currently not being cultivated.

7 PERMANENT PARKING BAYS – VIGO ROAD ALLOTMENT SITE

To consider the provision of permanent parking bays at Vigo Road.

8 SYCAMORE TREE – VIGO ROAD ALLOTMENT SITE

To consider whether to remove a sycamore tree or to crown and trim.

9 PERMANENT PARKING BAYS - BARLOWS LANE ALLOTMENT SITE

To consider the provision of permanent parking bays at Barlows Lane allotment site.

10 REMOVAL OF FRUIT CAGES – BARLOWS LANE

To consider quotation for the removal of dilapidated and dangerous fruit cages from vacant allotment plots.

11 REPLACEMENT/REPAIR TENSION WIRES ON FENCING AT CHURCHILL WAY

To consider quotation for the replacement or repair of tension wires on the boundary fencing at Churchill Way.

12 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 13 of the agenda. Due to consideration of confidential requests.

Part 2 - CONFIDENTIAL ITEMS

13 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.



Notes of Allotments Sub-Committee **Surgery**

Time and date

7.00pm on Tuesday 18 June 2013

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

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

Allotment Holders:

Mr Horsnell – Vigo Road
Mr Burnham – Mylen Road

Wardens:

Mr Bolland – Admirals Way
Mrs Long – Vigo Road

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

- Vigo Road – a large pile of rubbish has accumulated at Vigo Road allotment, it requires removal. A petition for the removal of the rubbish and turning the area into a car park has been received by the Town Council from the tenants.
- Vigo Road – the main gates require further maintenance – the Allotment Officer confirmed that the gates had been realigned
- Mylen Road – a request to continue to cultivate a plot – The Chairman confirmed that this item was included on the Agenda for consideration.
- Wardens request for information – the wardens requested that they be better informed as to decisions made for the allotments. The Chairman confirmed that all Wardens would receive copies of the Agenda's and Minutes and be requested to attend the meetings of the Allotment Sub-Committee if they had any issues to raise.
- Wardens information – Vigo Road – there are chicken runs that take up the whole plot with nearly 50 chickens. Under the rubbish pile the plot is unusable as all the topsoil was removed some years ago. It would be suitable for use as a car parking area.



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) (P) Cllr K Hughes (Vice Chairman) (P) Cllr Z Brooks (P)

Officers Present:

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

ASC 04/13	Apologies for Absence	Action
	Apologies for absence were received from Councillors K Bird and P North.	
ASC 05/13	Declarations of Interest	
	There were no declarations of Interest.	
ASC 06/13	Minutes	Action
	The Minutes of the previous meeting held on 26 March 2013, were signed by the Chairman as a correct record.	
ASC 07/13	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 that The Association had provided costings for the maintenance. It was agreed that this item be deferred to the next meeting of the Sub-Committee to allow officers to draw up cost comparisons for consideration.	Officers to draw up cost comparisons for consideration at the next meeting of the Sub-Committee.
ASC 08/13	Vigo Road – Rubbish Clearance	Action
	Members considered a report on the current situation of rubbish accumulation at Vigo Road Allotment site. It was noted that the rubbish pile measured some 30ft by 30ft. Members noted that a general skip could not be used for removal due to the nature of the mixed rubbish, therefore quotations for a high-ab lorry had been sought. It was agreed that a lorry be hired at a cost of £350+VAT per load (possibly 3 loads). Members instructed officers to monitor whether rubbish accumulated again. A surcharge for the site would be considered if rubbish accumulated again. Members agreed that the site, once cleared of rubbish would be turned into a parking area for the allotment site with parking bays	Officers to order hi-ab lorry at a cost of £350+VAT (possibly 3 loads) to remove rubbish at Vigo Road Allotment Site. Officers to arrange for cleared site to be turned into a parking area for the Vigo Road Allotment site. Officers to monitor whether rubbish is dumped on site. A surcharge to be considered if rubbish removal is required again.

	marked.	
ASC 09/13	Vacant Plot Management	Action
	<p>The Allotments Officer explained that currently she has no way of managing the state of allotments issued to new tenants. She explained that she would like to issue all plots in a clean tidy state so that when a tenant gave up their plot, it would be to an accepted standard. Currently the Town Council was having to spend a great deal of money, clearing plots that were not suitable to re-let. Members agreed to defer this item to the next meeting of the Sub-Committee to allow officers time to investigate costs for a deposit scheme, hire of rotovator compared to buying a rotovator, cost of labour and the number of plots per year that would require clearance</p>	<p>Officers to report to next meeting of Sub-Committee providing the following information: Costs for a deposit scheme Costs of hire of rotovator Costs of purchase of rotovator Cost of labour Number of plots (average) per year that require clearance.</p>
ASC 10/13	Chicken Coop Sizing	Action
	<p>Members noted that Officers required clarification of chicken coop and chicken rub sizing allowed on allotment plots. The following was agreed: At least ½ a plot should be cultivated A maximum of 10 chickens per allotment plot would be allowed The Chicken coop + the rub size would be up to a maximum of 11m sq. Therefore the coop would be 1sq m and the run 10sq m. A separate deposit of £50 would be required per request for a chicken coop.</p> <p>All the above will be included in the Rules and Regulations for Allotments.</p>	<p>Officers to implement the following: At least ½ a plot should be cultivated A maximum of 10 chickens per allotment plot would be allowed The Chicken coop size would be up to a maximum of 11m sq. A separate deposit of £50 would be required per request for a chicken coop.</p>
ASC 11/13	Co-option of Wardens on to Sub-Committee	Action
	<p>Members discussed whether the principle of co-opting the Wardens onto the Sub-Committee should be considered. It was agreed that it was agreed that Wardens would henceforth be sent agendas and minutes of the Allotments Sub-Committee meeting in order to keep them informed about matters to be discussed and the decisions taken by the Allotments Sub-Committee. They would be encouraged to attend meetings and raise any matters during the surgery sessions prior to the Committee meeting.</p>	<p>Town Clerk to send Agendas and Minutes of Allotment Sub-Committee Meetings to all Wardens and Wardens be invited to attend the Surgery prior to the Sub-Committee meetings.</p>
ASC 12/13	Additional Grass Cutting	Action
	<p>It was agreed that an additional 3 grass cuts would be provided for the Mylen Road allotment site at a total cost of £160.</p>	<p>Officers to arrange an additional 3 grass cuts for Mylen Road Allotment site at a cost of £160.</p>
ASC 13/13	Commercial Advertising on Allotment Sites	Action
	<p>It was agreed that advertising would not be allowed on the fencing or gates of the allotments. It was agreed in principle that officers would work out how the Town Council could offer advertising in the Allotments Newsletter at a suggested cost of £20 per advert. The Allotments Officer confirmed that volunteers would be required to write the newsletter as there were not enough staff resources to produce one.</p>	<p>Officers to investigate how advertising could be offered at a suggested cost of £20 for inclusion in the Allotment Newsletter.</p>
ASC 14/13	Warden Interviewed for Barlows Lane Allotment Site	Action
	<p>Members noted that an interview had taken place with a prospective Warden for the Barlows Lane Allotment Site. An offer letter had been sent. A reply was expected.</p>	

ASC 15/13	Exclusion of the Press and Public	Action
	RESOLVED: That the Press and Public be excluded from the meeting due to consideration of confidential individual requests.	
ASC 16/13	Individual Requests requiring Sub-Committee Approval	Action
	Members received and considered individual requests from Allotment holders.	

The Chairman closed the meeting at 8.50pm.

Chairman

Date

COST COMPARISONS BETWEEN TDAA AND ATC

MAINTENANCE COST COMPARISON 2013/2014 ASSOC				
TASK	ASC	CC	Plumber	Warden
GRASS CUTTING	£ 279.00	£ 237.00		
WATER MAINTENANCE	£ 148.00		£ 95.00	
maintain taps				
replace broken/rotten wooden posts with concrete posts				
turn water on/off				
WEED CLEARANCE	£ 151.00	£ 95.00		
PLOT MEASUREMENT	FREE			FREE
ROADWAY MAINTENANCE LABOUR ONLY	£ -	20ph		

NB

These costs are average costs for the maintenance of one site per year and are subject to demand and inflation of materials

how will TC manage the standard and delivery of work required

TC will have to continue to maintain trees and hedges and pest control

who will carry out site survey reports

who will split plots

who will clear plots

Assoc will need to provide TC will yearly work plan of maintenance for publishing on website

what will be the reporting process for tenants

current proposal does not stipulate number of grass cuts, or frequency of weed clearance

clarification required as to whom will purchase materials

how will payment be made invoicing or allocated budget

invoicing no governance of spend

budgetary governance of spend