



ANDOVER TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE AGENDA

DATE: 18 June 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 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 meetings held on 26 March 2013 and 23 May 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. The Town Clerk has requested that they provide the Town Council with itemised costs for the Maintenance. Itemised costs of maintenance are attached at **Appendix B**.

The Committee has previously expressed interest in entering into a contract agreement with the Drove Association.

5 VIGO ROAD – RUBBISH CLEARANCE

To receive a report on rubbish accumulation on Vigo Road Allotment Site – report attached at **Appendix C**.

6 VACANT PLOT MANAGEMENT

To consider a report on vacant allotment plot management – report attached at **Appendix D**.

7 CHICKEN COOP SIZING

To consider a report of size of chicken coops – report attached at **Appendix E**.

8 CO-OPTION OF WARDENS ON TO SUB-COMMITTEE

To consider whether Wardens should be co-opted onto the Allotment Sub-Committee as non-voting members.

9 ADDITIONAL GRASS CUTTING

To consider an additional grass cut during peak growing season.

10 COMMERCIAL ADVERTISING ON ALLOTMENT SITES

To consider whether it is viable to offer an advertising service via the newsletter or website for commercial businesses.

- 11 WARDEN INTERVIEWED FOR BARLOWS LANE ALLOTMENT SITE**
To note that an interview has taken place for the position of Warden at the Barlows Lane Allotment Site.
- 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.



ANDOVER TOWN COUNCIL

A

Notes of Allotments Sub-Committee **Surgery**

Time and date

7.30pm on Tuesday 26 March 2013

Place

Town Council Office, 66C High Street, Andover

Attendees:

Cllr G McBride (P) Cllr Z Brooks (P) Cllr A Cotter (P) Cllr P North (P)
Wendy Coulter (Town Clerk) (P)

Allotment holders – Old Winton Road (2)
Churchill Way Warden

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

- Old Winton Road – padlock not secured to the chain. Cllr McBride confirmed that this was on the maintenance list to be completed.
- Toilets – were the toilets required at the allotments. Cllr McBride confirmed that the Town Council would be carrying out a survey to gain an indication as to whether the toilets were required or not.
- Churchill Way – the tension wires in the fencing require tightening. Cllr McBride confirmed that this would be added to the maintenance programme.

At the close of the surgery, Cllr McBride asked those present to pass on to other allotment holders that the surgery was there for holders to come and speak directly to the Members of the Committee. He confirmed that all the Allotment meeting dates were displayed on the Allotment Site Notice boards.



Notes of Allotments Sub-Committee

Time and date

7.20pm on Tuesday 26 March 2013

Place

Town Council Offices, 66C High Street, Andover

Attendees:

Cllr G McBride (Chairman) (P)

Cllr J Evans (Vice Chairman) (P)

Cllr Z Brooks (P)

Cllr A Cotter (P)

Cllr P North (P)

Officers Present:

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

1	Apologies for Absence	Action
	There were no apologies for absence.	
2	Declarations of Interest	
	There were no declarations of Interest.	
3	Notes	Action
	The notes of the previous meeting held on 22 January 2012, were signed by the Chairman as a correct record.	
4	Maintenance Programme 2013/2014	Action
	<p>The following maintenance programme of works was approved for 2013/2014: <i>All costings are subject to change due to increase in material costs</i></p> <p>ADMIRALS WAY Admirals Way (ATC 0011) – Provision of new access gate – HOLD Admirals Way (ATC 0007) – weed treatment - £380.00 Admirals Way (ATC 0003) – realign front gates - £151.66 Admirals Way (ATC 0002) – partial removal of Ash, Sycamore, Maple trees from plot 2 to 19 along boundary - £900 Admirals Way (ATC 0002) – removal of cherry trees & maple tree - £800.00 TOTAL - £2,231.66</p> <p>BARLOWS LANE Barlows Lane (ATC 0007) – weed treatment - £380.00 Barlows Lane (ATC 0003) – new handle on gate, weld padlock - £151.66 Barlows Lane (ATC 0002) – ivy & bramble treatment - £400.00 Barlows Lane (ATC 0002) – removal of hawthorn tree - £240.00 Barlows Lane (ATC 0001) – grass cutting x 3 - £120.00 TOTAL - £1,291.66</p>	<p>Allotments Officer to liaise with Maintenance Contractor to schedule works to be carried out over 2013/2014. Allotments Officer to upload maintenance works onto maintenance schedule once agreed.</p>

	<p>CHURCHILL WAY Churchill Way (ATC 0012) – Provision of base for portaloos - £420.00 (subject to new Toilet contract) Churchill Way (ATC 0007) – weed treatment - £380.00 Churchill Way (ATC 0003) – weld padlock to chain - £151.66 Churchill Way (ATC 0001) – grass cutting x 3 - £240.00 TOTAL - £1,191.66</p> <p>MYLEN ROAD Mylen Road (ATC 0007) – weed treatment - £760.00 Mylen Road (ATC 0005) – Hedge trimming - £360.00 Mylen Road (ATC 0004) – repair of access road - £420.00 Mylen Road (ATC 0003) – realign front gates - £151.66 Mylen Road (ATC 0001) – grass cutting x 3 - £360.00 TOTAL - £2051.66</p> <p>OLD WINTON ROAD Old Winton Road (ATC 0010) – Removal of waste – HOLD Old Winton Road (ATC 0003) – weld padlock to gate - £151.66 Old Winton Road (ATC 0002) – ivy & bramble treatment along boundary - £300.00 Old Winton Road (ATC 0002) – removal of overgrown 5 ash trees & 3 elder trees along boundary fence - £1300.00 Old Winton Road (ATC 0001) – grass cutting x 3 - £680.00 TOTAL - £2,431.66</p> <p>VIGO ROAD Vigo Road (ATC 0010) – Removal of waste – HOLD Vigo Road (ATC 0009) – New chainlink fencing - £578.00 Vigo Road (ATC 0008) Clear front gates of debris - £520.00 Vigo Road (ATC 0004) – repair of access road - £210.00 Vigo Road (ATC 0003) – weld padlock to gate - £151.66 Vigo Road (ATC 0002) – cut & trim tree near plot 43b - £200.00 Vigo Road (ATC 0002) – removal of dangerous oversized sycamore - £2,200.00 Vigo Road (ATC 0001) – grass cutting x 3 - £260.00 TOTAL - £4,119.66 MAINTENANCE TOTAL - £13,317.96</p>	
5	Site Clearance	
	<p>Members considered whether a yearly skip should be provided to assist with the removal of allotment waste. The cost would be approximately £450.00.</p> <p>It was agreed that a yearly skip would not be provided as there was insufficient funding for a regular collection of waste.</p>	
6	Review of Portaloos contract	
	<p>a. Renewal of Portaloos Contract Members considered three quotations from companies able to provide a portaloos service for the 7 Allotment Sites.</p> <p>Members agreed that a contract be set up with 'Company A' provided Officers carried out relevant background checks.</p>	<p>Officers to carry out relevant background checks and appoint 'Company A' to provide the Portaloos contract for 2013/2014.</p>
	<p>b. Survey Document Members considered a survey document to be sent to all Allotment Tenants regarding the need for toilets on all Allotment Sites. It was agreed that the document be re-worded prior to being sent out.</p>	<p>Officers to re-word survey document prior to being sent out.</p>

7	Water Supply	
	<p>Members reviewed the arrangements for the water supply for the allotment sites. It had been agreed that Wardens would be trained to turn the water on and off as appropriate. However, Officers explained that although some of the Wardens were willing to turn the water on and off, some were not. A plumber would need to be employed to turn on the remaining sites.</p> <p>Officers further explained that if there were issues, for example broken taps, leaking pipes which damaged property, the Wardens were not insured. However, if the plumber carried out the tasks he/she would be insured.</p> <p>Members agreed that the plumber should continue to turn the water on and off across all sites and carry out necessary repairs at the same time.</p>	Officers to arrange for plumber to turn the water on and off across all sites and carry out repairs as necessary.
8.	Items to Note	
	Members noted that a 'Chicken Information Pack' had been produced about keeping chickens on allotments. Hard copies would be available from the office and it would be available on the website.	
9.	Exclusion of the Press and Public	
	RESOLVED: That the Press and Public be excluded from the meeting due to compliance with the Data Protection Act.	
10.	Date of Next Meeting	
	It was agreed due to financial administration deadlines during April the next Allotment Sub-Committee meeting would take place on 18 June 2013.	Officers to circulate agenda nearer the time.
11.	Non-compliance with requirements/duties	
	Members considered action with regard to non-compliance of requirements/duties and agreed that the Town Clerk would write a letter, on behalf of the Sub-Committee.	TC to write letter on behalf of the Sub-Committee. (Letter circulated to Chairman)

The Chairman closed the meeting at 8.25pm.

Chairman

Date

APPENDIX A

Item No	Title	Action	Completed Y/N (%)	Comments	Date completed
4	Maintenance Programme 2013/2014	To liaise with Maintenance Contractor to schedule works to be carried out in 2013/2014. Allotments Officer to upload maintenance programme onto website	Y 100%		
6	Review of Portaloo Contract	To appoint Conmapny A to carry out portaloo contract in 2013/2014. Background checks to be completed.	Y 100%		
7	Water Supply	To arrange for the plumber to turn the water on and off across all allotment sites and to carry out repairs as necessary	Y 100%		
11	Non-compliance with requirements/duties	Town Clerk to write on behalf of the Allotment Sub-Committee with decision (Circulated to Chairman)	Y 100%		



ANDOVER TOWN COUNCIL



Minutes of Allotments Sub-Committee

Time and date

Following the Annual Council Meeting on Wednesday 23 May 2013

Place

Upper Guildhall, High Street, Andover

Attendees: Cllrs Zilliah Brooks, Katherine Bird, David Drew, Kevin Hughes and Phil North.

Officers Present: Wendy Coulter (Town Clerk) (taking the minutes)

ASC 01/13 APOLOGIES FOR ABSENCE

There were no apologies for absence.

ASC 02/13 ELECTION OF CHAIRMAN

Councillor Phil North proposed and Councillor Zilliah Brooks seconded that Councillor David Drew be elected Chairman for the ensuing Municipal Year 2013/2014.

RESOLVED: That Councillor David Drew be elected Chairman of the Allotments Sub-Committee for the ensuing Municipal Year 2013/2014.

ATD 03/13 ELECTION OF VICE-CHAIRMAN

Councillor Katherine Bird proposed and Councillor Zilliah Brooks seconded that Councillor Kevin Hughes be elected Vice-Chairman for the ensuing Municipal Year 2013/2014.

RESOLVED: That Councillor Kevin Hughes be elected Vice-Chairman of the Allotments Sub-Committee for the ensuing Municipal Year 2013/2014.

The Chairman closed the meeting at 8.30pm.

Chairman

Date

1 June 2013

The Town Clerk
Andover Town Council
66C High Street
Andover
SP10 1NG

Dear Miss Coulter

Proposed costs for The Drove Allotment Association to undertake maintenance aspects at The Drove Allotment site for 2013/14

The Drove Allotment Association offers the following costs for it to undertake general maintenance at The Drove Allotment site.

Grass cutting

To cut grass along the main thoroughfare on the central strip and one mower width each side of wheel tracks and to cut grass back to fence line along those boundaries where a plot does not abut the boundary on a minimum of three occasions in the year.

Cost: £279

Water maintenance

To maintain taps to prevent wastage of water from leaking taps; to replace broken/rotten wooden tap posts with concrete posts and to turn the water on and off at beginning and end of growing season. Maintenance and/or repair of underground pipework is excluded.

Cost: £148

Weed clearance

To strim untenanted plots to prevent dispersal of weed seeds to adjacent plots. Strimmed grass/weeds will be left on plot.

Cost: £151

Plot measurement

To measure plots as and when necessary. Measurements will include a pathway on two sides of a plot. Where necessary, plot boundaries will be marked by wooden pegs.

Cost: Included with above packages

Roadway maintenance

To fill holes in roadway with scalpings. The Allotment Association already has scalpings to improve parking areas and will use surplus to maintain roadway. Thereafter, the Town Council will need to purchase scalpings for the work but The Allotment Association will provide labour free.

Cost: Included with above packages for 2013/14 financial year

Hedge and tree trimming will not be undertaken.

Pest control will not be undertaken.

APPENDIX B

We will aim to undertake the above tasks to a standard that will create a clean looking environment and encourage tenants to take greater pride in the tidiness of their plots.

Please contact me should you require any further clarification.

Yours sincerely

Mike Cantillon
Secretary
The Drove Allotment Association



ANDOVER TOWN COUNCIL



Report

VIGO ROAD RUBBISH CLEARANCE

Author:

Mary Bayes
(Allotment Officer)

Produced For:

Allotments Sub-Committee

Summary

An area of some 30ft by 30ft is being used by tenants and possibly local residents as a fly tipping area. Rubbish consists of every form of debris including dead animals and is currently infested with rats. Tenants are complaining of smells and rat infestation. Due to the nature of the mixed types of rubbish, removal by skip is not possible. A quotation for a hi-ab lorry has been sought. Tenants have brought a petition to the Council Offices, requesting that the area, once cleared be turned into additional car parking for the site.

Recommendation

To clear the area by using a hi-ab lorry and turn area into car parking.

Financial Implications:

Two quotes have been received for the hire of a hi-ab lorry. Clearance may take three loads.

1. £575 + VAT per load
2. £320.50 + VAT per load

Legal and Policy Implications

Specialist removal is required due to the nature of the rubbish. Tenants have offered to help clear, but this cannot be accepted due to Health and Safety reasons.

11 June 2013

Note: The person to contact about this report is Mary Bayes (Allotments Officer), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.

Tel: 01264 335592

Distribution: To all Councillors



ANDOVER TOWN COUNCIL

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Report

VACANT PLOT MANAGEMENT	
Author: Mary Bayes (Allotment Officer)	Produced For: Allotments Sub-Committee
<p>Summary</p> <p>There are instances where allotments are being returned to the Town Council in a very neglected state due to varying circumstances.</p> <p>These plots require specialist clearance due to Health and Safety risks or amount of debris left on the plot. For example, dilapidated sheds, fruit cages with wire and nails, make shift green houses with broken and dangerous glass. New tenants cannot be expected to clear these plots.</p> <p>New tenants have requested whether the Town Council offers a clearance/rotovation service.</p>	
<p>Recommendation</p> <p>Members are requested to consider whether the Town Council could provide a clearance and/or rotovation service.</p>	
<p>Financial Implications:</p> <p>Clearance of debris from plot (due to Health and Safety) approximately £160 per day.</p> <p>If the Town Council was minded to purchase a rotovator costs would be in the region of £630 + VAT. The cost of a rotovator hire, per day is £95.</p>	
<p>Legal and Policy Implications</p> <p>The Town Council has a duty for the Health and Safety of tenants.</p>	

11 June 2013

Note: The person to contact about this report is Mary Bayes (Allotments Officer), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
Tel: 01264 335592

Distribution: To all Councillors



ANDOVER TOWN COUNCIL

E

Report

CHICKEN COOP SIZING	
Author: Mary Bayes (Allotment Officer)	Produced For: Allotments Sub-Committee
Summary Clarification is required for the size of chicken coops allowed on allotment plots and the maximum number of chickens allowed.	
Recommendation Chicken coops together with the shed and greenhouse, should not take up more than ½ the allotment plot. Thereby setting a precedent that at least ½ the plot must be given to cultivation. Recommended sizes, listed in the Rules and Regulations must be adhered to however, there is currently no size restriction for a chicken coop. The size of coop is dependent upon the number of chickens. Current legislation recommends 4 chickens per average family. It is recommended by legislation that 10 chickens may be kept per square metre. Therefore it is suggested that a maximum of 10 chickens be allowed per plot, with maximum chicken coop size 1sq mtr (approx. 10sq ft).	
Financial Implications: There are no financial implications.	
Legal and Policy Implications The Town Council has a duty to abide by government legislation and Allotment Acts 1908 and 1922.	

11 June 2013

Note: The person to contact about this report is Mary Bayes (Allotments Officer), Andover Town Council, 66C, High Street, Andover, Hampshire. SP10 1NG.
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