



ANDOVER TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE AGENDA

DATE: MARCH 26TH 2013

LOCATION: TOWN COUNCIL OFFICES, HIGH STREET

TIME: 7.30

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	Apologies To receive and approve apologies for absence
2	Declarations of Interest To receive any declarations of interest as per the code of conduct
3	Notes of Previous Meeting To Agree the Notes taken at previous meeting on 22 nd January 2013 – attached at Appendix A
4	Maintenance Programme 2013/2014 To approve the maintenance programme of works for 2013/2014 - attached at Appendix B
5	Site Clearance Propose yearly skip at end of season – approx. £450.00
6	Review of Portaloo contract a) to consider quotations from companies for the renewal of the portaloo contract in 2013/2014 – attached at Appendix C b) to approve survey document to be sent to all allotment holders – attached at Appendix D
7	Water supply Review arrangements for the supply of water to site – to receive report at meeting
8	Items for note Chicken information pack To note that there is now comprehensive information about keeping chickens on allotments on the website and hard copies are available from the office – a hard copy of the information pack will be available at the meeting and available for tenants in the office.
9	Exclusion of the Press and Public To approve the exclusion of the press and public at agenda item 11 due to compliance of the Data Protection Act.
10	Date of next meeting Due to financial administration deadlines during April it is suggested that the allotment meeting on 16 th April and 14 th May be cancelled and propose the next meeting by 18 th June 2013 as scheduled.
Part Three – CONFIDENTIAL	
11	Noncompliance with requirements/duties To consider and approve appropriate action with regard to non-compliance with requirements/duties.



Notes of Allotments Sub-Committee **Surgery**

Time and date

7.30pm on Tuesday 22 January 2013

Place

Town Council Office, 66C High Street, Andover

Attendees:

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

Mr S Hardstaff – Allotment Holder (Old Winton Road)

Mr R Noyce – Allotment Warden (Barlows Lane)

Mr D Bolland – Allotment Warden (Admirals Way)

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

- Concern about Plot 73 on Barlows Lane
- Court case at Eastleigh, have they put the rents back to the original levels? What were they before? Can the Town Council contact Eastleigh and find out what they are doing? If Eastleigh's actions were legal, why is it being taken to Judicial Review?
- It is unfair to charge allotment holders for work that should have been carried out by Test Valley Borough Council
- Admirals Way, the entrance gate needs to be looked at again, it is still not closing properly
- Old Winton Road – needs a new notice board
- Barlows Lane – there are several tress which are overhanging and need cutting back
- Barlows Lane – the toilet needs looking at, it is in a poor condition

It was suggested that a survey should be carried out with the allotment holders as to whether the toilets should be kept. It was suggested that if over 50% responded saying they did not want the toilets, the toilets should be removed and reduce the cost to the allotment holders.

The Allotment Sub-Committee Members explained that the Town Council would source a 'better value' contract for the toilets. The service would be reviewed at the end of 2013.



Notes of Allotments Sub-Committee

Time and date

8.00pm on Tuesday 22 January 2013

Place

Town Council Offices, 66C High Street, Andover

Attendees:

Cllr G McBride (Chairman) (P)

Cllr J Evans (Vice Chairman) (A)

Cllr Z Brooks (P)

Cllr A Cotter (A)

Cllr P North (P)

Officers Present:

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

1	Apologies for Absence	Action
	Apologies for absence were received and accepted from Cllrs A Cotter and J Evans.	
2	Declarations of Interest	
	There were no declarations of Interest.	
3	Notes	Action
	The notes of the previous meeting held on 11 October 2012, were signed by the Chairman as a correct record.	
4	Allotment Administration	Action
	<p><u>4.1 Unapproved access to Vigo Road Allotment Site</u> The Allotments Officer reported that access gates had been created from neighbouring properties onto the allotment site. The Committee agreed that Officers write to the tenants to formalise the agreement to cease access once tenant leaves said property.</p> <p><u>4.2 Access to Vigo Road site via Icknield F E Centre</u> The Allotments Officer reported that Icknield Trust had approached the Town Council with a view to renewing the fencing along Vigo Road bordering the Allotment site. The Trust had also requested that they have access onto the allotments through said fencing. The Committee considered the request. It was agreed that Hampshire County Council would be responsible for the fencing. It was agreed that the Trust should be given permission for access.</p> <p><u>4.3 ACE Sanitation Contract Renewal – Renewal/Approval</u> The Allotments Officer reported that the ACE Sanitation Contract was due for renewal at the end of March 2013. Members discussed the Pro's and Con's of providing the toilets, costs and</p>	<p>4.1 Write formal agreement to tenants. 4.2 Contact HCC to establish ownership of the fencing Write to the Trust to give permission for access. 4.3 Officers investigate costs for removal of toilets during winter months. Obtain at least 2 further quotes for provision of toilets. Officers investigate possibility of bringing the ATC owned units back up to standard. Officers investigate whether Eco toilets could be provided. 4.4 Officers to send final written</p>

<p>whether they should be removed during the winter months. The Committee agreed that investigation into costs for removal of Toilets should be investigated, further quotes from other suppliers for the toilets should be sought. The toilets owned by Andover Town Council should be brought up to a reasonable standard. Members requested officers to investigate the possibility of Eco toilets.</p> <p><u>4.4 Health & Safety on Allotment Sites</u> The Allotment Officer reported that a number of tenants have been leaving gates unlocked and open on allotment sites. When the AO investigated, it was found that tenants felt vulnerable on the sites with the gates locked, expressing concern that emergency vehicles would not be able to get through if the gates were locked. Members discussed the issue and agreed that as due process had been followed by officers, and the rules of the Allotments stated that gates must be locked at all times, a final written warning should be issued to tenants. If they failed to comply, Officers were to begin eviction proceedings.</p> <p><u>4.5 Notice to Quit – notification to committee</u> The Allotment Officer reported that there were two long standing persistent non-cultivators with 3 plots each. They have been monitored for the correct amount of time and the Notice to Quit will be served in March 2013. The Committee noted the AO's actions and approved the procedure.</p> <p><u>4.6 Bi Annual Site Inspections</u> The AO suggested that Town Council staff carry out bi-annual site inspections. Plot holders would be informed of the pending inspection. Members considered the suggested and recommended that a Councillor accompany the AO on her inspections.</p> <p><u>4.7 Existing tenants living outside boundary</u> The AO reported that 46 tenants, some with multiple plots were living outside the ATC boundary. The Committee recommended that the Town Clerk investigate the Legal position with regard to removing tenants who live outside the boundary.</p> <p><u>4.8 Chicken Coup – size restrictions</u> The AO suggested that the size of chicken coups should be regulated. She reported that a number of comments had been made regarding a chicken coup on Vigo Road allotments that was currently housing over 30 chickens. The Committee considered size restrictions and regulation of chicken coup. It was suggested that the AO investigate what other authorities' restrictions were, if any and report back to the next committee meeting.</p>	<p>warning to tenants not complying with locking the allotment gates. If no compliance, eviction notices to be issued.</p> <p>4.5 AO to serve Notice to Quit</p> <p>4.6 1 Councillor (any) to accompany AO on Bi-Annual site inspections.</p> <p>4.7 Town Clerk to contact solicitor to find out the legal position with regard to existing tenants living outside the Town Council boundary.</p> <p>4.8 AO to investigate any restrictions imposed by other allotment authorities for the size of chicken coups. AO to report findings back to the next meeting.</p>
<p>5 To Note</p>	
<p><u>Parking Restrictions at Mylen Road</u> The AO reported that Parking Restrictions were being implemented by Test Valley borough Council on the roads near to the Mylen Road Allotments. Allotment holders had expressed their concern that they would have nowhere to park their cars. The Committee agreed that the situation would be monitored.</p> <p><u>Greenhouse break-in and fire</u> The AO reported that a greenhouse was broken into and crops were burnt at Old Winton Road Allotment site on Bonfire Night. The Committee agreed that the situation would be monitored.</p>	
<p>6 Date of Next Meeting</p>	
<p>It was agreed that the next meeting would take place on 26 March 2013 with the Surgery starting at 7.00pm.</p>	

The Chairman closed the meeting at 8.45pm.

Chairman

Date

Item No	Title	Action
4.1	<u>Unapproved access to Vigo Road Allotment Site</u>	Write formal agreement to tenants.
4.2	<u>Access to Vigo Road site via Icknield F E Centre</u>	Contact HCC to establish ownership of the fencing. Write to the Trust to give permission for access.
4.3	<u>ACE Sanitation Contract Renewal – Renewal/Approval</u>	Officers investigate costs for removal of toilets during winter months. Obtain 2 further quotes for provision of toilets. Officers investigate possibility of brining the ATC owned units back up to standard. Officers to invetigate whether Eco toilets could be provided.
4.4	<u>Health & Safety on Allotment Sites</u>	Officers to send final written warning to tenants not complying with locking the allotment gates. If no compliance, eviction notices to be issued.
4.5	<u>Notice to Quit – notification to committee</u>	AO to serve Notice to Quit
4.6	<u>Bi Annual Site Inspections</u>	I Councillor (any) to accompany AO on Bi-Annual site inspections
4.7	<u>Existing tenants living outside boundary</u>	Town Clerk to contact solicitor to find out the legal position with regard to existing tenants living outside the Town Council boundary.
4.8	<u>Chicken Coup – size restrictions</u>	AO to investigate any restrictions imposed by other allotment authorities for the size of chicken coups. AO to report findings back to the next meeting.

Completed Y/N (%)	Comments	Date completed
Y - 50%		
Y - 50%		
Y - 100%		
Y - 100%		
Y - 100%		
On-going		
Y - 50%		
Y - 100%		

DMJ Butler Country Services

Tree Surgery and Agricultural Works

7 Silkweavers Road
Andover
Hants
SP10 1HU

Name: Andover Town Council
Address: 66C High Street, Andover SP10 1NG

Tel: 01264 335014
Mobile: 07776 308581

DATE: 15th March 2014

Email: D472BUTLER@BTINTERNET.COM

Quotation No.: ATC 0001

Grass cutting main thoroughfare 3 x yearly April, June, October

Barlows Lane	£120.00
Churchill Way	£240.00
Mylen Road	£360.00
Old Winton Road	£680.00
Vigo Road	£260.00
Total	£1660.00

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Quotation No.: ATC 0002

TREE WORK AND BRAMBLE CLEARANCE

Mysten Road

Remove 5 Elder Trees at back on site by toilet	£360.00
CHURCHILL way	
Clear back boundary fence by plot 26-40	£600.00

Barlows Lane

Ivy & Bramble Treatment	£400.00
Ash Tree req. reducing to 10' and shaping	£360.00
Removal of Hawthorn Tree on left-hand side of site	£240.00

Admirals Way

Removing Ashx3 Sycamore, Maple x2 Trees from plot 2 to plot 19 on boundary	£1800.00
Plot 21 remove cherry trees x2 and 1x large Maple tree	£800.00

Old Winton Road

Ivy & Bramble treatment along all boundary fencing	£300.00
Plot 8B – plot 32A/60 remove 5 x Ash trees and 3 x large Elder Trees	£1300.00

Vigo Road

Plot 43B cut and trim tree	£200.00
Plot 44B removing 2 x fir trees	£200.00
Removal of over sized Sycamore diseased by woodworm and is dangerous	£2200.00
Plot 38A removal of large cherry tree	£360.00

Total £9,120.00

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Quotation No.: ATC 0003

WELDING PADLOCK & REPAIRS

ADMIRALS WAY

Re-Align front gates, hinge require rewelding **£151.66**

BARLOWS LANE

Welding new handle to front gate, weld padlock to chain **£151.66**

CHURCHILLS WAY

Weld padlock to chain on front gate (may need new chain) **£151.66**

MYLEN ROAD

Re-Align front gates **£151.66**

OLD WINTON ROAD

Weld padlock to front gate **£151.66**

VIGO ROAD

Weld padlock to front gate (may need re-alignment) **£151.66**

HIRE OF GENERATOR INCLUDED

TOTAL £910.00

ALL PRICES MAY BE SUBJECT TO SLIGHT INCREASE DUE TO MATERIAL PRICES

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Quotation No.: ATC 0004

REPAIR OF ACCESS ROADS

VIGO ROAD

Pot holes on access road require filling with Type One £210.00

MYLEN ROAD

Access road pot holes require filling with Type One £420.00

TOTAL £630.00

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Quotation No.: ATC 0005

HEDGE CUTTING

Mylen road

Hedge trimming the back boundary fencing £360.00

Total £360.00

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Quotation No.: ATC 0006

IVY CLEARANCE – CHURCHILL WAY

Remove all ivy from fencing by the Community Hall and strip out all saplings

..... £360.00

TOTAL £360.00

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Quotation No.: ATC 0007

Ivy & Bramble Treatment on boundary Fencing

Admirals Way

Weed Treatment of ivy growth on all boundary fencing throughout the year £380.00

CHURCHILL WAY

Weed treatment of ivy growth on all boundary fencing throughout the year ... £380.00

Mylen road

Weed Treatment of ivy growth on all boundary fencing throughout the year .. £380.00

Weed Treatment of ivy growth on all boundary fencing throughout the year .. £380.00

Barlows Lane

Weed treatment of ivy growth on all boundary fencing throughout the year .. £380.00

TOTAL £1900.00

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Quotation No.: ATC 0008

CLEAR SITE ENTRANCE CURRENTLY OVERGROWN AND UNSIGHTLY

VIGO ROAD

Clear area at the front gates of debris, weeds, lay membrane cover with pea shingle,

Edging board, £520.00

TOTAL £520.00

Price is subject to change due to costs in materials

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DATE: 15th March 2014

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Quotation No.: ATC 0009

FENCING VIGO ROAD

Replacement fencing bordering Icknield Trust land

Labour £640.00

Materials £650.00

TOTAL £1290.00

NEW CHAINLINK FENCING

Missing fencing by plot 41A currently site open access to neighbouring gardens

Labour £200.00

Materials £378.00

TOTAL £578.00

Prices subject to change due to increase in materials

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DATE: 15th March 2014

Email: D472BUTLER@BTINTERNET.COM

Quotation No.: ATC 0010

PLOT CLEARANCE

VIGO ROAD

Plot 9b clear plot of wood and metal, dispose of waste material £160.00

Old Winton Road

Plots 60 strim, remove debris and dispose of waste material £160.00

TOTAL £320.00

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DATE: 15th March 2014

Quotation No.: ATC 0011

NEW ACCESS GATE

Admirals Way

Create, access in existing fencing at lower end of the allotment site

Labour approx.	£320.00
Materials	£734.00

SUPPLY GATE

TOTAL £1,054.00

Prices are subject to change due to increase in material costs

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DATE: 15th March 2014

Email: D472BUTLER@BTINTERNET.COM

Quotation No.: ATC 0012

NEW BASE FOR PORTALOO

Churchill Road

Portaloo unstable, has been temporarily stabilised, new level base required

Labour £320.00

Materials £100.00

Total £420.00

Prices are subject to change due to increase in material costs

APPENDIX C

Toilet Facilities – Review of Maintenance contract:-

Current Contract Cost £7488.00 pa

The following four quotations have been received to provide the supply of 7 portaloo units and a fortnightly service of each unit-

- A - £6945.12 pa (£133.56 pw)
- B - £9,100.00 pa (£175.00 pw)
- C - £9360.000 pa (£180.00 pw)
- D - £9828.00 pa (£189.00pw)

Prices are including VAT but do not include delivery charges for delivery of the units

ECO COMPOSTING TOILET MANUFACTURE AND SUPPLY £1,800 per toilet ATC would be responsible for maintenance

APPENDIX D



The Town Council are looking for ways to reduce costs and are considering whether or not to continue to provide toilet facilities on the allotment sites.

We would greatly appreciate your views whether to continue to provide this service or whether to discontinue the service, please indicate your preference by ticking the appropriate box and returning it with your allotment payment.

YES

NO

Thank you
Town Clerk