



# ANDOVER TOWN COUNCIL

ALLOTMENTS SUB-COMMITTEE AGENDA

DATE: 28<sup>th</sup> October 2014

LOCATION: TOWN COUNCIL OFFICES, HIGH STREET

TIME: 7.30

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	<b>Apologies</b> To receive and accept apologies for absence
2	<b>Declarations of Interest</b> To receive Declarations of Interest as per the Town Council's Code of Conduct
3	<b>Minutes</b> To approve the Minutes of the previous meeting held on July 2014 – <b>Appendix A</b>
4	To discuss an application for re-cycling permit <b>Appendix B</b>
5	Discuss current collection of rubbish on allotment site <b>Appendix C</b>
6	IT upgrade request
7	Changes to Water charges
8	Temporary storage arrangements 2014/2015
9	Allotment Budget – to suggest changes to Allotment Budget for 2015/16 Town Clerk to supply information
10	To note steps taken to increase the security at allotment sites (see brief report <b>Appendix D</b> )
<b>Part Three – CONFIDENTIAL</b>	
	<b>Exclusion of the Press and Public</b> TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 2, Items 9 of the agenda, due to consideration of confidential tenancy matters and contractual matters.
11	Review remuneration for all wardens
12	Contractual Matters



# ANDOVER TOWN COUNCIL

# A

APPENDIX A

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

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### **Time and date**

7.00pm on Tuesday 1 July 2014

### **Place**

Town Council Office, 66C High Street, Andover

### **Attendees:**

#### **Town Council Representatives**

Cllr D Drew (P) Cllr Z Brooks (A) Cllr K Hughes (P) Cllr P North (A) Cllr V Pond (A)  
Mary Bayes (Allotment Officer) (P)  
Wendy Coulter (Town Clerk) (P) (Taking the Minutes)

### **Allotment Holders:**

25 Allotments holders present.

### **Wardens:**

Mr D Bolland – Admirals Way Allotment Site  
Mrs M Simonds – Barlows Lane Allotment Site  
Mr T Beavis – Churchill Way Allotment Site

### **Mr Soaper –Barlows Lane**

Concerned about the suggestion of the Town Council taking away plots from multiple plot holders.

### **Cllr D Drew – Chairman Allotment Sub-Committee**

Was there anyone else who wished to raise this issue?

### **Allotment holders**

Several allotment holders raised the same concern. Concern was also raised that most of the plots available were 5 rod plots, not the average 10 rod plots. It was suggested that the Town Council provide 'start up' plots to those who could not take on a full size plot.

Concern was also raised that there appeared to be a large area of land at The Drove that was not being utilised and used as allotments.

**Cllr D Drew – Chairman Allotments Sub-Committee**

The Town Council does provide ¼ plots to start people off.

Only those with more than one plot, who cannot manage will be written to, suggesting that they may wish to give up a plot and retain one.

The Town Council would not take away plots from allotment holders who were fully cultivating their plots.

The suggested policy of one plot per household was to ensure fairness to all existing and potential tenants. Whilst the Town Council had a waiting list for plots, the policy would be, one plot per household. However, if the Town Council did not have a waiting list and there were multiple plots available, consideration would be given to allowing existing tenants to take on a further plot.

**Mrs Tarleton-Hodgson – Churchill Way**

You only provide 5 rod plots which is half the average size. Are you going to provide 10 rod plots?

**Mrs M Bayes – Allotments Officer**

When the allotments were handed to the Town Council, the majority of the plots were already 5 rod plots. Only about 4 were the full 10 rod plots.

**Cllr D Drew – Chairman Allotments Sub-Committee**

The people on the waiting list are content with 5 rod plots.

**Mrs Tarleton-Hodgson – Churchill Way**

You have too many vacant plots.

**Cllr D Drew – Chairman Allotments Sub-Committee**

There are a number of plots that are not being cultivated. The Town Council is following them up and they are being dealt with however, the Town Council is sensitive to personal issues.

**Mrs Tarleton-Hodgson**

The Town Council should issue termination letters.

**Cllr D Drew – Chairman Allotment Sub-Committee**

The process that the Town Council follows to evict tenants is too long and this process is being reconsidered in order to free up uncultivated allotments more quickly and re-let them.

**Allotment holder – Vigo road**

There are vacant plots all around my plot. The Warden is never on site and their allotment plot is in very poor condition.

**Cllr D Drew – Chairman Allotment Sub-Committee**

The tenancy agreement is between the Town Council and the tenant. Were plots are uncultivated, the Town Council is taking action.

**Mrs Tarleton-Hodgson – Churchill Way**

The Wardens plot should be in a good tidy condition, an example to other allotment holders.

**Allotment holder – Vigo Road**

The Warden send the report regarding cultivated plots to the Town Council. The Notice Board is not kept up-to-date.

**Cllr D Drew – Chairman Allotment Sub-Committee**

The agendas and minutes for the Allotments Sub-Committee can be found on our website.

**Mr Horsnell – Vigo Road**

Who maintains the pathways on the allotments?

**Cllr D Drew – Chairman Allotments Sub-Committee**

The Town Council maintains the main pathways on the allotment sites. However, the small pathways around the allotment plots are maintained by allotment holders.

**Allotment holder – Barlows Lane**

All the allotment holders at Barlows Lane take care of the pathways themselves. It should be the responsibility of the allotment holder to maintain the paths.

**Mrs Tarleton-Hodgson – Churchill Way**

The Town Council should strim and then cover vacant plots.

**Cllr D Drew- Chairman Allotments Sub-Committee**

Yes the Town Council does strim the plots and cover them if they are vacant.

**Allotment Holders**

Further points were raised regarding strimming of plots, providing the first year of rent free if the plots were in poor condition and that new allotment holders should clear their own plots.

A tree at Vigo road required removal.

**Cllr D Drew – Chairman Allotments Sub-Committee**

Explained that the Town Council only cut the grass on the allotment sites in the main areas, not the small footpaths between allotments.

If the Town Council were to provide free rental for the first year, income would be reduced. Experience had shown that new allotment tenants often gave up their plots in the first few months, so no revenue would be collected.

Random decisions would not be made however, all suggestions would be considered by the Sub-Committee. Improvements were being made to the speed and efficiency of the administration.

With regard to the tree removal at Vigo Road, the maintenance list could be viewed on the website and the removal of the tree was scheduled.

**Allotment holder – The Drove**

What was being done about the vermin problem at Vigo Road.

**Mrs Bayes – Allotment Officer**

Reported that the original Vermin boxes had been taken. New ones were being sought and would be put out as soon as possible.

**Mr Horsnell – Vigo Road**

What is the Town Council going to do about the Warden at Vigo Road?

**Cllr D Drew – Chairman Allotments Sub-Committee**

A meeting with all Wardens would take place.

## Allotment Holders

Further questions were asked about the time of the invoicing and how the Town Council billed for the water usage.

A comment was made that people had been seen using the water at Vigo Road to wash their cars.

Cllr D Drew – Chairman Allotments Sub-Committee

Explained that the Invoicing would be moved to the end of September, but the details were yet to be confirmed.

The charges for the water were charged in arrears. Allotment holders were charged, at cost, for the previous year's usage.

If people were using the water on the allotments, would allotment holders who witness it, take a photo and send it to the Town Council who would deal with the matter. Also, tenants should ensure that the gates to the allotments were always closed to prevent anyone else entering the sites and using the water.

## Mr Horsnell – Vigo Road

Can the gates be moved at Vigo Road as the sight lines coming out of the allotment site were very poor.

## Cllr D Drew – Chairman Allotments Sub-Committee

Consideration would be given to the request to move the gates at Vigo Road allotment site.

The Chairman thanked all the allotment holders for attending the meeting and explained that the notes from the meeting would be available in due course.



# Notes of Allotments Sub-Committee

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## Time and date

7.50pm on Tuesday 21 January 2014  
Andover

## Place

Town Council Offices, 66C High Street,

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## Attendees:

Cllr D Drew (Chairman)(P)  
Cllr P North (A)

Cllr K Hughes (Vice Chairman)(P)  
Cllr V Pond (A)

Cllr Z Brooks (A)

## Officers Present:

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

<b>ASC 01/14</b>	<b>Apologies for Absence</b>	<b>Action</b>
	<p>Apologies for absence were received from Councillors Brooks, North and Pond.</p> <p>As the Committee was not quorate the Chairman explained to the public present that the items on the agenda, if they required decisions, would be referred to the Policy and Resources Committee for decision, with suggestions from the Chairman and Vice-Chairman of the Allotments Sub-Committee.</p>	
<b>ASC 02/14</b>	<b>Declarations of Interest</b>	
	There were no Declarations of Interest.	
<b>ASC 03/14</b>	<b>Minutes</b>	<b>Action</b>
	The Minutes for the Allotments Sub-Committee meeting held on 21 January 2014 would be signed at the next meeting of the Committee.	<b>To sign minutes of 21.01.2014 at meeting 28.10.2014</b>
<b>ASC 04/14</b>	<b>Review of Invoicing Date</b>	<b>Action</b>
	<p>This item, to move the Invoicing Date for allotment rental to October, would be referred to the Policy and Resources Committee.</p> <p>It was suggested that options be given to P&amp;R:</p> <ol style="list-style-type: none"> <li>1. To provide 1 month free of charge</li> <li>2. To provide 2 weeks free of charge</li> <li>3. To charge allotment holders 13 months rental</li> </ol>	<b>Suggested Options be given to P&amp;R for decision.</b>
<b>ASC 05/14</b>	<b>Review of Rules and Regulations</b>	<b>Action</b>
	<p>This item, to make changes to the Allotment Rules and Regulations:</p> <ol style="list-style-type: none"> <li>1. One plot per household (to allow for fairness regarding waiting time – large number of people on waiting list, one plot per household - no people on waiting list, allow existing holders to take on another plot)</li> <li>2. Recovery of neglected plots (to speed up administration time for eviction of non-cultivating tenants – currently 8 weeks)</li> <li>3. Recovery of plots from multi-plot holders (to allow the Town Council to recover plots where the allotment holder is failing to keep more than one plot fully cultivated)</li> </ol> <p>The suggestions would be put to the Policy and Resources Committee for decision.</p>	<b>Suggested changes to Allotment Rules and Regulations to P&amp;R for decision.</b>
<b>ASC 06/14</b>	<b>Damage to Allotment Site</b>	<b>Action</b>
	<p>This item regarding the damaged caused to The Drove Allotment Site was for information.</p> <p>Contact had been made with the company responsible for the damage and a schedule of repair works was being agreed.</p> <p>A report would be made to the Allotment Sub-Committee regarding the progress of the repair works at the next meeting.</p>	<b>A report to next meeting regarding progress of repair works at The Drove site.</b>
<b>ASC 07/14</b>	<b>Parking Permits</b>	<b>Action</b>

	<p>A request had been received from Mylen Road Allotment holders for the Town Council to provide parking permits as the roads now had parking restrictions.</p> <p>This item would be referred to the Policy and Resources Committee for decision, with the suggestion that the Town Council could not provide parking permits as it did not have the power to issue permits.</p>	<p><b>Refer to P&amp;R with suggestion that the Town Council does not have the power to issue parking permits.</b></p>
<b>ASC 08/14</b>	<b>Site Lock-up</b>	<b>Action</b>
	<p>The Town Council currently stores Christmas Lights and tree fencing at a cost of £28 per month.</p> <p>Further storage is required for sheeting which is used to cover vacant plots on the allotment sites. It was suggested that a lock-up be purchased and sited either at Vigo Road allotment site or Barlows Lane Allotment Site.</p> <p>The decision for the type of lock-up and where it would be positioned was passed to the Policy and Resources Committee for decision.</p>	<p><b>Refer to P&amp;R for decision on type of lock-up and position of lock-up.</b></p>
	<p>The Chairman explained that no decision could be taken with regard to Excluding the Press and Public for the Confidential part of the Agenda, therefore the confidential items would be considered at the next meeting of the Allotment Sub-Committee.</p>	

The Chairman closed the discussion at 8.00pm.

Chairman

Date

# ANDOVER TOWN COUNCIL

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## APPENDIX B

Site Manager Mr R Lewry  
Hopkins Recycling Ltd  
Scott Close  
Andover  
SP120 5NU

Dear Mr Lewry

RE: Andover Town Council - Recycling Allotment Refuse

We would like to apply for a recycling permit at the above recycling centre. The Town Council own and manage 7 allotment sites in Andover, each site creates varying amounts of recycling material which we would like to recycle at the Scott Close centre.

If a permit be granted for the recycling of allotment refuse be granted we would nominate our site manager, Mr Darren Butler, of Butler Country Services as our representative.

Could you please let us know the best way of recycling this waste.  
Yours sincerely

## APPENDIX C QUOTATION

Hi Mary

We do 10 and 14 yard skips and the prices would be as follows,

10 yard @ £297.50 + VAT

14 yard @ £351.80 + VAT

I hope these prices meet your approval if you have any further questions then please do not hesitate to contact me.

Many Thanks

Chris

## APPENDIX 'D'

17<sup>th</sup> October 2014

### SHORT REPORT REGARDING SECURITY LOCKS FOR ALLOTMENT SITE

This year has been a record year for security locks being either taken, broken or damaged together with chains being cut .

The costs involved in replacement locks, chains, hire of equipment and labour total for this year alone £858.61.

As a result we have taken steps to address the situation by instructing a local welder with mobile generator, knowledge of specialist security locks and appropriate strength chain to inspect the allotment security. He has provided us with a quotation to supply, fit and make good any fixings that require strengthening for a cost of £125 per lock to replace those locks that a particularly vulnerable to vandalism in an attempt to limit the amount of damage being caused.

The replacement locks are security strength 9, with covered chain rendering it almost impossible to cut through. Some of the existing welding will have to be strengthened to take the weight of the new lock and chain.

Vigo Road front entrance lock has been fitted with the following sites to be completed by end of October 2014.

Barlows Lane

Churchill Way

Old Winton Road

The Drove

Currently Admirals Way and Mylen Road have robust key pad locks and do not require replacement at this time.

Report compiled by allotments officer