



# ANDOVER TOWN COUNCIL

To the Members of the **Allotments Sub-Committee**:

Cllrs Alan Cotter, Kevin Hughes, Geoff McBride and Veronika Pond.

(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ALLOTMENTS Sub-Committee** to be held at Town Council Offices, 66c, High Street, Andover on **Tuesday 30 June 2015 at 7.30 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk

23 June 2015

**THERE IS NO DISABLED ACCESS TO THE TOWN COUNCIL OFFICES – PLEASE CONTACT THE TOWN CLERK THREE DAYS PRIOR TO THE MEETING IF YOU REQUIRE ACCESS.**

## 7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

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**1 Election of Chairman**

To elect a Chairman for the Allotments Sub-Committee for the Municipal Year 2015/2016.

**2 Election of Vice-Chairman**

To elect a Vice-Chairman for the Allotments Sub-Committee for the Municipal Year 2015/2016.

**3 Apologies**

To receive and accept apologies for absence

4 **Declarations of Interest**

To receive Declarations of Interest as per the Town Council's Code of Conduct

5 **Minutes**

To approve the Minutes of the previous meeting held on 20<sup>th</sup> January 2015 **Appendix A**

6 **Gate Closure at Vigo Road Allotments**

Tenants have suggested that rather than close the gate that a key be given to those that use the gate most often – Members to consider.

Cost implication – New padlock - £40

Welding - £60

Keys approx. - £5

7 **Chickens at Vigo Road Allotments**

Members are asked to consider restricting the number of chicken coops per site to reduce the costs spent on vermin control.

It is suggested that the Rules and Regulations should be reviewed regarding the keeping of chickens for example termination conditions as there are large costs to remove dirty chicken sheds.

**Part 2 – Items to Note**

8 **Admirals Way**

The Warden of Admirals Way has reported that intruders are climbing over the boundary fencing at Admirals way (camping out on the waste ground opposite Twinings tea).

The police have been informed by the Allotments Officer.

It is recommended that the fencing be re-instated, a quotation is being sought from the Town Council's Contractor.

9 **Churchill Way**

On 11<sup>th</sup> May 2015 the Churchill way site broken into, tenants sheds damaged and property stolen. The Warden reported incident to the Allotments Officer and the police. All tenants affected where informed of the break-in and given the police incident number.

10 **Old Winton Road**

Intruders at Old Winton Road site, a tenant arrived at this plot to find 3 foreign men sleeping in his polytunnel. The police were called and attended the scene.

The Tenant informed the Allotments Officer and Police Constable Mitchener called into the office requesting tenant information.

The Allotments Officer gave site plan. The Allotments Officer informed the Town Clerk and Chairman via an email report.

11 **Vigo Road**

A 6 yrd skip was ordered by the Town Clerk in order to dispose of glass and general waste, including a large quantity of glass that had accumulated over all allotment sites during the past year. The waste had been stored at The Drove and there was no longer any space. For Health and Safety reasons the Town Clerk took immediate action.

12 **Exclusion of the Press and Public**

TO PASS A RESOLUTION to exclude members of the public and press from the meeting at Part 3, Item 13 of the agenda. Due to consideration of confidential tenancy matters.

**Part Three – CONFIDENTIAL**

13 **Vigo Road**

To consider tenant requests from Vigo Road Allotment site.

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 20 January 2015

### **Place**

Town Council Office, 66C High Street, Andover

### ***Attendees:***

#### **Town Council Representatives**

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

### **Allotment Holders:**

2 allotment holders

### **Wardens:**

Mrs M Simonds – Barlows Lane Allotment Site  
Mr M Cantillon – The Drove Allotment Site (The Drove Allotment Association)

### **Allotment Holder – The Drove**

Asked what was happening in the corner of the Drove site?

### **Cllr D Drew – Chairman**

Cllr Drew explained that the land was owned by Aster which had been set aside for gardens. The Gardens were no longer needed and Aster was in negotiations with the Town Council to hand the land over for parking and further allotments.

The area would be partially landscaped and it was anticipated that about 6 further allotment plots would be gained. No firm agreement had been made, the Town Council was waiting for further proposals from Aster.

**Allotment Holder – The Drove**

The new locks and chains are working really well. However the hedge along the second entrance track required cutting back.

**Cllr D Drew - Chairman**

Cllr Drew confirmed that the hedge belonged to Aster and they were aware of the situation. The track which had been damaged the previous year was due to be repaired.

**Mike Cantilion – The Drove Allotment Association**

Confirmed that Aster would be repairing the track with scalplings.

**Allotment Holder – The Drove**

It was good to see that eviction notices were being put onto uncultivated plots and that action was being taken.

There are a lot of stray dogs appearing on the allotment, they seem to be getting in from neighbouring gardens.

There are a lot of rats on the site, they and their neighbouring tenant were putting rat bait down and turning their compost heaps regularly.

**Mrs Bayes – Allotment Officer**

The maintenance team will put down further bait and traps for the rats.

**Mike Cantilion – The Drove Allotment Association**

There is a lot of rubbish appearing on the vacant plots. 7b has a bath full of glass and all over the plot. One or two other plots including 74b have rubbish on them. They are very untidy and what hasn't been used has been left.

**Cllr D Drew - Chairman**

This is the reason why we have introduced the deposit scheme to help insure allotment holders are paying to have other tenants rubbish removed. We will factor it in to the maintenance programme.

**Allotment Holder – The Drove**

Are the combinations on the locks going to be changed each year?

**Mrs Bayes – Allotments Officer**

Yes they are being programmed in to be changed on a yearly basis.

**Mike Cantilion – The Drove Allotment Association**

Would you like wardens to do a site inspection to check to see what rubbish etc. needs attending to?

**Mrs Bayes – Allotments Officer**

Yes please, the sooner we know the sooner we can get it cleared.

**Allotment Holder – The Drove**

Can we report problems online?

**Mrs Bayes – Allotments Officer**

Yes, it will come straight in to my in-box.

**Mrs Simmons – Barlows Lane Warden**

When the toilet engineer visits to maintain the toilet, they are not locking the gate behind them.

**Mrs Bayes – Allotments Officer**

We will speak to the company to ensure that they lock the gates.

**Mrs Simmons – Barlows Lane Warden**

What is the grass cutting schedule? Does it include the section down the middle and around the notice board?

**Mrs Bayes – Allotments Officer**

Yes it does, the grass cutting schedule will be sent to all wardens via email once it has been agreed for 2015.

**Allotment Holder – The Drove**

Do you currently have vacant plots?

**Mrs Bayes - Allotment Officer**

Yes we do have vacant plots

**Cllr D Drew – Chairman**

We always have vacant plots, it works out at roughly a 10% turnover so we have about 40 – 50 plots vacant at any one time.

**Mike Cantilion – The Drove Allotment Association**

Commented that it was the £50 deposit and high rents that were putting people off.

**Cllr D Drew – Chairman**

Explained that it was the Council's intention that the Allotments would pay for themselves and not be a burden to the Andover Tax Payer.



# Minutes of Allotments Sub-Committee

## Time and date

7.30pm on Tuesday 20 January 2015

## Place

Town Council Offices, 66C High Street, Andover

### Attendees:

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

### Officers Present:

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

### Members of the Public: 2

<b>ASC 22/14</b>	<b>Apologies for Absence</b>	<b>Action</b>
	There were no apologies for absence.	
<b>ASC 23/14</b>	<b>Declarations of Interest</b>	
	There were no Declarations of Interest.	
<b>ASC 24/14</b>	<b>Minutes</b>	<b>Action</b>
	The Minutes of the Allotments Sub-Committee Meeting held on 28 <sup>th</sup> October 2014 were approved and signed by the Chairman as a correct record.	
<b>ASC 25/14</b>	<b>Pro-rata Payment</b>	<b>Action</b>
	Members were asked to consider the possibility of a pro-rata payment for allotment rental. Members carefully considered the proposal but agreed that the Council did not currently have the resources to manage pro-rata payments. It was agreed that the current system of reducing the allotment rental to half after 6 months into the year would remain.	<b>No Pro-rata system would be introduced.</b> <b>The reduction to half rental six months into the year would remain.</b>
<b>ASC 26/14</b>	<b>Special Cases</b>	<b>Action</b>
	Members were asked to consider a concession for those	<b>There would be no</b>

	<p>potential tenants that were on benefits.</p> <p>Members carefully considered the request however, again agreed that the Town Council did not have the resources to manage concessionary rates.</p>	<p><b>concessionary fees for Allotments.</b></p>
<b>ASC 27/14</b>	<b>Rubbish on Sites</b>	<b>Action</b>
	<p>Members were asked to consider a longer term solution for the rubbish that was accumulating on the allotment sites.</p> <p>Cllr Drew reminded Members that at the previous meeting it had been agreed that Vigo Road allotment site would have one skip per year and that the cost would be added to the rental for that site only.</p> <p>It was agreed that the new system would be reported in the Spring Newsletter and rolled out onto other sites if the rubbish situation did not improve.</p> <p>The open fencing at the bottom boundary of Vigo Road was also discussed. It was agreed that officers would look into costs of erecting a close board fence along the boundary.</p>	<p><b>The Spring Newsletter to include information about the yearly skip collection and charges at Vigo Road allotment site.</b></p> <p><b>Officers to investigate costs of close board fencing along the bottom boundary of Vigo Road allotment site.</b></p>
<b>ASC 28/14</b>	<b>Spring Newsletter</b>	<b>Action</b>
	<p>It was agreed that changes to the water charges and arrangements for the removal of rubbish would be included in the Spring Newsletter.</p> <p>It was further agreed that the Allotments Officer, as far as possible, would send the letter out via email.</p> <p>Allotment tenants should also be encouraged to dispose of their own recycling and rubbish.</p>	<p><b>Officers to include information about the change in water charges and rubbish removal in the Spring Newsletter.</b></p> <p><b>The newsletter to be sent out via email as far as possible.</b></p> <p><b>Tenants to dispose of their own rubbish and recycling.</b></p>
<b>ASC 29/14</b>	<b>Maintenance Contract Proposals</b>	<b>Action</b>
	<p>Members were requested to note that the Maintenance for the allotments had been split into task specific contracts.</p> <p>There would be 4 contracts:</p> <ol style="list-style-type: none"> <li>1. Grass and general maintenance (including pest and weed control)</li> <li>2. Tree and Hedge works</li> <li>3. Locks and gates</li> <li>4. Water turn off/on – maintain water supply and taps.</li> </ol>	<p><b>Officers to manage maintenance on allotment sites within budget to 4 separate contracts:</b></p> <ol style="list-style-type: none"> <li><b>1. Grass and general</b></li> <li><b>2. Tree &amp; Hedge works</b></li> <li><b>3. Locks and gates</b></li> <li><b>4. Water</b></li> </ol>
<b>ASC 30/14</b>	<b>Vacant Plots</b>	<b>Action</b>
	<p>Members noted that there were currently 39 vacant plots, however during the past week 7 requests for allotments had been received.</p> <p>All vacant plots, with the exception of those on The Drove,</p>	



	had been covered and marked correctly with a new play marker.	
<b>ASC 31/14</b>	<b>Andover Recycling Centre</b>	<b>Action</b>
	<p>Members noted the reply to the letter that the Chairman of the Allotments Sub-Committee wrote to the re-cycling centre requesting permission to take allotment recycling materials to the centre.</p> <p>Members noted that permission had been refused.</p> <p>It was agreed that allotment holders would be encouraged to take their recycling with them as the Council could not dispose of it.</p>	<b>The Newsletter to include a request to allotment holders to dispose of their own recycling and rubbish.</b>
<b>ASC 32/14</b>	<b>News and Information</b>	
	<p>Mrs Bayes reported that one of the tenants at Vigo Road had made the news by growing an enormous pumpkin.</p> <p>Members requested that this be added to the Spring Newsletter and that the newsletter be sent to Andover Town and Villages and Andover Town website.</p>	
	<b>It was noted that the date of the next Allotments Sub-Committee meeting would be Tuesday 30 June 2015.</b>	

The Chairman closed the discussion at 8.05pm.

Chairman

Date