



ANDOVER TOWN COUNCIL

A

Notes of Allotments Sub-Committee **Surgery**

Time and date

7.00pm on Tuesday 6 August 2013

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

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

Allotment Holders:

None

Wardens:

None

There were no issues raised at the Surgery for Allotment Holders.



Minutes of Allotments Sub-Committee

Time and date

7.30pm on Tuesday 6 August 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) Cllr K Bird (P)
 Cllr P North (A)

Officers Present:

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

ASC 41/13	Apologies for Absence	Action
	Apologies for absence were received from Councillor North.	
ASC 42/13	Declarations of Interest	
	There were no declarations of Interest.	
ASC 43/13	Minutes	Action
	The Minutes of the previous meeting held on 16 July 2013 were signed by the Chairman of the meeting as a correct record.	
ASC 44/13	Allocation of Allotment Plot	Action
	Members received a report on the condition of an allotment plot at Vigo Road that had been used to house chickens for 15 years. Officers brought to the attention of Members the potential risk of contamination and reported on their investigations. Members were satisfied with the research that had been carried out and welcomed the report that the plot had been left clean and in a manageable condition with no danger of contamination. Authorisation was granted for re-allocation.	Officers to re-allocate plot 10b at Vigo Road.
ASC 45/13	Application for Chickens	Action
	(Verbal report.) A new tenant had been reported to be keeping chickens without permission. The Allotment Administrator contacted the tenant and a written application has now been made. However, payment of the allotment rental had not yet been received. The Allotment Administrator advised the committee that Winchester City Council had a very useful administration process for chickens on allotments which might be a useful procedure for Andover to consider adopting. It was agreed that until payment of the rental had been received, the application for Chickens could not be considered.	Officers to contact Winchester Council with regard to the administration procedures for chickens. Payment to be received prior to consideration of chickens.
ASC 46/13	Refund of Allotment Rental	Action
	(Verbal report) Members received a report regarding a request for a refund of allotment rental. A new tenant had been provided with a plot, paid rental for the year, but had not worked the site before	Officers to issue a pro-rata refund.

	deciding not to take on the plot. A request was received for a refund which is against the Town Council policy. Members agreed that due to the circumstances a pro-rata refund would be provided.	
ASC 47/13	Management of Vacant Plots	Action
	Members received a report on the future management of vacant allotment plots. Members noted that the council manages a turnover of approximately 70 – 100 plots per year. Officers explained that to improve the allotment service, plots should be let out in a clean and clear condition. At the start of a new tenancy, the plot would be rotovated and a deposit would be requested from the tenant. At the end of the tenancy, if the plot were handed back in a clean and clear condition, the original deposit would be returned. Else the deposit would be forfeit and used to pay for returning the plot to a clean and clear condition ready for the next tenant. Members agreed the following: To set up a deposit scheme for new tenants To provide a rotovation service, as requested for new tenants To recommend to Policy and Resources that funds for the purchase of a rotovator to be taken from reserves.	To set up a deposit scheme for new tenants To provide a rotovation service, as requested for new tenants To recommend to Policy and Resources the purchase of a rotovator at a cost of £650 to be taken from reserves.
ASC 48/13	Replacement Fencing	Action
	Officers reported that a further request for funding for fencing along the boundary of Vigo Road Allotments had been received from the Icknield Trust. The original request had been rejected. Members requested that clarification as to the nature of the Icknield Trust be sought as initial indications that this is in fact a charity and not part of the maintained schools sector. If, as it seems likely, the Icknield Trust is a local charity then support should be given to pay for the new fence, which is on the boundary between the Trust and the ATC allotment site. Members asked for confirmation about the cost of the fence and that the Trust was asking for a 50% contribution from the ATC. It was agreed that on the basis of the above being correct then funding be sought through Policy and Resources from reserves to pay for a share of the fence.	Officers to write to the Icknield Trust to confirm whether the Icknield Trust or School had funded the fencing and the cost of the Town Council's proposed contribution. Officers to report to Policy and Resources Committee to request funding be taken from Reserves.
ASC 49/13	Biffa Bin	Action
	Officers reported that the Town Council was unable to take allotment waste to the local recycling centre, as it was categorised as commercial waste. Members agreed that the option of hiring a 'Biffa Bin' including costs and feasibility should be investigated.	Officers to investigate the feasibility and costs of hiring a 'Biffa Bin' to manage waste from the allotment sites.
ASC 50/13	Warden Resignation	
	Members noted that the Barlows' Lane Allotment Site Warden had resigned.	
ASC 51/13	Waste Clearance	
	This item was covered within the 'Biffa Bin' item.	
ASC 52/13	PCSO Site Visits	
	Members noted that Officers had arranged for local PCSO's to visit allotment sites on their rounds. It was reported that their presence had made a significant impact following a break-in at Old Winton Road allotment site.	
ASC 53/13	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 54/13	Individual Requests Requiring Sub-Committee Approval	Action
	Members received and considered individual requests from Allotment holders.	
ASC 55/13	Maintenance Contracts	
	Members considered a maintenance contract and agreed that a contract be entered in to for a trail period of one year. The Town Clerk was instructed to draw up a contract.	Town Clerk to draw up a contract for maintenance.
ASC 56/13	Tenant and Warden Issues	
	Members considered several issues and instructed officers accordingly.	

The Chairman closed the meeting at 8.41pm.

Chairman

Date