



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 Z Brooks (A) Cllr K Hughes (P) Cllr P North (P)

Also present: Cllr R Khuman

Mary Bayes (Allotment Officer) (P)

Wendy Coulter (Town Clerk) (P)

Allotment Holders:

None

Wardens:

Barbara Long – Vigo Road

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

- **Vigo Road – Gates**
Barbara Long reported that there were 5 gates onto the Vigo Road allotment site that were actively being used by tenants.
There were a number of other gates which were permanently closed after the tenant had given up. However, 2 had been opened and were being used without the Town Council's permission.
The Warden was informing tenants to keep the main gates closed at all times to prevent further fly tipping.
The Warden suggested that the Town Council should follow previous protocol of shutting off gates as tenants left.



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 (A)

Cllr K Bird (A)

Cllr P North (P)

Officers Present:

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

ASC 30/13	Apologies for Absence	Action
	Apologies for absence were received from Councillors Bird and Brooks.	
ASC 31/13	Declarations of Interest	
	There were no declarations of Interest.	
ASC 32/13	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 33/13	Vacant Plots - Update	Action
	Mrs Bayes reported that 18 vacant plots had been re-let since 1 st April 2013. Letters were being sent to all on the waiting list offering plots. At the time of the meeting there were 22 vacant plots. The Chairman asked why the plots were not being taken and Members discussed the merits of providing a rotoovation service. It was agreed that a Press Release would be issued regarding vacant plots.	Officers to issue press release regarding vacant allotment plots.
ASC 34/13	Glass Removal	Action
	Mrs Bayes reported that the Town Council was frequently needing to dispose of broken glass that had been left on allotment sites. The glass could not be taken to the local rubbish dump as the Town Council was classed as 'commercial'. Mrs Bayes reported that she had investigated the cost of a hire of a skip that could be stored on the site where the Christmas Lights were stored, this would be at a cost of £140 per year. Members agreed that this would resolve the Health and Safety issues and provide value for money with regard to the disposal of the glass.	Officers to obtain a skip, at a cost of £140 per year for the disposal of glass from the allotment sites.
ASC 35/13	Access Gates at Vigo Road Allotment	Action
	Members discussed the issue of access being gained to Vigo Road allotment site via small private gates around the site. Members noted that Vigo Road had recently been subject to fly tipping and the Warden and officers were reminding tenants to keep	Officers to inform new tenants that access via private gates would not be allowed.

	<p>the gates closed at all times.</p> <p>The Warden had confirmed that in the past when a tenant had left the site, the private gate that they had used had been permanently closed. However, two of these gates had recently been opened and were being used by new tenants.</p> <p>Members agreed that those using existing accesses would be allowed to continue, however the gates must be permanently shut if the tenant left the site. No new access would be allowed.</p>	
ASC 36/13	Update from Warden Meeting	Action
	<p>The Chairman updated Members on the recent meeting held with the Allotment Wardens.</p> <p>He reported that the Wardens had requested that the billing period be changed to September to August each year. It was agreed that this item would be brought to the next meeting of the sub-committee for detailed consideration.</p>	Officers to report at the next meeting on the administrative process for moving billing date to September each year.
ASC 37/13	Frequency of Allotment Sub-Committee Meetings	Action
	<p>Members discussed the frequency of Allotment Sub-Committee meetings. It was noted that there were at least 8 meetings per year, which increased workload on officers to prepare reports and attend meetings.</p> <p>It was proposed that there should be 4 meetings per year with delegation of operational services to Officers to allow the continuing service of the allotments.</p> <p>It was proposed that the Officers would be authorised to spend up to £400, with confirmation with the Chairman and Vice Chairman of the Sub-Committee.</p> <p>It was further agreed that at each quarterly meeting the accounts for the allotments would be provided to monitor budget spend.</p>	<p>Allotment Sub-Committee meetings to be held 4 times per year.</p> <p>Delegation given to Officers for Operational management of the Allotment Service.</p> <p>Delegation of £400 spend be given to Officers.</p> <p>Urgent actions and spend over £400 to be agreed with the Chairman and Vice Chairman of the Sub-Committee.</p>
ASC 38/13	Sub-Committee Work Programme	Action
	This item was deferred to the next meeting of the Committee.	
ASC 39/13	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 40/13	Individual Requests Requiring Sub-Committee Approval	Action
	Members received and considered individual requests from Allotment holders.	

The Chairman closed the meeting at 8.26pm.

Chairman

Date