



ANDOVER TOWN COUNCIL

A

Notes of Allotments Sub-Committee Surgery

Time and date

7.00pm on Tuesday 12 November 2013

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

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

Allotment Holders:

Mr N Long

Wardens:

Mrs B Long – Vigo Road Allotment Site

Mrs Long – Vigo Road

Concerned about a recent letter received by tenants regarding rubbish removal at Vigo Road. What is non-compostable material? Concerned that plots with non-compostable material stored on them, tenants would be evicted?

Cllr D Drew (Chairman)

Non-compostable material that is stored on plots and is obviously waiting to be used would not be considered rubbish. If it appears that material is not being used, officers will request that the tenant remove it. The tenant will not be evicted without due process and consideration.

Mrs Long – Vigo Road

There are 2 plots that do have rubbish on them.

Cllr D Drew (Chairman)

If we can prove that specific persons are bringing and/or leaving rubbish on the site we will deal with those people directly. If anyone witnesses dumping of rubbish they should contact the office direct and the office will deal with the issue.

Mr N Long – Vigo Road

The contractor took the scrap metal from the site.

Allotment Officer

This matter will be investigated.



Minutes of Allotments Sub-Committee

Time and date

7.50pm on Tuesday 12 November 2013

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 K Bird (P) (arrived at 7.50pm)

Cllr P North (A)

Officers Present:

Wendy Coulter (Town Clerk) (taking the notes)

Mary Bayes (Allotments Officer)

ASC 57/13	Apologies for Absence	Action
	Apologies for absence were received from Councillor Hughes and Councillor North.	
ASC 58/13	Declarations of Interest	
	There were no declarations of Interest.	
ASC 59/13	Minutes	Action
	The Minutes of the previous meeting held on 1 October 2013 were signed by the Chairman of the meeting as a correct record.	
ASC 60/13	Administration Process for Keeping Chickens	Action
	Members considered a new administration process for ensuring tenants are able to keep chickens. The Allotments Officer explained that there are 9 requirements which the tenant will be asked to fulfil prior to permission for the keeping of chickens to be granted. Members asked that the requirements be put in to the form of a questionnaire for the tenant to answer. Members re-confirmed that there will be a £50 deposit charged for the keeping of chickens and that the Rules and Regulations state that the chicken coop and run must not be more than half the size of the allotment plot.	Officers to put into place the administration process for keeping chickens, changing the requests to questions for tenants to answer. Officers to initiate a £50 deposit scheme for keeping chickens.
ASC 61/13	Allotment Budget 2014/2015	Action
	Members considered the Allotment Budget for 2014/2015. It was agreed that Budget figures for Grounds Maintenance and Repairs and Renewals are to be £5000 for each line item. Members consider the Water Charges for 2013/2014 and agreed that for 2014/2015 the water charges should be charged, at cost, to the allotment tenants, per site. Therefore only water used at each site would be charged to the tenants of the particular site.	Officers to update the Allotment Budget for 2014/2015 to reflect £5000 for Budget Heads – Grounds Maintenance and Repairs and Renewals. Water Charges to be charged, at cost per site for 2014/2015.
ASC 62/13	Icknield Trust Update	Action
	Members received an update regarding the Icknield Trust fencing at Vigo Road allotment site.	Recommend to Policy and Resources Committee that

	<p>The Allotments Officer confirmed that if the Town Council had commissioned the fencing to the same standard, it would have cost £2,000 excluding labour and preparation. It was also confirmed that the Trust is a charity and not directly connected to the Education Authority.</p> <p>Following the request from the Trust for the Town Council to contribute to the costs of the fencing it was agreed to request an offer of £1,500 be made to them and that the Policy and Resources Committee be asked that funds be allocated from Town Council Reserves as a one off special payment.</p>	<p>£1,500 be taken from Town Council Reserves to part fund the fencing erected by the Icknield Trust, bordering the Town Council, Vigo Road Allotment Site.</p>
ASC 63/13	Vacant Plot Update	Action
	<p>Members noted the current status of vacant plots across the 7 allotment sites:</p> <p>6 vacant plots available 4 applications for plots being processed 13 applications requested to wait until 2014</p>	
ASC 64/13	Annual Site Maintenance Visit	Action
	<p>The Allotments Officer explained to Members that each year she inspects the 7 allotment sites with the Town Council's contractor to consider grounds maintenance works for the coming year. She asked whether any Members wished to accompany her.</p> <p>Members agreed that the Allotment Officer issue dates when the inspections would take place and they would indicate whether or not they could attend.</p>	<p>Allotments Officer to issue inspection dates to Members for consideration.</p>
ASC 65/13	Exclusion of the Press and Public	Action
	<p>RESOLVED: That the Press and Public be excluded from the meeting due to consideration of confidential individual requests.</p>	
ASC 66/13	Noncompliance with requirements/duties	
	<p>The Allotments Officer confirmed that all outstanding non-compliance issues had been dealt with.</p>	
ASC 67/13	Tenant and Warden Issues	
	<p>The Allotments Officer confirmed that all Warden issues had been dealt with.</p>	

The Chairman closed the meeting at 8.30 pm.

Chairman

Date