



ANDOVER TOWN COUNCIL

A

Notes of Allotments Sub-Committee Surgery

Time and date

7.00pm on Tuesday 16 July 2013

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

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

Allotment Holders:

None

Wardens:

Trevor Lloyd – Barlows Lane
Tom Beavis – Churchill Way
Mike Cantillon – The Drove
Barbara Long – Vigo Road

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

- Barlows Lane – letters regarding un-cultivation had been sent out. It was agreed that 7-10 days for letters to be sent out was acceptable.
- Vigo Road – the fencing along the back of the site had not been reinstated correctly. Several plots were not being cultivated, a full list was supplied to the Allotment Officer along with various other issues.
- The Drove – Aster Housing Association had requested permission to access a piece of land via The Drove allotments. If access was granted it would require the existing fence to be taken down, thus Aster would incur the cost of securing the site while work commenced and then making good the fence once the work had been completed. It was agreed that officers would contact Aster asking for the reasons why they required access through the allotments, how long they anticipated the work to take and that if the fence was removed they would be required to secure the site and make good the fence after the job had been completed.



Minutes of Allotments Sub-Committee

Time and date

7.30pm on Tuesday 18 June 2013

Place

Town Council Offices, 66C High Street, Andover

Attendees:

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

Officers Present:

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

ASC 17/13	Apologies for Absence	Action
	Apologies for absence were received from Councillor D Drew. Councillor K Hughes took the Chair for the meeting.	
ASC 18/13	Declarations of Interest	
	There were no declarations of Interest.	
ASC 19/13	Minutes	Action
	The Minutes of the previous meeting held on 18 June 2013 were signed by the Chairman of the meeting as a correct record.	
ASC 20/13	Drove Association – Maintenance Reporting	Action
	Members noted that The Drove Association had approached the Town Council with a view to taking over the maintenance of The Drove Allotment Site. Members noted a cost comparison and a letter received on Monday 15 July 2013 from The Drove Allotment Association. Members agreed, that in view of the short time period of receiving the letter from the Association, it could not be discussed in detail at the meeting. Therefore it was agreed that Officers would arrange a meeting between the Association and the Chairman and Vice Chairman to go through the points raised and to draw up a Draft Contract.	Officers to arrange a meeting between the Chairman and Vice Chairman with The Drove Allotment Association and draft a maintenance contract.
ASC 21/13	Vigo Road – Rubbish Clearance	Action
	Members noted that 25.2 tonnes of rubbish had been cleared from the Vigo Road Allotment site. It was agreed that officers would write to every tenant at Vigo Road, informing them that the site was not to be used to dump rubbish, the costs of the collection and if rubbish accumulated again, the tenant of the site would be charged a surcharge for the cost.	Officers to write to all Vigo Road tenants to advise that rubbish was not to be dumped on the Allotment Site and that any further collections would be charged directly to the allotment holders.
ASC 22/13	Removal of Cherry Tree – Vigo Road Allotment site	Action
	Members noted that three plots on Vigo Road had not been	Officers to write to tenants of un-

	<p>cultivated and it was possibly due to the invasion of Cherry Tree roots across the plots.</p> <p>It was agreed that Officers would write to the tenants to establish why they are not cultivating the plots.</p>	<p>cultivated plots to establish reasons for non-cultivation.</p>
ASC 23/13	Permanent Parking Bays – Vigo Road Allotment site	Action
	<p>The Committee considered, as a long term project, the installation of permanent hardstanding and parking bays at Vigo Road allotment.</p> <p>It was agreed that the Chairman and Vice Chairman would visit the site to assess the need for hardstanding and whether painted parking bays would be appropriate.</p>	<p>Officers to arrange for Chairman and Vice Chairman to visit Vigo Road allotment site to assess whether hardstanding and permanent parking bays were required.</p>
ASC 24/13	Sycamore Tree – Vigo Road Allotment Site	Action
	<p>Members considered whether a sycamore tree at Vigo Road allotment site should be crowned and trimmed or removed. Members noted that the tree was showing signs of disease, however, the Arboriculturalist at Test Valley Borough Council had suggested that if the tree was trimmed correctly it should survive for a further 10 years.</p> <p>Members received a quote of £900 to crown and trim the tree. It was agreed that Officers would obtain a further 2 quotes to bring back to the next meeting of the committee.</p>	<p>Officers obtain 2 further quotes to crown and trim the sycamore tree at Vigo Road.</p>
ASC 25/13	Permanent Parking Bays at Barlows Lane Allotment Site	Action
	<p>The Committee considered, as a long term project, the installation of permanent hardstanding and parking bays at Barlows Lane allotment.</p> <p>It was agreed that the Chairman and Vice Chairman would visit the site to assess the need for hardstanding and whether painted parking bays would be appropriate.</p>	<p>Officers to arrange for Chairman and Vice Chairman to visit Barlows Lane allotment site to assess whether hardstanding and permanent parking bays were required.</p>
ASC 26/13	Removal of Fruit Cages – Barlows Lane Allotment Site	Action
	<p>Members considered a quotation for the removal of 2 dilapidated and dangerous fruit cages at Barlows Lane Allotment Site.</p> <p>Members noted that due to extenuating circumstances, any monies for the removal of the cages could not be recovered from the previous tenants.</p> <p>It was therefore agreed that up to a maximum of £520 would cover the cost of the removal of the 2 fruit cages across 3 plots and include the removal of broken glass and strimming the plots.</p>	<p>Approval of up to £520 to cover the cost of removal of 2 fruit cages situated on 3 plots at Barlows Lane.</p>
ASC 27/13	Replacement/repair of Tension Wires on Fencing at Churchill Way	Action
	<p>Members considered a quote for the cost of repair of fencing at Churchill Way. The cost of £120 for labour and £40 for materials was agreed.</p>	<p>Approval of up to £160 to repair fencing at Churchill Way.</p>
ASC 28/13	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 29/13	Individual Requests requiring Sub-Committee Approval	Action
	<p>Members received and considered individual requests from Allotment holders.</p>	

The Chairman closed the meeting at 9.05pm.

Chairman

Date