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| Andover Town Council Badge 2 | ANDOVER TOWN COUNCIL  **A** |

Notes of Allotment Committee **Surgery**

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**Time and date**

7.00pm on Thursday, 18 January 2018

**Place**

Andover Town Council Offices, 66C The High Street, Andover, SP10 1NG

***Attendees:***

**Town Council Representatives**

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| Cllr K Hughes – Chairman (P) | Cllr A Cotter – Vice Chair (P) | Cllr V Pond (P) |
| Cllr B Long (A) | Cllr C Bartholomew (P) (7.01pm) | Cllr R Kidd (P) |
| Cllr L Gregori – (P) |  |  |

**Officers Present:**

Tor Warburton (Committee Officer) (training) (P) (taking the minutes)

Lisa Laing (Allotment Officer)

**Other Town Councillors Present:**

Cllr L Gates

**Borough Councillors:**

0

**Allotment Wardens Present:**

0

**Allotment Holders Present:**

3

**Members of the Public Present:**

2

**Allotment Holders Surgery**

Cllr K Hughes (Chairman) opened the surgery at 7:00pm and welcomed all attendees.

**The Chairman**

Asked if anyone had any suggestions, questions or concerns.

An allotment holder from the Vigo Road Allotment site asked if the Council still planned to move the gates to the main entrance of Vigo Allotments further in to the site to enable cars to be able to close the gates, whilst not preventing pedestrians from using the path. The Allotment Officer confirmed that money had been set aside and the gates would be moved this year.

An allotment holder informed the Committee that he had visited the site after the recent high winds and on a number of the plots covered by the Contractor the sheeting had come free of the pegs and had blown off the plots. He has very kindly put the covering back where he could. The Allotment Officer confirmed that she would inform the Contractor more pegs would be required to ensure the problem did not occur again.

An allotment holder enquired if fellow allotment holders had been into the office to report the glass in his green house had been smashed. The Allotment Officer confirmed that no one had been into the office. The Allotment Officer asked if the tenant planned to report it as being criminally damaged. The allotment holder said he wasn’t sure if the damage was due to the wind or if it had been done deliberately. The Allotment Officer suggested the tenant contact her to update her of the situation.

An allotment holder raised the fact the gates are still not being locked. Allotment Officer agreed to remind tenants again in the next Newsletter and hoped the moving of the gates would also prevent it from continuing

The Chairman thanked the Vigo Road allotment holder for his time. No further questions where received from the members of the public.

Surgery Closed 7.10pm

 Minutes of Allotments Committee

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**Time and date Place**

7.10pm on Thursday, 18 January 2018 Andover Town Council, 66C High Street, Andover, SP10 1NG

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Attendees:

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| --- | --- | --- |
| Cllr K Hughes – Chairman (P) | Cllr A Cotter – Vice Chair (P) | Cllr V Pond (P) |
| Cllr R Kidd (P) | Cllr C Bartholomew (P) | Cllr B Long (A) |
| Cllr L Gregori – (P) |  |  |

Other Town Councillors Present:

Cllr L Gates

Officers Present:

Tor Warburton (Committee Officer) (training) (taking the minutes)

Lisa Laing (Allotments Officer)

Allotment Wardens Present:

None

Members of the Public: 5

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| **AC 26/17** | **Apologies** |
|  | Apologies for absence were received and accepted from Cllr B Long |
| **AC 27/17** | **Declarations of interest** |
|  | No declarations of interest received |
| **AC 28/17** | **Minutes** |
|  | That the Minutes of the Extraordinary Allotments Committee meeting held on the 14th September 2017 were accepted and signed as correct record. Proposed by Cllr V Pond and seconded by Cllr K Hughes. A vote was taken:  **5 For 1 abstention**  **RESOLVED: That the Minutes of the Extraordinary Allotments Committee meeting held on the 14 September 2017 be accepted and signed by the Chairman as a correct record.**  That the Minutes of the Allotments Committee meeting held on the 5th October 2017 were accepted and signed as correct record. Cllr Pond asked that the minutes were amended to state she was present at the meeting. It was noted and the minutes were amended. It was proposed by Cllr R Kidd and seconded by Cllr K Hughes. A vote was taken which was unanimous.  **RESOLVED: That the Minutes of the Allotments Committee meeting held on the 5 October 2017 be accepted and signed by the Chairman as a correct record following the agreed amendment.** |
| **AC 29/17** | **Allotment Associations** |
|  | The Allotment Officer was asked, at the previous meeting, to consult Allotment Holders on their views on how to reduce maintenance costs.  The Town Clerk provided the Allotment Officer with current figures and projected costs in line with inflation. This information was presented to the Allotment Holders in the last Newsletter and a meeting with the Wardens was held in the Town Council Offices to gather views and opinions.  Only 6 people took the time to respond to the Newsletter and 2 people were prepared to help get an Association set up on their sites.  During the Wardens Meeting Wardens expressed their concerns that if the Council employed maintenance staff and trained them to carry out all aspects of Allotment maintenance e.g. Tree Cutting, weed control etc. Once the cost of training was covered and the purchasing of a maintenance vehicle, there was a chance the staff would then leave having gained their qualifications.  The final option was the current Contractor employ a member of staff to be leased to the Council. Again, this was not felt appropriate as although there is a lot of work that could be done on the allotment sites, as a cost cutting exercise creating jobs to justify employing an individual would not save the public money.  It was agreed that further investigative work is need, the Committee noted the feedback and thanked the Allotment Officer for her time. Cllr V Pond informed the Committee that other Allotment sites maybe cheaper but did not provide the level of service Andover Town Council does.  Cllr Gregori asked the 2 members from The Drove Association present at the meeting, if members paid to be a member of the Association and if so what did they get for their membership. The Association Member informed the Committee that the members are charged £6.00 per year to be a member and this entitles them to discounted seeds etc. The uptake for membership currently stands at 60% of all Allotment Holders on The Drove allotment site.  The team of 8 Association Committee Members are responsible for all general maintenance and this is currently working well for them. However, they still have to have qualified Contractors in to carry out annual spraying of boundary fences to prevent weeds.  Cllr L Gregori thanked The Drove Association members for their input and he also thanked the Allotment Officer for approaching the Allotment Tenants as part of working together. |
| **AC 30/17** | **Allotment Standards and Specifications** |
|  | Cllr L Gregori suggested to the Committee that a small working group of ideally Wardens, Allotment Holders and Committee members be formed with the intention of formalising a Standard Requirement for all new Allotment sites and this being rolled out of existing sites.  One example discussed with a view to moving forward is that currently, it is the Council’s responsibility to maintain hedges on boundary lines between Allotments and residential properties. The annual costs incurred for ensuring these hedges are maintained needs to be reviewed. In the long term, the installing of low maintenance fencing to replace all hedges on existing sites will ensure minimum costs for many years, along with better surveillance and security.  It was proposed by Cllr L Gregori and seconded by Cllr K Hughes that a small working group be set up to form Standard Requirements for New Allotment Sites.  A vote was taken: unanimous.  **RESOLVED: that a small working group be set up to form Standard Requirements for New Allotment Sites.**  It was proposed by Cllr L Gregori and seconded by Cllr K Hughes that a strategy is considered to bring current Allotment Sites up to agreed standard specification, where possible with input from Wardens and Allotment Holders.  A vote was taken: unanimous.  **RESOLVED: that a strategy is considered to bring current Allotment Sites up to agreed standard specification, where possible with input from Wardens and Allotment Holders.** |
| **AC 31/17** | **Picket Twenty and Picket Piece Allotments** |
|  | **An update report was received and noted.**  **Picket Piece**  It was discussed that this site is not fit for purpose. Amongst the issues discussed were that the gradient was too steep meaning that wheelbarrow access would be very difficult, if not impossible, and the earth on the allotments would run down into the car park in heavy rain, contractors would not be able to get on to the site, that the untreated wood used would need to be replaced in the near future which would be extremely expensive and the gates on to the site do not allow enough room for a car to park up and the gates to be opened safely.  It was discussed that Test Valley Borough Council will have an agreement with the developer so that if the Committee do not feel that they are fit for purpose, perhaps Test Valley Borough Council could approach the developers with the Committees concerns.  It was agreed that the Committee Officer would investigate the legality of not accepting the allotments in their proposed state.  It was proposed by Cllr L Gregori and seconded by Cllr R Kidd that the Committee ask the Town Clerk to note their reservations and to seek a solution.  **A vote was taken which was unanimous.**  **RESOLVED: that the Committee ask the Town Clerk to note their reservations and to seek a solution.**  **Picket 20**  The report was noted on the understanding that the issues are followed up and resolved in writing specifically regarding the hedge. |
| **AC 32/17** | **Town Centre Management proposed Spring plant/garden festival** |
|  | A report was received on a proposed Spring plant/garden festival that the Town Centre Manager and the Town Centre Partnership are hoping to hold in April 2018.  The Committee was asked to give support for the event. The Allotment Officer agreed to mention the event in the next newsletter and also to email the advertising flyer to the allotment holders.  It was discussed that Andover Town Partnership may come back to Andover Town Council to ask for financial help.  It was proposed by Cllr K Hughes and seconded by Cllr A Cotter that the Committee agree to support the event (excluding financial support) in principle subject to further details.  Cllr L Gregori then proposed an amendment seconded by Cllr K Hughes that the Committee agree to support the event (excluding financial support) in line with the request made in the report, subject to further information.  A vote was taken that was unanimous  **RESOLVED: that the Committee agree to support the event (excluding financial support) in line with the request made in the report, subject to further information.** |
| **AC 33/17** | **Allotment Officers Report** |
|  | The Allotment Officer delivered her report which was received and noted. |

The Chairman closed the meeting at. 8.12pm

Chairman Date