



ANDOVER TOWN COUNCIL

A

Notes of Allotments Committee **Surgery**

Time and date

7.00pm on Thursday, 30th June 2016

Place

Town Council Office, 66C High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (A)
Cllr J Msonthi – (A)	Cllr C Bartholomew (A)	
Cllr L Gregori – (P)	Cllr B Long (P)	

Other Town Councillors Present:

None

Borough Councillors

None

Lisa Laing – Allotments Officer (Taking the minutes)

Allotment Wardens Present:

None

Allotment Holders Present:

None.

Members of the Public Present:

None

As Present:

Martin Benton	MB Pest Services	
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Allotment Holders Surgery

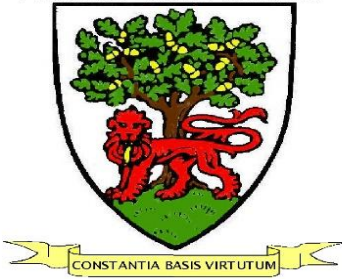
The Chairman opened the meeting at 7:00pm and welcomed committee members.

Comments from Surgery

No comments were raised as there were no members of the public or wardens present.

The Chairman

Asked if anyone had any other suggestions, questions or concerns. As there were no further points the surgery was closed at 7.30pm



Minutes of Allotments Committee

Time and date

7.30pm on Thursday, 30th 2016

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Attendees:

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr J Msonthi – (A)	Cllr C Bartholomew (A)	Cllr L Gregori (P)
Cllr B Long (P)		

Officers Present:

Lisa Laing (Allotment Officer) (P) (taking minutes)

AC 04/16	Apologies	Action
	Apologies for absence were received from Cllr Msonthi, Cllr Bartholomew	
AC 05/16	Declarations of interest	Action
	No declarations of interest	
AC 06/16	Minutes	Action
	The Minutes of the Allotments Sub-Committee meeting held on the 26 th April 2016 were agreed and signed by the Chairman as a correct record as proposed by Cllr Hughes and seconded by Cllr Cotter. All in favour	Amendment needed references Bees.
AC 07/16	Follow up report from previous meeting – Appendix B	Action
	The Allotment Officer (AO) informed committee that Bees were now living in the hive on The Drove. Mr Laird had updated the AO that everyone was pleased to see the bees and commented that it was about time the bees were on the Allotment. Mr Laird had also asked that the committee include some basic rules on keeping bees in the rules & regulations. The committee were passed a copy for their information. The AO informed the committee that this information would be passed to the Working Group who would be meeting again to discuss the next version of R&R's as so far they had agreed to adopt Basingstoke's Rules & Regulations, however more work was	

	needed to include some important points on the current rules that Andover Town Council (ATC) currently have in theirs.	
AC 08/16	Community Weekend /National Allotments Week	Action
	<p>The Committee were informed by the AO that the newsletter they had been passed a copy of had been sent to all the Allotment Holders and that volunteers from both this committee and the Full Council were needed to meet and greet members of the public on National Allotment Week and to help clear plots on Community Weekend. The Chair asked for volunteers for both events.</p> <p>The Date for the allotments to be opened to the Public was agreed to be 13th August 16 – 10 am to 12 pm</p> <p>The AO confirmed a quote had been requested from Ace Lift Away skips for hiring 5 skips in either 4 or 6 yards. Once this has been received the Chair delegate the power to the Town Clerk to approve the skips and for them to be on site from Friday 15th July – Monday 18th July 16. AO to ensure Wardens would be available to take delivery on skips on the Friday and collection on the Monday.</p>	Quote to be followed up and then approved by Chair & Vice Chair. TC to order skips.
AC 09/16	Test Valley/Andover in Bloom	Action
	<p>Test Valley are running Test Valley in bloom competition and allotment holders have been asked to enter. However, many allotment holders have declined as it is too strict or they do not their allotments for competition. The AO asked if the Committee and the Full Council would run their own version and Councillors be allocated sites and a criteria to be followed be given to each judge. To give the maximum result awards to be given need to be Gold, Silver and Bronze and this would allow the judges to award more people. Due to an already busy schedule for the next Full Town Council meeting the TC requested that the presentation at the Guildhall taken place on the 8th September 16. The committee were asked when they felt would be a good day to run ATC in Bloom competition. It was agreed that the date should be 13th August 16 - 10-12pm as Test Valley had booked the 19th July to view any entries received from Allotment Holders.</p> <p>The Chair requested the AO approach the Full Town Council for volunteer judges.</p>	
AC 10/16	Newsletter	Action
	The AO informed the committee that the newsletter was generating a lot of interest and that a number of emails had been received thanking the AO for the positive and informative letter. Many others have also started coming into the office and relationships between allotment holders and the Town Council had improved.	AO to ensure committee members received the letter and that copies can be found on the website.
AC 12/16	Officer update/Warden reports	Action
	The AO followed on from the newsletter to say that as a result of the newsletter community spirit is at an all time high. Many allotment holders have been volunteering to do work to save the Council money and this varied from strimming empty plots	

	<p>to pruning trees. The AO has even carried out work herself along with wardens and a councillor. This again has strengthened working relationships all round. Sadly, the AO did have to report that some vegetables had been taken from plots on Vigo Road. The AO has reported it to the police and a crime number issued. The AO has also had to report crime damage to the locks at Mylen Road and a letter sent asking Allotment Holders to report any information they had regarding this matter. To date the problem has stopped as the lock smith welded the lock to prevent any further damage being caused.</p> <p>Wardens meeting – the AO and the wardens met at the Town Council offices the 20th June 16. All wardens felt that in general there was a good feel on the allotments. However, each warden did provide the AO with a list of uncultivated plots and requested these people were contacted as a matter of urgency. The warden from Mylen Road also asked if ½ plots could be charged ½ the cost of the water. The committee discussed the matter and it was agreed that it was not possible as there was only 1 water meter per site and regardless of plot size the same amount of water could be used.</p>	
AC 13/16	Rules & Regulations	Action
	<p>Due to additional information and further discussions needed no documents were approved and the Chair requested another meeting for the full committee to take place when the Working Group would have a chance to finalise their points and the new R&R could be completed.</p> <p>Cllr Pond handed to the AO the points she would like included.</p>	Date to be arranged for next WP meeting
AC 14/16	Tree Survey	Action
	<p>An update was given regarding the Tree Survey. Unfortunately, due to current work commitments the Tree Surveyor had not yet been able to carry out survey. However, Mr Murphy had informed the AO that this was in hand and that he would be in touch in the next week or so.</p>	AO to follow up Tree Surveying company
AC 15/16	Maintenance Contractor	Action
	<p>The AO informed the committee that John Coulsting of Grass & Ground Ltd had been awarded the contract for the forthcoming year.</p>	
AC 16/16	Quotations for repair work to Old Winton Road	Action
	<p>The AO updated the committee on the Working Group visit to OWR Allotment on the 16th May 2016. It was agreed on the day that the repairs needed to be much lower scale. It was agreed that some posts would be fitted to mark out clearly the boundary line of the plot and the track. The plot holders whose sheds had moved further out on to the track needed to be contacted and to move them back in line with their plots. Grass and Grounds would carry out this maintenance work and although a formal quote has not been received Mr Coulsting suggested it would be in region of £2000 to carry out this work.</p>	Quote for work needs to be provided in hardcopy and put on file along with other quotes.

AC17/16	Storage Facilities	Action
	AO informed the committee that due to other commitments the storage container had not be sourced. It was then discussed that alternative sites needed to be considered for the location of the storage facility as Vigo Road and Barlows Lane also have land that is not suitable as an allotment and would cost too much to turn into additional car parking. The AO and Cllr Long to work with the wardens from Barlows, The Drove and Vigo to investigate the best option for location and cost. It was agreed that Christmas Tree fence's storage should go to P&R for discussion .	AO/Wardens of Barlows, The Drove & Vigo to look at costs and suitability of land for storage. AO to work with Cllr Long to decide on suitable location.
AC 18/16	Bore Holes & Solar Panels	Action
	Cllr Rowles has now left this committee the Chair asked that he be thanked for his hard work and that the committee. The Chair asked if any other committee member would be prepared to take this task on. Cllr Pond volunteered to assist.	Cllr Pond would like to take this project on
AC 19/16	Exclusion of Press & Public – Vermin Control	Action
	Due to confidential data protection it was resolved that item of the Agenda Vermin Control be discussed in Confidential Session.	

The Chairman closed the meeting at. 8.40pm

Chairman

Date