



ANDOVER TOWN COUNCIL

A

Notes of Allotment Committee Surgery

Time and date

7.00pm on Thursday, 5 July 2018

Place

Andover Town Council Offices, 68b High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr R Kidd – Vice Chair (P)	Cllr L Gates (P)
Cllr B Long (P)	Cllr L Gregori – (P)	Cllr A Cotter (P)

Officers Present:

Tor Warburton (Deputy Clerk) (training)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Fern Long (Allotment Officer)

Other Town Councillors Present:

0

Borough Councillors:

0

Allotment Wardens Present:

2

Allotment Holders Present:

0

Members of the Public Present:

2

Allotment Holders Surgery

The Deputy Clerk (in the absence of a Chairman) opened the surgery at 7:00pm and welcomed all attendees.

The Deputy Clerk

Asked if anyone had any suggestions, questions or concerns.

An Allotment holder at Vigo Road Allotments expressed concern that the gate into the allotment site is situated too close to the main road, resulting in cars protruding on to the main road whilst opening and closing the gate. The Allotment Officer gave an update and advised that quotations to move the gate further back from the main road, are being received and completion of the work is expected to be late 2018.

The Warden of Admirals Way Allotments raised a concern regarding a tenant who has repeatedly left the allotment gate open. Cllr L Gates stated that was a breach of Tenancy and suggested a reminder letter be written to the tenant.

A request was made that the agenda and attaching documents be given page numbers effective from the next Allotment meeting.

Martin Benton (Pest Controller) gave a presentation on the current legislation governing Vermin Control. Allotment holders must not use their own choice of poison, as rats in this area are immune to commercially bought poisons. Allotment holders should, report sightings to the Allotment Officers who will contact the Pest Controller to attend the affected site. The Pest Controller is authorised to use Rodenticide which is governed by the Campaign for Responsible Rodenticide Use (CRRU) and maintains a thorough audit of when and where the poison has been used. The Pest Controller leaves a small white marker on the plot to indicate a box containing the Rodenticide has been left on that plot. It can only be used effectively in an area where the rats are known to actually be living, which is generally within 30 yards from where they are seen. It's hard to prove rats are on the allotments for any period of time, as they tend to visit the sites and leave. They are also known to be affected by Neophobia, a fear of new things, so once the box has been placed, it needs to be permanently left there. Traps can be used as long as they are kept inside an approved rat box and not left out in the open.

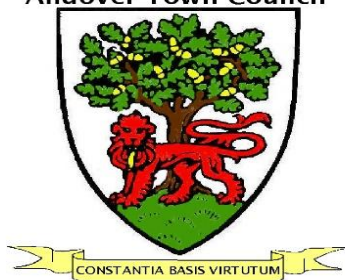
Allotment holders can help by not putting kitchen waste into their compost heaps and ensuring that any compost heap is fully lined with ½ inch weld mesh to prevent the rats getting in. Birdfeeders are not advisable on allotments as rat's holes are commonly found underneath them.

A concern was raised over the fence lines of the allotments, which tend to be overgrown. It was asked if this should be better maintained to minimise rat infestation.

The Pest Controller confirmed that the fences, especially with sheds against them, are known to encourage dumping of rubbish which becomes a haven for rats. A clear fence line and keeping the plots tidy prevents this. He also recommended visiting the CRRU website for further guidance.

Surgery Closed 7.34pm

Andover Town Council



Minutes of Allotments Committee

Time and date

7.35pm on Thursday, 5 July 2018

Place

Andover Town Council Offices, 68b High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P) (7.12pm)	Cllr R Kidd – Vice Chair (from item 2) (P)	Cllr L Gates (P)
Cllr B Long (P)	Cllr L Gregori – (P)	Cllr A Cotter (P)

Officers Present:

Tor Warburton (Deputy Clerk) (training)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Fern Long (Allotment Officer)

Allotment Wardens Present:

2

Members of the Public Present:

2

AC 01/18	Chairman of Committee
	It was proposed by Cllr B Long and seconded by Cllr R Kidd that Cllr K Hughes be elected Chairman for the Municipal Year 2018/2019. No further nominations were received. RESOLVED: That Councillor K Hughes be elected as Chairman of the Allotments Committee for the Municipal Year 2018/2019.
AC 02/18	Vice Chairman of Committee
	It was proposed by Cllr R Kidd and seconded by Cllr K Hughes that Cllr R Kidd be elected Vice Chairman for the Municipal Year 2018/2019. It was proposed by Cllr B Long and seconded by Cllr L Gregori that Cllr A Cotter be elected as Vice Chairman for the Municipal Year 2018/2019. Each nominee received three votes each. Chairman Cllr K Hughes cast the deciding vote. RESOLVED: That Councillor R Kidd be elected as Vice Chairman of the Allotments Committee for the Municipal Year 2018/2019.
AC 03/18	Apologies
	There were no apologies for absence.
AC 04/18	Declarations of Interest
	Cllr L Gates, as an Allotment Holder, declared an interest in Items 8 and 11 of the agenda.
AC 05/18	Minutes

	<p>It was proposed by Cllr B Long and seconded by Cllr R Kidd that the Minutes of the Allotment Committee meeting held on 5 April 2018 were accepted and signed, by the Chairman, as a correct record. A vote was taken which was unanimous.</p> <p>RESOLVED: That the minutes of the Allotment Committee meeting held on the 5 April 2018 were accepted and signed, by the Chairman, as a correct record.</p>
AC 06/18	Picket Piece Allotments (Ox Drove)
	<p>The plans and amendments to the specifications were reviewed. A discussion was had and the following points were raised:</p> <ul style="list-style-type: none"> • Confirmation was required as to where the Andover Town Council boundary line was. • Clarification was required regarding the apparent hedge overlap in the corner of the Allotment Site. • Clarification of the ownership of the hedgerow opposite the site entrance. • Clarification of the gradient of the wheelbarrow access ramp. • Clarification of the gradient between the plots. • Clarification of the surfaces on the carpark, the path leading to the stairs and the path dissecting the plot. • A request to be made to ask the developers if the compost bins could be lined with ½ inch weld mesh. <p>The Deputy Clerk was delegated to ask these questions of the developer and report back to the Committee.</p> <p>The Warden of the Admirals Way Allotment site left at 7.55pm</p>
AC 07/18	Mylen Allotment Site – water leak
	<p>The report which was received and noted (attached to record minutes). A discussion on the report was had and the following points were raised:</p> <ul style="list-style-type: none"> • Members asked if water leaks were covered by Andover Town Council’s insurance. • Members asked that as the pipes ran through resident’s properties were the repairs covered by Andover Town Council’s Public Liability Insurance. <p>It was proposed by Cllr L Gregori and seconded by Cllr K Hughes that the Allotment Officers be delegated to obtain three quotes for the repair of the old pipes at Mylen Road Allotment site and to investigate whether Andover Town Council’s insurance will cover the cost. Allotment Officers to report back to the Committee.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: that the Allotment Officers be delegated to obtain three quotes for the repair of the old pipes at Mylen Road Allotment site and to investigate whether Andover Town Council’s insurance will cover the cost. Allotment Officers to report back to the Committee.</p>
AC 08/18	Allotment Budget and Maintenance Schedule
	<p>Members noted the report (attached to record minutes).</p> <p>Members discussed the report and the following points were made:</p> <ul style="list-style-type: none"> • Could grass cutting be reduced to 3 times a year. • Are the plot covers being reused? • Whether the recommendations were necessary, could an extraordinary meeting be called if urgent matters arise?

	<p>The Deputy Clerk confirmed that the 4 grass cuttings are part of an already agreed maintenance schedule as part of the budget agreed last year. The Allotment Officer confirmed that the plot coverings were being reused where possible.</p> <p>It was proposed by Cllr K Hughes and seconded by Cllr R Kidd that the recommendations of the report be accepted:</p> <ul style="list-style-type: none"> • To note the maintenance schedule for the Allotment Service 2018/2019. • To note that currently the Town Clerk has delegated authority to spend up to £400. • To delegate to Officers authority to carry out necessary works, not included in the maintenance schedule provided the costs are within the agreed Budget and agreed processes are followed. <p>A vote was taken, 3 for and 1 against with 2 abstentions.</p> <p>RESOLVED: that the recommendations of the report be accepted:</p> <ul style="list-style-type: none"> • To note the maintenance schedule for the Allotment Service 2018/2019. • To note that currently the Town Clerk has delegated authority to spend up to £400. • To delegate to Officers authority to carry out necessary works, not included in the maintenance schedule provided the costs are within the agreed Budget and agreed processes are followed. <p>Cllr K Hughes left the meeting at 8.16pm Cllr R Kidd continued to chair the meeting at 8.16pm</p>
AC 09/18	Risk Assessment
	<p>Members of the committee received and noted the Risk Assessment (attached to record minutes).</p> <p>A discussion was had and the following points were raised:</p> <ul style="list-style-type: none"> • Comments were made that the report was difficult to read although this may be down to the software being used. • Concerns were raised regarding item 49, the loss/damage to water supply and it was suggested that regular checks need to be made on the water metres as this would give a good indication on if there were a leak. • Comments were made that reports from Martin Benton (Pest Controller) need to be added to the Allotment Committee Meeting reports to educate all allotment holders and to recognise the work that Martin does for Andover Town Council. It was also felt that Health & Safety sheets on the use of Rodenticide should be circulated. <p>Cllr L Gregori asked that his thanks to the Deputy Clerk for collating the requested information regarding the allotments be minuted.</p> <p>A discussion was had regarding advertising available allotment plots. It was noted that allotment plot uptake is very good.</p> <p>It was proposed by Cllr R Kidd and seconded by Cllr L Gregori that the members receive, review and agree the Risk Assessment with the agreed amendments.</p> <p>A vote was taken, which was unanimous.</p> <p>RESOLVED: that the members receive, review and agree the Risk Assessment with the agreed amendments.</p>
AC 10/18	Scarecrows
	<p>Members noted the report on the Scarecrow competition 2018.</p> <p>Cllr L Gregori left the room at 8.37pm Cllr L Gregori returned to the room at 8.38pm</p>

AC 11/18	Grounds Maintenance
	<p>Members noted the quote received.</p> <p>Members asked:</p> <ul style="list-style-type: none"> • Had three quotes had been sought and received? • How was the membrane that was not being used, being stored? • The membrane that is not being used, where is this to be stored. Would there be a handling fee for the storage? <p>The Allotment Officer to clarify and bring back to the next Allotment Committee meeting.</p> <p>It was unanimously agreed that the Allotment Officers get three quotes for the membrane and bring them to the next Allotment Committee meeting.</p>
AC 12/18	Allotment Officer's Report
	<p>Members received a written report from the Allotment Officer on all activities on the allotments. The Allotment Officer read the report (attached to record minutes). Members requested that this should be sent out with the Planning Committee Agenda in future.</p> <p>Cllr L Gates proposed a vote of Thanks to Allotment Officers Kelly Matthews and Fern Long, Deputy Clerk Victoria (Tor) Warburton and Committee & GDPR Officer Michelle Young (First Aider) for all their hard work and efforts for the Gardening Fair. Thanks also went to Doreen and Linda on marshalling people and Mrs Gates, Cllr L Gregori, Cllr R Kidd, Cllr L Gates and Cllr C Bartholomew for their input with the organisation of the day. Cllr L Gates also informed the Committee that the Gardening Fair was a complete success and The Town Centre Partnership will do it again next year.</p> <p>Cllr B Long seconded Cllr L Gates' comments and expressed her thanks also.</p>
AC 13/18	Exclusion of the Press and Public
	<p>The Chairman allowed comments at this point.</p> <p>A member of the public expressed their satisfaction that trespassing on The Drove had been resolved. The Warden at the Drove, wished to comment that the bonfires on The Drove Allotment Site were The Drove Allotment Society burning off rubbish and that steps were being taken to stop this happening in future.</p> <p>It was proposed by Cllr B Long and seconded by Cllr L Gates that the Members of the Press and Public be excluded from the Meeting at Agenda Item 14 due to consideration of Confidential matters under GDPR regulations.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: that the Members of the Press and Public be excluded from the Meeting at Agenda Item 14 due to consideration of Confidential matters under GDPR regulations.</p>

Signed by the Chairman

4 October 2018