



# ANDOVER TOWN COUNCIL

# A

## Notes of Allotments Sub-Committee **Surgery**

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### **Time and date**

7.30pm on Tuesday 26 March 2013

### **Place**

Town Council Office, 66C High Street, Andover

### **Attendees:**

Cllr G McBride (P)      Cllr Z Brooks (P)      Cllr A Cotter (P)      Cllr P North (P)  
Wendy Coulter (Town Clerk) (P)

Allotment holders – Old Winton Road (2)  
Churchill Way Warden

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

- Old Winton Road – padlock not secured to the chain. Cllr McBride confirmed that this was on the maintenance list to be completed.
- Toilets – were the toilets required at the allotments. Cllr McBride confirmed that the Town Council would be carrying out a survey to gain an indication as to whether the toilets were required or not.
- Churchill Way – the tension wires in the fencing require tightening. Cllr McBride confirmed that this would be added to the maintenance programme.

At the close of the surgery, Cllr McBride asked those present to pass on to other allotment holders that the surgery was there for holders to come and speak directly to the Members of the Committee. He confirmed that all the Allotment meeting dates were displayed on the Allotment Site Notice boards.



## Notes of Allotments Sub-Committee

### Time and date

7.20pm on Tuesday 26 March 2013

### Place

Town Council Offices, 66C High Street, Andover

### Attendees:

Cllr G McBride (Chairman) (P)

Cllr J Evans (Vice Chairman) (P)

Cllr Z Brooks (P)

Cllr A Cotter (P)

Cllr P North (P)

### Officers Present:

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

1	<b>Apologies for Absence</b>	<b>Action</b>
	There were no apologies for absence.	
2	<b>Declarations of Interest</b>	
	There were no declarations of Interest.	
3	<b>Notes</b>	<b>Action</b>
	The notes of the previous meeting held on 22 January 2012, were signed by the Chairman as a correct record.	
4	<b>Maintenance Programme 2013/2014</b>	<b>Action</b>
	The following maintenance programme of works was approved for 2013/2014: <i>All costings are subject to change due to increase in material costs</i>	
	<b>ADMIRALS WAY</b> Admirals Way (ATC 0011) – Provision of new access gate – HOLD Admirals Way (ATC 0007) – weed treatment - £380.00 Admirals Way (ATC 0003) – realign front gates - £151.66 Admirals Way (ATC 0002) – partial removal of Ash, Sycamore, Maple trees from plot 2 to 19 along boundary - £900 Admirals Way (ATC 0002) – removal of cherry trees & maple tree - £800.00 <b>TOTAL - £2,231.66</b>	<b>Allotments Officer to liaise with Maintenance Contractor to schedule works to be carried out over 2013/2014.</b>
	<b>BARLOWS LANE</b> Barlows Lane (ATC 0007) – weed treatment - £380.00 Barlows Lane (ATC 0003) – new handle on gate, weld padlock - £151.66 Barlows Lane (ATC 0002) – ivy & bramble treatment - £400.00 Barlows Lane (ATC 0002) – removal of hawthorn tree - £240.00 Barlows Lane (ATC 0001) – grass cutting x 3 - £120.00 <b>TOTAL - £1,291.66</b>	<b>Allotments Officer to upload maintenance works onto maintenance schedule once agreed.</b>

	<p><b>CHURCHILL WAY</b>  Churchill Way (ATC 0012) – Provision of base for portaloo - £420.00 (subject to new Toilet contract)  Churchill Way (ATC 0007) – weed treatment - £380.00  Churchill Way (ATC 0003) – weld padlock to chain - £151.66  Churchill Way (ATC 0001) – grass cutting x 3 - £240.00  <b>TOTAL - £1,191.66</b></p> <p><b>MYLEN ROAD</b>  Mylen Road (ATC 0007) – weed treatment - £760.00  Mylen Road (ATC 0005) – Hedge trimming - £360.00  Mylen Road (ATC 0004) – repair of access road - £420.00  Mylen Road (ATC 0003) – realign front gates - £151.66  Mylen Road (ATC 0001) – grass cutting x 3 - £360.00  <b>TOTAL - £2051.66</b></p> <p><b>OLD WINTON ROAD</b>  Old Winton Road (ATC 0010) – Removal of waste – HOLD  Old Winton Road (ATC 0003) – weld padlock to gate - £151.66  Old Winton Road (ATC 0002) – ivy &amp; bramble treatment along boundary - £300.00  Old Winton Road (ATC 0002) – removal of overgrown 5 ash trees &amp; 3 elder trees along boundary fence - £1300.00  Old Winton Road (ATC 0001) – grass cutting x 3 - £680.00  <b>TOTAL - £2,431.66</b></p> <p><b>VIGO ROAD</b>  Vigo Road (ATC 0010) – Removal of waste – HOLD  Vigo Road (ATC 0009) – New chainlink fencing - £578.00  Vigo Road (ATC 0008) Clear front gates of debris - £520.00  Vigo Road (ATC 0004) – repair of access road - £210.00  Vigo Road (ATC 0003) – weld padlock to gate - £151.66  Vigo Road (ATC 0002) – cut &amp; trim tree near plot 43b - £200.00  Vigo Road (ATC 0002) – removal of dangerous oversized sycamore - £2,200.00  Vigo Road (ATC 0001) – grass cutting x 3 - £260.00  <b>TOTAL - £4,119.66</b>  <b>MAINTENANCE TOTAL - £13,317.96</b></p>	
<b>5</b>	<b>Site Clearance</b>	
	<p>Members considered whether a yearly skip should be provided to assist with the removal of allotment waste. The cost would be approximately £450.00.</p> <p>It was agreed that a yearly skip would not be provided as there was insufficient funding for a regular collection of waste.</p>	
<b>6</b>	<b>Review of Portaloo contract</b>	
	<p>a. Renewal of Portaloo Contract  Members considered three quotations from companies able to provide a portaloo service for the 7 Allotment Sites.</p> <p>Members agreed that a contract be set up with ‘Company A’ provided Officers carried out relevant background checks.</p>	<p><b>Officers to carry out relevant background checks and appoint ‘Company A’ to provide the Portaloo contract for 2013/2014.</b></p>
	<p>b. Survey Document  Members considered a survey document to be sent to all Allotment Tenants regarding the need for toilets on all Allotment Sites. It was agreed that the document be re-worded prior to being sent out.</p>	<p><b>Officers to re-word survey document prior to being sent out.</b></p>

<b>7</b>	<b>Water Supply</b>	
	<p>Members reviewed the arrangements for the water supply for the allotment sites. It had been agreed that Wardens would be trained to turn the water on and off as appropriate. However, Officers explained that although some of the Wardens were willing to turn the water on and off, some were not. A plumber would need to be employed to turn on the remaining sites.</p> <p>Officers further explained that if there were issues, for example broken taps, leaking pipes which damaged property, the Wardens were not insured. However, if the plumber carried out the tasks he/she would be insured.</p> <p>Members agreed that the plumber should continue to turn the water on and off across all sites and carry out necessary repairs at the same time.</p>	<b>Officers to arrange for plumber to turn the water on and off across all sites and carry out repairs as necessary.</b>
<b>8.</b>	<b>Items to Note</b>	
	<p>Members noted that a 'Chicken Information Pack' had been produced about keeping chickens on allotments. Hard copies would be available from the office and it would be available on the website.</p>	
<b>9.</b>	<b>Exclusion of the Press and Public</b>	
	<p><b>RESOLVED: That the Press and Public be excluded from the meeting due to compliance with the Data Protection Act.</b></p>	
<b>10.</b>	<b>Date of Next Meeting</b>	
	<p>It was agreed due to financial administration deadlines during April the next Allotment Sub-Committee meeting would take place on <b>18 June 2013.</b></p>	<b>Officers to circulate agenda nearer the time.</b>
<b>11.</b>	<b>Non-compliance with requirements/duties</b>	
	<p>Members considered action with regard to non-compliance of requirements/duties and agreed that the Town Clerk would write a letter, on behalf of the Sub-Committee.</p>	<b>TC to write letter on behalf of the Sub-Committee. (Letter circulated to Chairman)</b>

The Chairman closed the meeting at 8.25pm.

Chairman

Date