

**ALTON TOWN COUNCIL
ALLOTMENTS ADVISORY SUB COMMITTEE
MINUTES OF THE MEETING HELD 27 APRIL 2016 AT 11:00AM**

Present: Councillor Mrs Sharon Cullen - Chairman
Councillor Mrs Pam Jones
Mrs Samantha Brown - Allotments Officer
Mr Ty Smith - Grounds Manager
Mr John Pritchard - Alton Allotment Association
Mrs Pat Harding
Mrs Marion Morgans
Mrs Yvonne Thorne

1 **Apologies**

There were no apologies received.

2 **Minutes of meeting held on 11 February 2016 and Matters Arising**

Site Security - Mr John Pritchard assured the Sub Committee that members of the Allotment Association had been reminded of site security in the Winter newsletter. The installation of a bollard at Edward Road. Mrs Samantha Brown confirmed that she had made initial contact with an engineer at Hampshire County Council's Highways Department and will follow this up after the meeting. Councillor Mrs Jones suggested that when she attends the Community Tasking Co-ordination Group (CTCG) she would ask the Police Community Support Officers to make contact with Mr Pritchard to arrange a date to attend one of the Allotment Association's meetings to discuss site security.

3 **Revised "Terms of Reference"**

Councillor Mrs Sharon Cullen confirmed that the revised Terms of Reference would be put forward to the Town Council's Open Spaces Committee on the 4 May.

4 **Rent renewals, current tenancies, enforcement of neglected plots and waiting list**

Rent renewals

Mrs Pat Harding asked if the annual rent renewals could be sent out at the beginning of November. This would enable rents received up until the end of the year, December, and then new offers of plots could be sent out in good time for new tenants to take up. Mrs Brown agreed and this would be trialled this year.

Current tenancies

The first formal monthly inspection is scheduled for the 3 May and subsequent inspection will be on the first Tuesday of each month. The last one of the season will be in October.

Waiting List

The current waiting list stands at 48 with 26 plots in the process of being allocated to new tenants.

A discussion what also had on the future need of allotment sites for the town. Mr Pritchard advised that an initial enquiry had been received from a resident asking if the land at Barley Fields could be used for a potential site but this has recently been retracted. Councillor Mrs Jones said the Neighbourhood Plan made reference for additional sites and added soil on the land at Chawton Park Road is not very good. A potential site could be at Cuckoos Corner in Holybourne at she would ask Councillor James Voller, Ward Councillor for Holybourne, to speak to the Holybourne Village Association. Mr Pritchard added that the Molson Coors site may have potential for raised bed plots for older residents.

5 **Whitedown shed lock**

Mr Smith advised the meeting that the Town Council's Grounds Team were thin on the ground with two members of staff off sick and could not promise to repair the lock. Mr Pritchard would ask if members of the Allotment Association on the Whitedown site would be able to assist in repair the lock. Mr Pritchard was also grateful to the Town Council's Grounds Team for recently clearing a fallen tree on the Whitedown site.

Mrs Harding raised the question on who insures the sheds on the sites. Mrs Brown advised that that Town Council insure communal sheds on the sites only. Any Allotment Association equipment stored in the sheds should be insured by the Association. The Council cannot insure contents of sheds for individual ploholders and any items stored are at the ploholders risk.

6 **Site Issues**

Hawthorns

Mrs Morgans advised that there was hardly any water coming from the taps at the top of the site and Mr Smith agreed he would investigate.

Whitedown

Mr Pritchard reported a water leak on the site. Mrs Brown said she would report it to South East Water.

7 **Any other business**

Mr Pritchard informed Mr Smith that a ploholder from Spitalfields would like one of the green waste bins. Mr Pritchard would provide Mr Smith with the details.

Mr Pritchard is still actively seeking grass cutting volunteers. Mr Smith reported that the Grounds Team had not been able to commence the grass cutting due to a machine being in for repair. Mrs Morgans advised that the Hawthorn site is looking to employ their own gardener to carry out the routine maintenance.

8 **Date of next meeting**

The date of next meeting is Wednesday 8 June 2016 at 9:30am.

The meeting closed at 12:05pm.

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