

**ALTON TOWN COUNCIL
ALLOTMENTS ADVISORY SUB COMMITTEE
MINUTES OF THE MEETING HELD 31 AUGUST 2016 AT 9:30AM**

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

1 **Apologies**

Apologies were received from Mr Steve Herbert, Mrs Marion Morgans and Mr Ty Smith. Thorne.

2 **Minutes of meeting held on 29 June 2016**

The minutes of the meeting held on the 29 June 2016 were accepted.

3 **Matters Arising and Site Issues**

Councillor Mrs Pam Jones commented that the meeting held on the 25 July to discuss the updating the handbook was a very productive and useful meeting. It was agreed that two handbooks would be written, one by the Town Council giving tenants the rules and regulations for their tenancy. The Allotment Association would produce a handbook giving guidance on maintaining and tending plots. The tenancy agreement was also discussed and an updated tenancy agreement would be sent out to all tenants with their annual renewals and the new handbooks. A new tenancy agreement is appended to these minutes to be presented at the next Open Spaces Committee on the 14 September 2016.

Mr John Pritchard would provide Mrs Brown with a plan for the location and position of the bollard to be installed at the Wooteys/Spitalfields site.

Mr Pritchard also added that a working party of ploholders at Spitalfields may be able to clear vacant plots before re-allocating and asked if Mrs Brown could ask the Grounds Team to remove the waste from the site.

Mrs Pat Harding asked the question about insurance on the sites as a non-plotholder was tending a plot at Borovere. Also children on the sites was also discussed and it was agreed that the new tenancy agreement should include sections on children on sites, dogs on sites and also the use of glass in sheds.

Mr Pritchard asked if the "Allotments" can be moved further up the Open Spaces agenda and Mrs Brown advised she would approach the Town Clerk.

4 **Rent Renewals**

Mrs Brown advised the Sub Committee that the Town Clerk would be putting a proposal to the Town Council's Policy and Resources Committee on the 7 September that the annual rent for an allotment would remain at £23 for 2017.

5 Parking at Spitalfields/Wooteys

Mrs Samantha Brown reported that discussions are being held with East Hampshire District Council about the ownership of the land at the entrance of the Wooteys site, from Edward Road, with the possibility of having parking for ploholders. A discussion was had that any future car park would need controlled access to prevent college students and other members of the public using the car park. If the Town Council were to use the land this would need to be addressed.

6 Budget Requirements

Mrs Brown advised that the Town Council will be holding its annual Budget Workshop would be held on 7 December and asked Mr Pritchard if the Allotment Association could provide any requests by the 18 November.

7 Noticeboards

Replacement noticeboards are needed for all sites and it was agreed that Mr Pritchard would provide Mr Smith, Grounds Manager with an example.

8 Green Waste Removal

Sacks will be again made available to Site Representatives to distribute to ploholders to remove green waste from the sites. Mrs Brown advised the meeting, that the Mr Smith and the Grounds Team would collect the sacks from the sites on Monday 17 October.

9 Any other Business

Mr Pritchard confirmed that the Allotment Association had ordered to the two pieces of equipment to the value of £750 as per the grant agreed by the Open Spaces Committee on the 27 July.

Mrs Harding said that she had discussed with Mr Smith a tree on a plot at Borovere which had become overgrown. Mrs Jones asked Mrs Brown if the allotment sites trees were routinely inspected as on the other Council owned sites and Mrs Brown confirmed that they were not but would ask the Grounds Manager if they could be. Mr Pritchard added that tree inspections could be a budget request as well as hiring a tree surgeon to carry out works on the allotment sites.

8 Date of next meeting

The date of next meeting is Wednesday 14 December 2016 at 9:30am.

The meeting closed at 10:16am.

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