

**ALTON TOWN COUNCIL  
ALLOTMENTS SUBCOMMITTEE  
MINUTES OF THE MEETING HELD 5<sup>th</sup> FEBRUARY 2019 AT 9:30AM**

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Present:	Councillor Sharon Cullen	–	Chairman
	Councillor Pam Jones		
	Leah Coney	–	Town Clerk
	Maggie Martin	–	Alton Allotment Association (AAA)Treasurer
	Pat Harding	–	Alton Allotment Association - Secretary/Site Rep - Borovere
	John Pritchard	–	Site Representative, Whitedown
	Yvonne Thorne	–	Site Representative, Wooteys
	Mike Penn	–	Site Representative, Borovere

1 **Apologies**

Apologies were received from Mr Steve Herbert, Site Representative at Spitalfields and Marion Morgans, Site Representative at Hawthorns

2 **Minutes of meeting held on 16<sup>th</sup> October 2018**

The minutes of the meeting held on the 16th October were accepted.

An update was given to confirm that EHDC had undertaken work along the hedge on the cemetery side of Spitalfields. In addition Steve Dearing had partially undertaken work to the hedge on the Town Council side. Unfortunately, despite a request from the Town Hall to wait so that the work could be undertaken “in one go” with the Town Council grounds team, Mr Dearing had already partially completed the work to the hedge on the Town Council side. There had been a complaint arising from a plot holder about damage to canes and green waste which had been left in situ as a result.

The Clerk confirmed that the Grounds team had now scheduled in the remainder of the work which would be carried out this month once the Grounds Administrator had advised plottolders of the work ( with on-site posters) so that any canes or other material could be moved before the hedge is cut to avoid any damage.

3 **Terms of Reference**

The Town Clerk circulated to the Sub-Committee a draft revised terms of reference and requested any comments be submitted to her within the next 7 days before they are tabled for approval at Open Spaces Committee on the 27th February

4 **Update on Current Position.**

This is contained within the appendix. The Sub Committee asked that thanks be passed to Mrs Bond for the preparation of the report.

It was noted that whilst the waiting list will be much reduced once the reallocation of plots is complete it should be remembered that the town is still growing and that an extension to Hawthorns may be required in the future. The Town Clerk confirmed there is S106 monies specifically for this purpose.

5 **Grounds Maintenance.**

The Town Clerk confirmed that the maintenance of the sites would be taken back in-house by the grounds team. Interviews are being held this week for a new grounds person and part of their remit would be to cut the grass and hedges at the allotment sites. The Town Clerk noted whilst the work of volunteers was greatly appreciated, the Town Council had a statutory responsibility for the work and therefore would be undertaking the work going forward.

6 **Waste Disposal**

The Town Clerk confirmed the approximate cost of the removal of “household” i.e. non-green waste, from the allotment sites works out at around £800 per rotation (i.e. trailer drop off and pick up across all the sites) |

Members of AAA were thanked for carrying out the site survey of composting facilities which concluded that there were sufficient at each site without the requirement for any communal facilities.

It was agreed that the next household waste removal would be carried out over the Easter period, with advertising being prepared by the Town Hall which would then be circulated to AAA for dissemination across the sites.

7 **Allotment Publicity and Promotion.**

The Town Clerk confirmed that the Town Hall would prepare publicity posters and leaflets/flyers to promote the allotments. AAA kindly volunteered to distribute once prepared. It was felt that marketing the sites to new residents and families, particularly those with young children whose parents or grandparents who may have enough spare time to encourage them to “grow their own,” may stimulate additional interest. The Clerk also suggested AAA might like to have a stall at the Town Council organised “Freshers Fayres in June and November to help encourage new plot holders.

8 **Recruitment of Site Representatives.**

The Town Clerk confirmed that an advertisement for site representative volunteers would be added to the next edition of the Altonian, with particular note of the current requirement for Hawthorns and Whitedown.

9 **Any Other Business**

Notice boards – 10 gate mounted notice boards would be ordered for installation by the Town Council at all site entrances

Pat Harding advised that with Marion away until the end of March, she and Mike would be happy to be the contract for new plot holders in her absence; Peter Skilton would remain the interim site representative for Hawthorns during this time.

The Committee asked if the land in front of the Wooteys site could be revisited as a safety matter.

The Committee noted uneven paths at Spitalfields and Hawthorns which need attention. Grounds team to investigate.

Maggie Martin asked if the Grounds team could drop some wooden pallets at Wooteys to make replacement compost bins.

AAA noted they would erect signs at the entrances to Wooteys and Spitalfields reminding people not to drive across the site.

The Committee noted the quotation from Dave Andrews for the work to install two new taps at the Borovere site. They felt this was a “good to have” rather than a necessity (The works have been costed at £4,374.62). It was agreed to revisit this if there was any carryover budget to FY2019/20.

An error was noted in the post meeting note from the minutes of the meeting on the 16<sup>th</sup> October. The Clerk confirmed that no weed killer was used – it was weed suppressant.

It was noted that the wall on the Borovere site was being pushed out by the trees in the housing association properties the other side. Pat Harding agreed to write to the housing providers on behalf of AAA to see if they could repair or remove the wall in order that it not become unsafe.

#### 10 **Date of next meeting**

The dates of the meetings for the municipal year 2019/20 would be circulated by the Town Clerk. Members of the Sub Committee agreed that Wednesday evenings would be suitable, in advance of Council meetings, to give more people the opportunity to attend.

The meeting closed at 10:58am.

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#### Appendix Update Allotments 30th January 2019

#### Vacant plots - To be cleared and rotivated by grounds team by 15th February 2019

Borovere	BO02A	Awaiting for keys to be returned - gate and shed
Borovere	BO17	Awaiting for keys to be returned - gate and shed
Whitedown	WH01	Key returned

Whitedown	WH08	Key returned
Spitalfields	SP07	Awaiting for key to be returned
Spitalfields	SP09	
Spitalfields	SP14	Awaiting for key to be returned
Spitalfields	SP16	Awaiting for key to be returned
Spitalfields	SP18	
Spitalfields	SP22	Awaiting for key to be returned
Spitalfields	SP32	Awaiting for key to be returned
Spitalfields	SP35	Awaiting for key to be returned
Spitalfields	SP50B	
Spitalfields	SP67	Awaiting for key to be returned
Wooteys	WO86B	
Wooteys	WO91	
Wooteys	WO97	
Wooteys	WO098	
Wooteys	WO103	Awaiting for key to be returned
Hawthorns	HA01	
Hawthorns	HA04	
Hawthorns	HA14	
Hawthorns	HA16	
Hawthorns	HA18	Key returned
Hawthorns	HA27	
Hawthorns	HA38	
Hawthorns	HA41	
Hawthorns	HA42	

Rent not paid - Termination letters sent

Hawthorns	HA31	
Spitalfields	SP30	
Whitedown	WH41	
Whitedown	WH51	
Whitedown	WH14	
Whitedown	WH15	

Waiting lists - Plots will be offered from 18th February 2019

Borovere	7 people
Whitedown	8 people
Spitalfields	12 people
Wooteys	10 people
Hawthorns	7 people