

**ALTON TOWN COUNCIL  
ALLOTMENTS SUBCOMMITTEE  
MINUTES OF THE MEETING HELD 19<sup>th</sup> JUNE 2019 AT 17:00**

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Present:	Councillor Sharon Cullen	-	Chairman
	Councillor Pam Jones		
	Pat Harris	-	Finance & Admin Manager
	Alexandra Bond	-	Property & Grounds Administrator
	Marcus Van Hagen	-	Alton Allotment Association Chairman
	Maggie Martin	-	Alton Allotment Association Treasurer
	Pat Harding	-	Alton Allotment Association Secretary
			Site Representative, Borovere
	John Pritchard	-	Site Representative, Whitedown
	Marion Morgans	-	Site Representative, Hawthorns

1 **Apologies**

Apologies were received from Yvonne Thorne, site representative at Wooteys, and Mike Penn, site representative at Borovere. Belated apologies were received from Kate Quick in the evening.

2 **Minutes of meeting held on 5<sup>th</sup> February 2019**

The minutes of the meeting held on 5<sup>th</sup> February 2019 were accepted. Councillor Cullen raised a typo at the top of the third page, which should read "Pat [...] and Mike would be happy to be the *contact* for new plot holders".

The recruitment of new site representatives was discussed. While it was previously agreed that an advert would be put in the Altonian, Mrs Harris advised that using the allotments notice boards was more appropriate.

Mr Pritchard was grateful for the purchase and installation of the new notice boards by Alton Town Council. Mr Pritchard however noticed that whereas ten boards had been ordered, only five of them had been installed by the grounds team, i.e. one per site. It was agreed that Mrs Harris and Mrs Bond would investigate if notice boards could be put up on other gates and notably at Whitedown where the site has two main entrances. If the case occurred Mr Pritchard said he would like to get his old board back.

3 **Waste collections**

It was suggested that the use of the term "household" in the agenda and in the minutes of last meeting was not appropriate and therefore the term "general waste" should be used instead. Mrs Harding asked for information about the outcomes of the recent general waste collection and notably the offensive items put in the trailer.

Mrs Harris explained that glass and chemicals were found while transferring the content of the trailer to the skip provided by Waltet and that the latter were not able to accept it. Non-authorized items had been put in the trailer across all sites and therefore the problem was not related to one site in particular.

Mrs Harding said she would write a note in the allotment association newsletter to urge plot holders not to put offensive items in the trailer out of respect for the staff handling the waste. It was suggested that Alton Town Council could advise plot holders about waste collections together with the rent renewals.

Mr Pritchard expressed his gratitude towards Alton Town Council for offering non statutory services such as the waste collections. Mr Pritchard was however concerned that plot holders may not all appreciate the subtleties of the English language and suggested that Alton Town Council offers multilingual services to non-native speakers.

#### 4 **Update on inspections, vacant plots and waiting lists**

Mrs Bond provided an update on inspections, vacant plots and waiting lists as per the short report she had sent earlier during the day. There are currently one vacant plot left at Hawthorns and three at Spitalfields, two of which have been offered. The waiting list as for itself is down to two persons interested in Borovere only.

Following plot inspections carried out since the beginning of the season letters have been sent to five plot holders at Whitedown, seven at Spitalfields, one at Wooteys and four at Hawthorns. Notices to terminate tenancy have been sent to one person at Whitedown and two at Spitalfields.

The general interest for allotments was discussed, and so was the opportunity of adding information about Alton Town Council services with regards to allotments in the welcome packs aimed at new housing estates home owners. Mr Pritchard said he would drop leaflets he had in stock at the Town Hall so that these can be put together with Alton Town Council application forms. Mr Van Hagen offered to help in distributing leaflets to be put in local shops, pubs and restaurants. Councillor Jones suggested to use social media to advertise Alton allotments.

#### 5 **Dealing with emergencies**

Mrs Harris reminded the members of the subcommittee of the protocol in case of emergencies during out of office hours to be put up in the sites' notice boards. Unless the emergency can be dealt with the mayor shall be contacted, and if the mayor is not available this should be the chair of the open spaces committee – both phone numbers being available on Alton Town Council's website.

In case of water leak the water shall be turned off at the stopcock. In case of security breach the police should be contacted and risks for further violation should be minimized as much as possible. Mrs Harris confirmed that quick fixes such as putting wire to close a hole in the fence for example were acceptable.

Maps of the water installations were distributed for most sites. While site representatives said they were happy to turn off the water when there is a leak they reported difficulties in doing so anytime they had tried. Mrs Harris and Mrs Bond confirmed that a contractor was currently reviewing taps and stopcocks on all sites, and that long handed keys would be handed over to site representatives to access the stopcocks.

6 **Any other business**

Mr Pritchard asked if Alton Town Council could remind plot holders with young children to be more careful when taking the latter to the sites and notably make sure they don't run around. Mr Pritchard also asked if Alton Town Council could investigate options to attract wildlife to the allotments sites.

Mr Van Hagen said the National Allotment Week was coming and asked what the process was to put banners up. Mrs Bond said she would send the link to Hampshire County Council's website.

7 **Date of next meeting**

The next meeting will take place on Wednesday 11<sup>th</sup> September 2019 at 17:00.

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The meeting closed at 17:49.