



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.30pm on Wednesday 28 June 2023

Place

The Lights, Andover

Cllr L Gregori (P)
Cllr R Hughes (P)

Cllr J Hughes (P)
Cllr R Kidd (P)

Cllr K Hughes (A)
Cllr E Reynolds (P)

Officers Present:

Gail Foster (Town Clerk)
Tor Warburton (Deputy Clerk)
Jo Whiteman (Allotment Officer)

Allotment Wardens present representing:

Admirals Way
Barlows Lane
Churchill Way
Old Winton Road
Saxon Heights
Vigo Road

Members of the Public: 2

PUBLIC SESSION**AC 169/06/23 Admirals Way Warden:**

Q. When will the fence be done? Deer are coming in and it needs to be sorted.
A. Depends on some of the decisions made tonight and the actions to be taken.

AC 170/06/23 Member of the Public 1:

Q. Rats at the Drove Allotment site are particularly bad at the moment.

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

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A. Pest Controller will be informed tomorrow. **Action: Allotment Officer**

AC 171/06/23 Barlows Lane Warden:

Q. When are the Barlow Lane gates being repaired?

A. Middle of July but contractor will be chased for exact date. **Action: Allotment Officer**

AC 172/06/23 Vigo Road Warden:

Q. Can we have a couple more links in the padlock chain at Vigo Road Allotment site?

A. We thought this had been done, but will chase up tomorrow. **Action: Allotment Officer**

AC 173/06/23 Councillor L Gregori to Saxon Heights Warden:

Complimented the warden on his involvement in Rooting for Andover, receiving the "Most Inspiring Community Gardening Organisation 2023 – Hampshire" award.

APOLOGIES FOR ABSENCE

AC 174/06/23 Apologies were received from Councillor K Hughes.

ELECTION OF CHAIRMAN

AC 175/06/23 It was proposed by Councillor R Hughes and seconded by Councillor L Gregori and **RESOLVED: Unanimously**, that Councillor K Hughes be elected as Chairman of the Allotment Committee for the Municipal Year 2023/2024.

ELECTION OF VICE CHAIRMAN

AC 176/06/23 It was proposed by Councillor L Gregori and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that Councillor E Reynolds be elected as Vice Chairman of the Allotment Committee for the Municipal Year 2023/2024.

INTERESTS

AC 177/06/23 Councillors were reminded of the Standing Declarations of Interests which had been approved by Council for Councillor E Reynolds as a Member of the Drove Allotment Association and a plot holder.
Councillor L Gregori stated that Andover Trees United have an allotment plot at Vigo Road and that his wife was a member.

MINUTES

AC 178/06/23 It was proposed by Councillor L Gregori and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the Minutes of the Allotment Committee Meeting, held on Wednesday 8 March 2023, be signed by the Chairman as a correct record.
Action: Committee Officer

TERMS OF REFERENCE

AC 179/06/23 It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Allotment Committee's Terms of Reference, with the insertion of spending up to £5,000.00 without reference to Full Council, be approved.
Officers to add more Allotment Committee meeting dates to the calendar.
Action: Town Clerk

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

ALLOTMENT OFFICER'S REPORT

AC 180/06/23 Members reviewed the Allotment Officer's report and complimented the Officer on a good report. Some clarification was needed for the heading "Do Not Use" and the package suppliers would be chased for an update. **Action: Town Clerk**

MAINTENANCE STRATEGY

AC 181/06/23 It was proposed by Councillor L Gregori and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that the following actions be taken:

AC 181/06/23a Maintenance Strategy, be approved with the following amendments:

- a) Professional survey to state "as required".
- b) Security: 7.2, insert at beginning "A possible option is to use Video Surveillance which can be used if there is an identified problem".

Action: Town Clerk

AC 181/06/23b A refresher course in Health and Safety, in particular writing Risk Assessments be booked for Officers and offered to any Councillors or Wardens that may wish to also be trained.

Action: Deputy Town Clerk

AC 182/06/23 The Maintenance Strategy Update for June 2023 was noted.

AC 183/06/23a It was proposed by Councillor L Gregori and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that an Arboricultural Survey be undertaken on the allotment site at Vigo Road, up to a maximum cost of £2,500. **Action: Town Clerk**

AC 183/06/23b A Lantra Tree Surveying Course would be booked for the Allotment Officer and Councillors and other Officers that wished to attend. **Action: Deputy Town Clerk**

TREE AT VIGO ROAD

AC 184/06/23 It was proposed by Councillor J Hughes and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that Officers be instructed to order the complete removal of the conifer tree at plot 44a, Vigo Road.

Action: Town Clerk

FENCING

AC 185/06/23a Members considered spending priorities and plans for the year. It was proposed by Councillor J Hughes and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that the Title Deeds for all the allotment sites would be obtained.

Action: Deputy Town Clerk

AC 185/06/23b The fences surrounding the allotment sites would be plotted in Parish Online twice showing:
A. Condition of all the fencing. **Action: Deputy Town Clerk and Allotment Officer**

AC 185/06/23c B. Ownership of fencing from Deeds. **Action: Town Clerk**

AC 185/06/23d The maps of the allotment fencing (once completed) would be forwarded to Councillors and Wardens. **Action: Allotment Officer**

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

NEXT MEETING

AC 186/06/23 Members noted the date of the next meeting: **Thursday 28 September 2023**, to be held in the **Upper Guildhall, Andover, starting at 6.30pm**.

AC 187/06/23 Councillor R Kidd expressed his pleasure to be back on the Allotments Committee and thanked all the wardens for attending and for their hard work.

EXCLUSION OF PRESS AND PUBLIC

AC 188/06/23 It was proposed by Councillor E Reynolds and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that the Members of the Press and Public be excluded from the meeting, due to the confidential nature of agenda items 14, 15 & 16 and to comply with GDPR.

CONFIDENTIAL 1

AC 189/06/23a It was proposed by Councillor R Hughes and seconded by Councillor R Kidd and **RESOLVED: Unanimously**, that Option D be approved. The affected party would be contacted and advised that the Council would arrange a solution as soon as possible. **Action: Allotment Officer**

AC 189/06/23b The works would be undertaken after obtaining 3 quotes. **Action: Town Clerk and Allotment Officer**

CONFIDENTIAL 2

AC 190/06/23a It was proposed by Councillor R Hughes and seconded by Councillor R Kidd and **RESOLVED: FOR – 4, AGAINST – 0, ABSTENTIONS – 1**, that options A, B, C & D be approved.

AC 190/06/23b Option A – **Action: Deputy Town Clerk**

AC 190/06/23c Option B – **Action: Town Clerk and Allotment Officer**

AC 190/06/23d Option C – **Action: Deputy Town Clerk and Councillor E Reynolds**

AC 190/06/23e Option D – **Action: Town Clerk and Councillor E Reynolds**

CONFIDENTIAL 3

AC 191/06/23 It was proposed by Councillor R Hughes and seconded by Councillor R Kidd and **RESOLVED: FOR – 4, AGAINST – 0, ABSTENTIONS – 1**, that Option B on the confidential report, be approved.

A short policy would be drafted and circulated around the Allotment Committee for review and amendment before being brought back to committee for approval.
Action: Town Clerk

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....

The Chairman closed the meeting at **8.29pm.**

DRAFT

Signed as a true and accurate record of the meeting:

Chairman/Vice Chairman:..... Date:.....