



Andover Town Council

Review of Allotment Officers report, and to consider if action should be taken.

Item
No.
5

Produced for: Allotments Committee

By: Allotment Officer

Date of Report: 20 Sept 2023

Please note the following updates:

- Allocation of new allotment plots – 17 new tenancy agreements completed since 22nd June 2023.
- All invoices and new tenancies have been sent out – majority via email. 48 envelopes were posted for those without email addresses:

AW	BL	CW	MR	OWR	OX	SH	TD	VR
-	7	2	2	12	-	-	4	11

Some tenants have replied by email and asked for paper copies of the tenancy to be posted to them as they do not possess printers. These are being actioned as received.

- Water invoices will be sent out as soon as possible after 30th September.
- Over £8,000 of rental payment has been received to date, and in advance of 1st October.
- New tenancy agreements are being sent in, along with some plot surrenders. These are being processed and surrender inspections being booked for 30th September.
- Plot inspections are taking place weekly using the tablets, and reports are regularly emailed/posted to tenants. If necessary, this includes non-cultivation letters at the same time.
- 8 eviction notices have been sent recently across various sites.
- Tenants are being charged for remedial work if plots are left in an unsatisfactory condition.
- Works for Barlow's Lane gates have been completed. Emails have been sent to all tenants advising how to lock them securely.
- Works for re-siting Vigo Road gates have been completed and letters were sent to residents. The communication from office to tenants for this item was not perfect, and better strategies are now in place.
- Winners of the Scarecrow competition were decided and prizes have been received.
- Best kept plot competition took place, winner to be notified.
- Weirdest veg competition closes 29th September 2023.
- Wardens are being contacted on a regular basis and kept up to date with important issues.
- Meetings with various contractors to discuss outstanding and future jobs.
- The warden for Churchill's Way has given notice of his intention to resign as at 30th September, this is due to personal reasons. Officers will be seeking a replacement in the coming weeks.

Site Management Summary

Site	No. of Allotments	No. Rented	% rented	No. Vacant	Waiting List 1st choice	Waiting List 2nd choice	Waiting List 3rd choice
Admirals Way	28	26	92.86%	2	11	13	11
Berlows Lane	99	99	100.00%	0	19	7	7
Churchill Way	45	45	100.00%	0	10	10	10
Mylen Road	25	25	100.00%	0	10	10	3
Old Winton Road	80	80	100.00%	0	11	5	5
Ox Drive	11	11	100.00%	0	17	5	4
Picket Twenty	0	0	0.00%	0	31	5	3
Saxon Heights	10	10	100.00%	0	42	2	0
The Drive	131	130	99.24%	1	13	7	11
Vigo Road	105	102	97.14%	3	21	16	11
Total	557						

The Wardens continue to support the Officers with site inspections, highlighting plots of concern and showing around potential tenants.

Note: The person to contact about this report is Jo Whiteman (Allotment Officer) Andover Town Council.