



ANDOVER TOWN COUNCIL

Allotments Committee Meeting

Upper Guildhall, Andover

17th April 2024 - 6:30 PM

To the Members of the Allotments Committee:

You are hereby summoned to attend a meeting when it is proposed to transact the business on the agenda.

6:30 PM SURGERY TIME FOR ALLOTMENT HOLDERS

The Allotment Committee meeting will start at the end of Surgery Time.

AGENDA

ITEM	DETAIL	Item Lead	Enc.
1. Public session	To receive questions from members of the public and to respond if appropriate or to direct officers to respond in writing after the meeting.	Chairman	
2. Apologies	To note apologies for absence.	Chairman	
3. Interests	To receive pecuniary or non-pecuniary declarations of interests for agenda items or dispensation requests.	Chairman	
4. Minutes	To approve the minutes of the last meeting.	Chairman	✓
5. Allotment Officers report	To review a report provided by the Allotment Officers and consider if any action should be taken.	Chairman	✓
6. Rent refund exception	To consider a reason for giving pro-rata rent refunds .	Chairman	✓
7. Barlow's Lane	To note works being undertaken at Barlows Lane.	Chairman	✓
8. Small Claims court process	To consider costs in relation to using the small claims court , and to agree on actions to take.	Chairman	✓
9. Picket Twenty Site	To receive an update on the Picket Twenty allotment site.	Clerk	✓
10. Fences and gates	To consider quotes for Fence/Gate replacements at: A. Admirals Way B. Churchill Way C. Mylen Road	Chairman	✓
11. Water troughs at Ox Drove	To consider actions to take with reference to water troughs at Ox Drove.	Chairman	✓
12. Councillor reports	To receive any reports from Town Council Members.	Chairman	
13. Future items	To receive verbal requests from Councillors for items to be considered at the next Committee meeting.	Chairman	
14. Next meeting	To note the date of the next meeting will be discussed in May at the Annual Full Council meeting.	Chairman	

Signed: **Gail Foster**, ILCA, CiLCA. Responsible Financial Officer & Proper Officer, 11th April 2024.