



Time and date

6.30pm on Wednesday 5 February 2025

Place

The Lights, Andover

Councillors Present:		Arrival time noted if after meeting start					
Cllr K Hughes (Chairman)	✓		Cllr E Reynolds (Vice Chairman)	✓		Cllr J Cockaday	✓
Cllr L Gregori	✓	6:32pm	Cllr J Hughes	✓	7pm	Cllr R Hughes	✓
Cllr R Kidd	✓						

Site Wardens Present:		Arrival time noted if after meeting start					
Admirals Way	✓		Old Winton Road	✓		The Drove	✓
Barlows Lane	✓		Ox Drove			Vigo Road	
Churchill Way	✓		Picket Twenty				
Mylen Road			Saxon Heights				

Officers Present:	Tor Warburton (Acting Town Clerk), Jo Whiteman (Allotment Officer)
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Members of the Public:	4
Members of the Press:	0

PUBLIC SESSION (<i>The discussion below is a short summary and is not recorded word for word.</i>)	
AC 315/02/25	Thanks were given to Councillor E Reynolds for mending the Barlow's Lane gates.
AC 316/02/25	(Councillor L Gregori arrived at 6.32pm) A request was made to look at the overhanging branches at The Drove. Officers were delegated to send letters, to the residents who own the trees, to advise that the trees would be trimmed where they overhung.
AC 317/02/25	It was requested that the tarmac be cleared at Admirals Way. Officers were delegated to look into it.
AC 318/02/25	It was noted that there were rats at Barlows Lane, that the old gates needed removing and that there were over hanging trees between plots 17/18 on Barlows Lane. Officers reminded the resident that Pest Control and the old gates were on the agenda as items to be discussed. Officers were tasked with looking at the overhanging branches.
AC 319/02/25	A Member of the Public brought Officers' attention to the noticeboard at Barlows Lane. It was intended that the noticeboard was to be turned to face the Allotments, however, this had not been done to date. Pest control was also mentioned. Officers were tasked to look into it.

AC 320/02/25	Thanks were given to the Officers for getting the grass at Ox Drove Allotment Site cut. Officers pointed out that the thanks should go to Councillor E Reynolds.
AC 321/02/25	Surgery closed at 6.42pm
APOLOGIES	
AC 322/02/25	There were no apologies received.
INTERESTS	
AC 323/02/25	Non-pecuniary declarations were received from: <ol style="list-style-type: none"> 1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.
MINUTES	
AC 324/02/25	It was proposed by Councillor E Reynolds and seconded by Councillor R Kidd and RESOLVED: Unanimously , that the Minutes of the Allotment Committee meeting held on 30 October 2024, be signed by the Chairman as a correct record.
MAINTENANCE STRATEGY AND PLAN	
AC 325/02/25	It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and RESOLVED: Unanimously , that the current Maintenance Strategy continue without amendment.
AC 326/02/25	The current Maintenance Strategy Progress report was noted.
AC 327/02/25	It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and RESOLVED: Unanimously , that it be recommended to Full Council that the Old Winton Road fence be the next fence to be replaced.
PEST CONTROL	
AC 328/02/25	Members received and noted a report on replacement Pest Control services. It was discussed that a quote had to be accepted as a matter of urgency. It was proposed by Councillor E Reynolds and seconded by Councillor R Kidd and RESOLVED: Unanimously , that: <ul style="list-style-type: none"> • Quote 1 be accepted as the preferred contractor. • That the company would be contacted to quote for call out charges. • That the contract be accepted, if the quote fitted within the budget line.
SAXON HEIGHTS PARKING SIGNS	
AC 329/02/25	(Councillor J Hughes arrived at 7.00pm) Members received and noted the report for the Saxon Heights parking signage. It was proposed by Councillor K Hughes and seconded by Councillor R Kidd and RESOLVED: Unanimously , that the Officers be instructed to proceed with the purchase of the signs and arrange installation.
ALLOTMENT OFFICER'S REPORT	
AC 330/02/25	Members received and noted the Allotment Officer's report . Officers were asked that an inclusion to the Plot Allocation Policy be made to state "to follow up on waiting lists"
BARLOW'S LANE GATES	
AC 331/02/25	It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and RESOLVED: Unanimously , that Officers be instructed to dispose of the old gates at Barlow's Lane Allotment site.
DRAFT BUSINESS PLAN	
AC 332/02/25	Members received and reviewed the report on the Draft Business Plan . It was proposed by Councillor J Hughes and seconded by Councillor K Hughes and RESOLVED: FOR – 6, AGAINST – 0, ABSTENTION – 1 , that a performance matrix (like

These minutes are published in draft pending approval at the next Committee meeting.

	the Strategy update report) be added to the Performance measures.
AC 333/02/25	<p>It was proposed by Councillor J Hughes and seconded by Councillor K Hughes and RESOLVED: 5 For, 2 Abstentions, that the recommendations, with amendments, be accepted as below:</p> <p>Subject to public consultation and Council approval, the Business Plan Working Group recommends that the activities falling under the remit of the Allotments Committee are:</p> <ul style="list-style-type: none"> • 3.4 Allotments Services Council • Performance measures <p>Subject to public consultation and Council approval, the Business Plan Working Group recommends that the council performance measures falling under the remit of the Allotments Committee are:</p> <ul style="list-style-type: none"> • Residents waiting for an allotment • Cost per allotment • Performance Matrix
FUTURE ITEMS	
AC 334/02/25	<p>The following items were requested to be considered at the next Allotment committee meeting:</p> <ul style="list-style-type: none"> • Waiting list procedure to Allotment Allocation Policy • Grass cutting
NEXT MEETING	
AC 335/02/25	Members noted the date of the next meeting: Wednesday 16 April 2025 to be held at The Lights, Andover, at 6.30pm.
EXCLUSION OF PRESS & PUBLIC	
AC 336/02/25	It was proposed by Councillor J Hughes and seconded by Councillor K Hughes 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 and 15 to comply with GDPR.
CONFIDENTIAL	
AC 337/02/25	It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that the application be refused as does not comply with Rules and Regulations.
AC 338/02/25	A confidential report was received and discussed. A solution was suggested and resolved.
MEETING CLOSURE	
AC 339/02/25	The Chairman closed the meeting at 7.50pm