



**Time and date**

6.30pm on Wednesday 16 April 2025

**Place**

The Lights, Andover

<b>Councillors Present:</b>		Arrival time noted if after meeting start						
Cllr K Hughes (Chairman)	✓		Cllr E Reynolds (Vice Chairman)	✓		Cllr T Burley	✓	
Cllr J Cockaday	✓		Cllr L Gregori	X		Cllr J Hughes	✓	6.35pm
Cllr R Hughes	X		Cllr R Kidd	X				

<b>Site Wardens Present:</b>		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					

<b>Officers Present:</b>	Tor Warburton (Acting Town Clerk), Jo Whiteman (Allotment Officer)
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<b>Members of the Public:</b>	7
<b>Members of the Press:</b>	0

<b>PUBLIC SESSION (<i>The discussion below is a short summary and is not recorded word for word.</i>)</b>	
<b>AC 340/04/25</b>	A member of the Public raised an issue of non-numbered plots on Barlows Lane allotment site and the resulting non-compliance of the rules and regulations. The acting Town Clerk advised that letters would be sent to the relevant plot holders. A simple solution was suggested that people could use the supplied brick on each plot and paint the number on it. (Councillor J Hughes arrived at 6.35pm)
<b>AC 341/04/25</b>	The Barlows Lane warden gave thanks to Councillor E Reynolds for relocating the noticeboard on site. Thanks were also given to the Committee for the supply of tablets, which have made plot inspections and general warden's work easier.
<b>AC 342/04/25</b>	A question was raised regarding the number of disabled parking bays available on Allotment sites. It was commented that setting parking bays aside that are not in regular use, could potentially incur issues.
<b>AC 343/04/25</b>	<b>Surgery closed at 6.41pm</b>
<b>APOLOGIES</b>	
<b>AC 344/04/25</b>	Apologies were received from Councillors L Gregori, R Hughes and R Kidd.

Signed as a true and accurate record of the meeting.

Mayor/Chairman:

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<b>INTERESTS</b>	
<b>AC 345/04/25</b>	Non-pecuniary declarations were received from: 1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.
<b>MINUTES</b>	
<b>AC 346/04/25</b>	It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b> , that the Minutes of the Allotment Committee meeting held on 5 February 2025, be signed by the Chairman as a correct record.
<b>MAINTENANCE STRATEGY AND PLAN</b>	
<b>AC 347/04/25</b>	Members noted the updated <a href="#">Maintenance Strategy</a> .
<b>AC 348/04/25</b>	Members noted the <a href="#">Maintenance Strategy progress</a> report.
<b>OLD WINTON ROAD FENCE QUOTES</b>	
<b>AC 349/04/25</b>	Members received and considered a <a href="#">quote</a> for replacing the fence at the Old Winton Road Allotment site.
<b>AC 350/04/25</b>	It was proposed by Councillor T Burley and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that quote 1 be accepted and recommended to Full Council for approval, as follows: <ul style="list-style-type: none"> <li>• Take down and remove the old fencing and vegetation from the old fence line from site allowing for a fence line to be installed - £11,165.00.</li> <li>• To supply and install approx. 446m of 1930mm high Green coated 358 Mesh panels, 2no single gates and 1no 4m wide pair of gates - £48,835.00.</li> <li>• Combined cost £60,000.00 + VAT.</li> </ul>
<b>OX DROVE GRASS CUTTING</b>	
<b>AC 351/04/25</b>	Members considered the costs and work schedule for <a href="#">grass cutting</a> at Ox Drove allotments.
<b>AC 352/04/25</b>	It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and <b>RESOLVED: Unanimously</b> , that the costs and work schedule for grass cutting at Ox Drove allotment site be approved.
<b>BARLOWS LANE MAINTENANCE</b>	
<b>AC 353/04/25</b>	Members noted the break in the <a href="#">Barlows Lane boundary fence</a> . It was proposed by Councillor K Hughes and seconded by Councillor T Burley and <b>RESOLVED: Unanimously</b> , that Officers be instructed to obtain quotes for replacement fencing, to be brought to a future committee meeting.
<b>AC 354/04/25</b>	It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that the quote for Barlows Lane main track be approved and Officers be instructed to proceed with the purchase of Road Planings.
<b>AC 355/04/25</b>	It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and <b>RESOLVED: Unanimously</b> , that the quote for a contractor to deliver and distribute the Road Planings for the Barlows Lane main track, be approved.
<b>ALLOTMENT OFFICER'S REPORT</b>	
<b>AC 356/04/25</b>	Members received and reviewed the Allotment Officer's <a href="#">report</a> .
<b>AC 357/04/25</b>	Recognition was given to the Allotment Officer for her hard work with plot allocations, which had resulted in only 3 vacant plots across all allotment sites.
<b>AC 358/04/25</b>	It was proposed by Councillor K Hughes and seconded by Councillor T Burley and <b>RESOLVED: Unanimously</b> , that Officers be instructed to obtain quotes, for stone to be

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	laid over the chalk track at Ox Drove allotment site to prevent slippage, to be brought to a future committee meeting.
<b>ICKNIELD SCHOOL AND PORTWAY INFANTS REQUEST</b>	
<b>AC 359/04/25</b>	Members reviewed an <a href="#">allotment request</a> . Councillor E Reynolds spoke to the report.
<b>AC 360/04/25</b>	It was proposed by Councillor K Hughes and seconded by Councillor T Burley and <b>RESOLVED: Unanimously</b> , that Officers be instructed to add Portway Infant School as a joint tenant, on the same terms as Icknield School, for educational purposes.
<b>PICKET TWENTY ALLOTMENT SITE</b>	
<b>AC 361/04/25</b>	Members noted that Officers were in the final stage of agreeing and signing the contracts for the transfer of the Picket Twenty Allotment site. Once the allotments had been transferred, a handover ceremony would be organised.
<b>AC 362/04/25</b>	Members discussed ways to show allotments with prospective tenants in the absence of a warden for that site. Officers recommended an allotment 'open day' where waitlisted tenants could attend and sign up for a plot. This would need to be on a weekend and a Councillor volunteer would be required to show the plots. Councillors J Hughes, K Hughes and E Reynolds volunteered to help and the logistics of the event would be discussed in due course.
<b>FUTURE ITEMS</b>	
<b>AC 363/04/25</b>	There were no future items requested to be added to the next agenda.
<b>NEXT MEETING</b>	
<b>AC 364/04/25</b>	Members noted the date of the next meeting on <b>Wednesday 16 July 2025 to</b> be held at the <b>Upper Guildhall, Andover, at 6.30pm.</b>
<b>MEETING CLOSURE</b>	
<b>AC 365/04/25</b>	The Chairman closed the meeting at <b>7.42pm.</b>

Signed as a true and accurate record of the meeting.

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