

# ANDOVER TOWN COUNCIL

## Allotments Committee Agenda

Thursday 2 December 2021



To the Members of the Allotments Committee:

Cllr K Hughes (Chairman), Cllr N Long (Vice Chairman), Cllr D Coole, Cllr L Gregori, Cllr R Hughes, Cllr B Long and Cllr S Waue.

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held at **The Lights, Andover on Thursday 2 December 2021 at 6.30pm**, when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter

26 November 2021



# ANDOVER TOWN COUNCIL

## Allotments Committee Agenda

Thursday 2 December 2021

**MEMBERS OF THE PUBLIC ARE WELCOME TO ALL MEETINGS:** In line with Andover Town Council's "Recording at Meetings" Policy, Members and the public are requested to note that this meeting will be recorded by the Council, and may also be subject to the recording by members of the public.

### 6.30pm SURGERY TIME FOR ALLOTMENT HOLDERS

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

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## Item 1: Apologies for Absence

To **receive** and **accept** apologies for absence.

## Item 2: Declarations of Interest

To **receive** and **note** any declarations of interest relevant to the agenda.

## Item 3: Minutes

To **agree** the Minutes of the Allotments Committee meeting held on Thursday 4 November 2021 – attached at **Appendix A (Page 6)**

## Item 4: Public Participation

There is an opportunity for members of the public to make statements or ask questions on items on the agenda or on other items relevant to the Town to which an answer may be given in the meeting and recorded in the minutes or, if necessary, a written reply will follow or the questioner will be informed of the appropriate contact details. Each person is limited to 3 minutes and the total amount of time set aside will be 15 minutes.

## Item 5: Update on Ox Drove Allotments

To **note** that Ox Drove Allotments are ready to allocate, awaiting confirmation of member volunteer to show potential Allotment Holder plots.

## Item 6: Update on Picket Twenty Allotments

To **note** there are no further updates. Handover is due to complete in or around the end of February 2022

## Item 7: Update on Augusta Park Allotments

To **note** that Officers and members attended the site on the 16 November. The site has now been cleared. It was confirmed that the access path down the middle of the plot will be 2 meters wide. Another meeting scheduled to see the plots marked out.

## Item 8: Update on Allotment plot uptake

To **receive** an update report on the allocation of Allotment Plots and the waiting lists – report attached at **Appendix B (Page 16)**

## Item 9: Update on Wardens meeting

To **note** that members were sent the proposed Wardens Terms of Reference that was drawn up at the last Warden meeting. Members to discuss and amend or approve. Attached at **Appendix C (Page 19)**

## Item 10: Rules and Regulations (Poly Tunnels)

To **consider** the Rules and Regulations regarding polytunnels – suggested wording attached at **Appendix D (Page 23)**

## Item 11: Allotment price increase 2023

Members to **consider** increasing allotment rental for the invoice year 2023, which would be included in the budget for 2023-2024.

Members are reminded that legally the Town Council is required to give 1 years notice of price increases from annual invoice date.

## Item 12: Padlocks for each site with separate keys

Members requested that officers investigate the cost of replacing the combination locks on all Allotment sites with a padlock and key system. Andover Town Council will have 10 sites by the end of 2022 and approximately 600 allotment holders.

The average costs were as follows

10 sites at £65 inc VAT per padlock = £650

600 keys at £5 per key = £3000

600 spare keys at £5 per key in case of loss = £3000

Initial outlay = £6650

Members to note that if spare keys 'run out' a new padlock will be needed and all keys for that site will need to be replaced at further cost.

Costs for supplying, replacing and welding combination locks and maintenance of said locks 2020-2021 (to date) for all sites was £815

## Item 13: Allotment Officers Report

To **receive** the Allotment Officer's report – attached at **Appendix E (Page 25)**

## Item 14: Committee Work Programme

To **receive** the Committee Work Programme and to make additions or amendments as necessary – attached at **Appendix F (Page 26)**

## Item 15: Date of Next Meeting

Members are requested to **note** the date of the next meeting is **Thursday 3 February 2022** at 6.30pm to be held **at The Lights, Andover.**

## Item 16: Exclusion of the Press and Public

To **PASS** a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Items 17 & 18 due to the confidential nature of the Items regarding contractual information and Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

## CONFIDENTIAL ITEMS

## Item 17: Contractors

To **receive** an update on instructions issued by Committee.

## Item 18: Staffing matters

To **receive** a verbal update on Staffing matters.

The Chairman of the Committee will close the meeting.

# Appendix A: Minutes of the last meeting

# A

## Minutes of Allotments Committee **Surgery**

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### **Time and date**

6.30pm on Thursday 4 November 2021

### **Place**

The Lights, Andover

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Cllr K Hughes (Chairman) (A)	Cllr N Long (Vice Chairman) (P)	Cllr D Coole (P)
Cllr L Gregori (P)	Cllr R Hughes (P)	Cllr B Long (P)
Cllr S Waue (P)		

### **Officers Present:**

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (Taking the notes)

Jo Whiteman (Allotment Officer)

**Other Councillors:** Unknown

### **Allotment Wardens Present:**

Mr G Black – Vigo Road

Mr T Beavis – Churchill Way

Mr D Bolland – Admirals Way

Mr M Cantillon – The Drove

Mr Ted Reynolds – The Drove

Mr Tim Stockwell – Old Winton Road

**Members of the Public:** Unknown

### **Allotment Holders Surgery**

In the absence of the Chairman, Councillor K Hughes, the Vice Chairman, Councillor N Long, opened the surgery at 6.30pm and welcomed all attendees.

***The notes below are a precis of statements/questions. They are not recorded word for word.***

#### **Warden 1:**

We've got a new combination lock on our gate and to be honest they only last about 6 or 7 months. In the old days we used to have padlocks with a key. They were brilliant. I've recently been called to let people out due to codes being forgotten. If they had a key, it would save a lot of work. The weather seems to affect them too when it rains.

#### **Vice chairman:**

People from across all the site are telling me these locks are having problems. Almost £2,000 a year has been paid out in locks.

#### **Admirals Way Warden:**

We've still got a problem with our fence. We are getting deer coming in. Needs to be sorted. Rubbish piling up behind the portaloo has not been moved. Plot 4 has a lot of plastic sitting there, not moved. Contractor not good at cutting trees back along the fencing.

#### **Vice Chairman:**

This is the site where photos have been taken. Your fence will be discussed at item 15 on the agenda.

#### **Councillor B Long:**

Has the contractor been to do the trees?

#### **Admirals Way Warden:**

He has but not what I call good enough.

#### **The Drove Tenant 1:**

I've had my allotment plot for 3 years now, but enough is enough with all the mess on there now. So these pictures I took yesterday of the plot next to mine.

#### **Vice Chairman:**

Can you email these to the Allotment Officer?

#### **The Drove Tenant 1:**

Yes. Even to get from the car park to my plot now, I've got to go through that mess.

**The Drove Warden:**

This is a matter we've brought up on a number of occasions because we have a number of plots that are not being cultivated and not being cared for. We do sympathise with the tenant because the only access to her plot is through 18 inches of grass.

Going on from that there is the matter of vacated plots covered in rubbish and glass. Did you want to discuss that or leave it to the warden's meeting?

**Vice Chairman:**

If you could give us a list and copy me into the email so I've got a list too, I would appreciate that. Or I could come and visit you.

**The Drove Warden:**

I think a visit would be worthwhile.

The biggest problem is that tenants are saying this stuff was there when I took the plot over, therefore I'm entitled to leave it there when I go. Unless we take photographs of every single allotment and allocation, which is probably not a bad idea and a photo afterwards, I know it's a lot of work especially for the ladies in the office, but it's a way forward. We have got to come up with a sensible solution.

**Vice Chairman:**

I'll be in contact with you.

**Vigo Road Warden:**

Would like to thank Allotment Officer Jo, for her role in dealing with the nasty water problem we had.

**Allotment Tenant:**

We have a fire hydrant inside the fence, that the water board was supposed to have moved quite a while ago.

**Vice Chairman:**

Yes, it sits about 3 foot inside the fence, so if the fire brigade needs it, they would need to cut the gates down and fences to gain access to it. So that needs sorting as soon as possible.

The Chairman closed the surgery at 6.16pm.





# ANDOVER TOWN COUNCIL

## Minutes of Allotments Committee

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### Time and date

6.17pm on Thursday 4 November 2021

### Place

The Lights, Andover

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Cllr K Hughes (Chairman) (A)

Cllr L Gregori (P)

Cllr S Waue (P)

Cllr N Long (Vice Chairman) (P)

Cllr R Hughes (P)

Cllr D Coole (P)

Cllr B Long (P)

### Officers Present:

Wendy Coulter (Town Clerk)

Tor Warburton (Deputy Clerk) (Taking the Notes)

Jo Whiteman (Allotment Officer)

**Other Councillors:** Unknown

### Allotment Wardens Present:

Mr G Black – Vigo Road

Mr T Beavis – Churchill Way

Mr D Bolland – Admirals Way

Mr M Cantillon – The Drove

Mr Ted Reynolds – The Drove

**Members of the Public:** Unknown

**Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.**

**AC 023/11/21 CONFIRMATION OF CHAIRMAN OF THE MEETING**

It was proposed by Councillor B Long and seconded by Councillor R Hughes that Councillor N Long be elected as Chairman for the Allotment Committee meeting on 4 November 2021.

A vote was taken which was unanimous.

**RESOLVED: That Councillor N Long be elected as Chairman of the Allotment Committee meeting on 4 November 2021.**

**AC 024/11/21 APOLOGIES FOR ABSENCE**

Apologies were received and accepted for Councillor K Hughes.

**AC 025/11/21 DECLARATIONS OF INTEREST**

Councillor N Long declared his Membership to the Drove Association.

**AC 026/11/21 MINUTES**

It was proposed by Councillor S Waue and seconded by Councillor R Hughes that the Minutes of the Allotment Committee Meeting held on Thursday 9 September 2021 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

**RESOLVED: That the Minutes of the Allotment Committee Meeting held on Thursday 9 September 2021 be signed by the Chairman as a correct record.**

**AC 027/11/21 PUBLIC PARTICIPATION**

*The notes below are a precis of statements/questions. They are not recorded word for word.*

**Member of Public 1:**

Under The Drove in the accounts, I've noticed a rather substantial amount spent this year on water charges. We've had problems in the past where we've been overcharged, then we've had zero charge for a couple of months, couple of years, now it looks as if we have a hefty water bill due to come next year. Is this an accurate bill that we are aware of?

**Vice Chairman's response:**

It comes from a water metre, so it should be correct. The sensible thing to do is get it re-read.

**Member of Public 1:**

We have attempted to read the metre ourselves, however you can't see the dials. It's impossible to read.

The other thing on the accounts is under services, each site has the same amount against them of £833.00 except The Drove which has £865.41. Is there something peculiar about The Drove?

**Vice Chairman's response:**

Can you remind me what those services are for?

**Town Clerk:**

The services are for the toilets.

**Councillor B Long:**

I have a question on behalf of a member of the Public regarding waiting lists. He has been told he is on the waiting lists. He has put his name on the waiting lists against Vigo Road, Old Winton Road and Admirals Way, but he's been told to reapply in 6 months' time. If his name is already on the waiting list, why should he have to reapply?

**Deputy Clerk response:**

Please could you find out when, how and by whom he was told that information and we will follow that up.

**Councillor B Long:**

Knowing that there are some vacant plots on those 3 sites he has requested, where are we on contacting people on the waiting lists to fill them?

**Deputy Clerk:**

The lists are sent out every week.

**AC 028/11/21 UPDATE ON OX DROVE ALLOTMENTS**

Members received a verbal update and noted that an email had been received from the developer confirming that everything had now been completed. Officers have checked this. The site had been strimmed. The skips will be removed. The numbered plates for the plots would be going in the next day. Allocation of plots had also begun.

**AC 029/11/21 UPDATE ON PICKET TWENTY ALLOTMENTS**

Members received a verbal update and noted that Officers and Councillors had made a second visit to the site. All requests made which included the hardstanding for the sheds, fencing, movement of pipes and the provision of parking spaces, had been actioned. The only outstanding item was a noticeboard, which was due to be completed

soon. It was hoped that a handover would be scheduled for February 2022. The Vice chairman gave his thanks to the Officers for their hard work.

**AC 030/11/21 UPDATE ON AUGUSTA PARK ALLOTMENTS**

Members noted that a site visit had been made. A further visit will be required to clarify the plot size and to confirm what state the allotment site would be delivered in prior to arranging a handover date.

**AC 031/11/21 UPDATE ON ALLOTMENT PLOT UPTAKE**

Members noted the update report on the allocation of Allotment Plots and the waiting lists. It was questioned as to how many plots would become available due to non-payment of tenancy fees and how many tenants would be evicted because of the state of their plots. Members were advised that 15 letters had been issued for payment reminders and eviction notices would follow to those tenants that do not pay their tenancy fees. It was also mentioned that consideration could be given to unsuitable plots for above ground cultivation purposes and therefore more plots could be allocated this way.

It was requested that it be investigated by Officers, how many tenants that had left their plots uncultivated since Covid, had paid this year's tenancy fees, by cross checking with the Warden's report. Any such tenants would need to be moved on in accordance with the Rules and Regulations which state the plots must be cultivated. This would significantly reduce the waiting lists further.

**AC 032/11/21 UPDATE ON WARDENS' MEETINGS**

Members noted that a Warden's meeting was held on 11 September 2021.

There were some concerns that not all wardens were being sent the details of the warden meetings or the agenda. Questions were raised regarding what the Allotment Officers actually do in relation to the what the wardens do. It was also suggested that Allotment Officers should visit the plots three times a year to oversee what was happening on them.

Items discussed in the meeting also included the Wardens Terms of Reference with suggestions for an updated Terms of Reference, plot inspections and reporting back. It was requested that the suggested Warden Terms of Reference was sent to all Committee Members for consideration at the next Allotment meeting.

**AC 033/11/21 RULES AND REGULATIONS (POLY TUNNELS)**

Members considered the Rules and Regulations specifically regarding the use of poly tunnels on allotment plots. It was felt that more emphasis was required in the rules relating to the securing of a poly tunnel into the ground. Inspections to be carried out to ensure the security of a poly tunnel. In addition to this, clarification of liability and what is and is not covered under the insurance, to be included. It was further suggested that the tenant would be liable for any damage caused by a poly tunnel from their plot.

Careful consideration would need to be given to the wording when signing off a secured poly tunnel by an Allotment Officer, in order not to absolve the tenant of any liability for any damage caused by it.

#### **AC 034/11/21 ALLOTMENT BUDGET 2022/2023**

Members noted the Allotment Budget 2022/2023 report.

The Vice Chairman made the following recommendations:

That the Town Council reviewed the site fees once every 3 years. The Town Council has only made one review of its fees in the 7 years of running the allotments and it was felt the Town Council was not up to date in comparison with other town and parish councils.

Rents being paid with a 50% reduction, by tenants since the allotments were run by Test Valley Borough Council (TVBC), be reviewed.

The toilets be removed from all sites, However, if tenants on a particular site wished to keep them, then the costs of the toilet facility should be included in their allotment tenancy fees.

To reduce the grass cutting to once a month, which would save £2,500.00 a year.

Pest Control visits be reduced from monthly to only when a warden required their services.

Members were reminded that any increase in allotment fess would require a year's notice to all tenants.

A suggestion was made that toilet facilities were not provided on any new allotment sites with less than 20 plots, due to not being cost effective.

It was suggested that new contractors' agreements included the submission of reports on a monthly basis.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that any allotment tenancy fee discounts be removed.

Councillor D Coole proposed an amendment that people who struggle financially were not taken into account when removing discounted fees. There was no seconder.

A vote was taken:

FOR – 5, AGAINST – 1, ABSTENTIONS – 0

**RESOLVED: That any allotment tenancy fee discounts be removed.**

It was proposed by Councillor L Gregori and seconded by Councillor N Long that no toilet facilities will be provided on any new allotment sites.

A vote was taken which was unanimous.

**RESOLVED: That no toilet facilities will be provided on any new allotment sites.**

Officers were instructed to obtain quotes for Pest Controller call out charges on an ad hoc basis.

It was proposed by Councillor B Long and seconded by Councillor N Long that grass cutting on the allotment sites be reduced to once a month, subject to a review of reports.

A vote was taken which was unanimous.

**RESOLVED: That grass cutting on the allotment sites be reduced to once a month, subject to a review of reports.**

It was proposed by Councillor D Coole that the toilet costs be removed as a standard charge from existing sites and those sites choosing to have toilets are charged separately. There was no seconder.

Some Members felt that it would be better to review the results from the survey before the decision to remove toilet costs as a standard charge, was made.

It was requested that Allotment price increase was added to the next Allotment Committee meeting agenda for discussion.

**AC 035/11/21 APPROVAL OF MAINTENANCE WORKS**

This item was removed from the agenda.

**AC 036/11/21 BEE KEEPING**

Members were informed that it had been noted some bee keepers were not conforming with the bee keeping policy as agreed in the Allotment Committee meeting on 9 September 2021. Officers confirmed that the new bee keeping policy had been sent out, however, to date no responses had been received. Therefore, this matter would be investigated with letters being issued to the relevant tenants. Those tenants who do not comply, would lose their allotment plot.

**AC 037/11/21 FENCING REPAIRS AND REPLACEMENT**

Members noted an update report on fencing repairs to Old Winton Road, Churchill Way and Admiral Way allotment sites.

It was commented that repairs did not seem to be made quickly enough. However, it was pointed out by some Members that sourcing contractors and obtaining quotes from them can be difficult and it would take time.

It was mentioned that the warden at Vigo Road Allotment site, had previously emailed Officers in June 2021, regarding the removal of a large section of fencing. Officers confirmed that a contractor did visit the site, however, the section of removed fencing could not be located.

**AC 038/11/21 CONTRACTORS**

Members considered the creation of a section on the front page of the Andover Town Council website, to publicise works needed and to invite quotes.

**AC 039/11/21 ALLOTMENT OFFICERS REPORT**

Members noted the Officers' report.

**AC 040/11/21 COMMITTEE WORK PROGRAMME**

The following items were requested to be added to the Committee Work Programme:

- Allocation of plots to non-Andover residents
- Net costs for padlocks for the new Allotment sites gates
- Front page section of the Andover Town Council Website, to publicise works needed and to invite quotes

**AC 041/11/21 DATE OF THE NEXT MEETING**

Members noted that the next Allotment Committee meeting would take place on **Thursday 2 December 2021, at The Lights, Andover, starting at 6.30pm.**

The Chairman closed the meeting at **8.52pm.**

Chairman

Date

## **Purpose of the Report**

- To update the Allotment Committee on the number of plots occupied and vacant on allotment sites

## **Allotment Site Allocations**

### **ADMIRALS WAY**

- Total number of plots: 29
- Capacity: 1
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List: 12 (Name of potential plot holder given to Warden)

### **BARLOWS LANE**

- Total number of plots: 102
- Capacity: 8 Vacant
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List: 35 (Names of potential plot holders given to Warden)

### **CHURCHILL WAY**

- Total number of plots: 45
- Capacity: 2 Vacant
- Unsuitable Plots: 0
- Waiting List: 5 (Names of potential plot holders given to Warden)

### **OLD WINTON ROAD**

- Total number of plots: 82
- Capacity: 1 vacant
- Unsuitable Plots: 0
- Waiting List: 10 (Names of potential plot holders given to Warden)

### **MYLEN ROAD**

- Total number of plots: 26



- Capacity: FULL
- Unsuitable Plots: 0
- Waiting List: 7

### **THE DROVE**

- Total number of plots: 127
- Capacity: 6 Vacant
- Unsuitable Plots: 0
- Waiting List: 29 (Names of potential plot holders given to Warden)

### **VIGO ROAD**

- Total number of plots: 106
- Capacity: 4 Vacant
- Unsuitable Plots: 4. Reason 2 are used as carparking spaces and are covered in concrete – very small areas which would not work to grow on. 1 has contaminated ground and the produce would not be fit for human consumption. 1 is hopefully going to be reinstated in the winter once the weeds have died and the soil has rejuvenated.
- Waiting list: 33 (Potential tenants have been contacted to arrange viewing)

### **PICKET PIECE – NOT YET OPEN**

- Number of plots available: 11 including 2 disabled friendly
- Capacity: 11 (Please note these have already been allocated on the allotment officers records, to the first 10 people that first registered with ATC Allotments and the Allotment officers. 1 Disabled plot will be left free for the time being, due to steepness of site)
- Unsuitable plots: 0
- Waiting list: 28
- Site has now been tidied and strimmed. Waiting for one skip to go (at the time of writing report on 18<sup>th</sup> November)
- Allotment Officer has already contacted the initial tenants on the waiting list to confirm they are still interested – waiting on Cllr N Long to confirm (following previous meeting) that he will show tenants around. Email sent 09/11/21.

### **PICKET TWENTY AREA SITE REQUESTS RECEIVED**

- 9 – on waiting list for this site

### **AUGUSTA PARK AREA SITE REQUESTS RECEIVED**

- 14 – requests received and logged on a waiting list for potential site.

### **NEW TENANCY AGREEMENTS UPDATE**

- 14 – paperwork completed for new tenants across all sites as of 18<sup>th</sup> November 2021.

### **General updates**

- 8 Eviction Notices were sent out across all sites following non payment.
- 6 non-cultivation letters sent out – more to follow.
- All waiting lists are up to date as date of writing report 18<sup>th</sup> November 2021.

**Please note** - Whilst we have an active waiting list, we are not allowing any tenants second plots in accordance with our procedures and guidance from the Town Clerk.

### **Recommendations**

- **To note report.**

Note: The person to contact about this report is Jo Whiteman

Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG Tel: 01264 335592

Email: [allotmentofficer2@andovertc.co.uk](mailto:allotmentofficer2@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

# Andover Town Council

## ALLOTMENT WARDENS MEETING

To be held at 19:00hrs on Monday 11 October 2021 at

The British Legion Club  
Osborne Road, Andover

### AGENDA & Notes of Meeting – received from Mike Cantilon (The Drove Association)

1. **Apologies**

To receive and accept apologies for absence.  
Mylen Road Warden was not present.

2. **Introductions & Purpose of Meeting**

To introduce Wardens and explain the purpose of the Meeting.  
Wardens introduced themselves.

3. **Wardens Terms of Reference**

To review the current Terms of Reference and make suggestions to Andover Town Council Officers for review at the next Allotment Committee.

The Terms of Reference were out of date and a suggested updated version was presented to the Wardens and debated. The resultant document is attached. Also attached is the Terms of Reference for The Drove Corporate Warden that was originally agreed with the Town Clerk. The only update to that was a change in the frequency of inspections to monthly. During the discussions, it became obvious how out of touch some Wardens were with discussions at Allotment Committee Meetings; there also appeared to be a reluctance by some to spend, maybe, just an occasional hour attending Warden and/or Committee Meetings.

4. **Plot Inspections**

A To review the plot inspection process and set up a procedure to be recommended to Andover Town Council Officers and reviewed at the next Allotments Committee.

There was a reluctance by some Wardens to acknowledge the benefit of monthly plot inspections by Wardens, particularly during the growing season when the state of uncultivated plots can very quickly deteriorate and lead to complaints. The Terms of Reference reflect this.

B To suggest a schedule for Plot Inspections.

The suggestion would have been for Wardens to submit plot inspection reports spread evenly over a month so that it levelled out the work load on the Allotment Officers in dealing with the Wardens' reports but in light of varying response to uniform regular plot inspections, this was not discussed.

C To consider a format for Plot Inspection Reports.

There was no agreement on this as some Wardens preferred to "do their own thing"! The benefit of a spreadsheet as used by The Drove, was however acknowledged. Some Wardens suggested that the Council should produce a template for plot inspections.

## 5. Role of Andover Town Council

To review the assistance needed by Andover Town Council in carrying out the position of Warden on their behalf. To report back to Officers and the Allotment Committee.

There was general agreement that when plot inspections were submitted, Wardens needed regular feedback on when letters were sent out to the tenants. The Rules and Regulations already covered non-cultivation and non-payment of rent; the Wardens requested that these rules are applied to avoid some of the problems caused. It was acknowledged that some tenants may "falsely" claim to be long term sick.

## 6. Rules and Regulations

To review the Andover Town Council Rules and Regulations and discuss how Wardens can help adherence to them.

It was considered that the timescales for cultivation by new tenants was generous and that shorter timescales should be considered. All new tenants should also be made aware that regular plot inspections will occur. (Current tenants may also need reminding!)

## 7. Insurance

To clarify that Wardens are covered by Andover Town Council Employee Liability Insurance whilst undertaking Warden Duties.

The Town Council to confirm and advise Wardens whether they are covered by any insurance whilst undertaking Warden duties.

## 8. Contact details of Wardens

To agree on sharing contact details that unless agreed to will not be divulged to any third party.

All Wardens, except one, provided an email address for receipt of the revised Terms of Reference and for sharing between the Wardens. Phone numbers were also provided. KH to enquire about setting up Town Council email addresses for Wardens so that they need not use their personal email. (Not required for The Drove as it already uses an impersonal email address.)

## 9. Date of Next Meeting

To note that the next Allotment Committee meetings are 4 November 2021 and 2 December 2021 and to decide on the date of the next Wardens meetings in line with this.

No date was agreed.



## Terms of Reference for Allotment Wardens

### The Drove Allotment Association

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#### **As a Corporate Warden of an Andover Town Council Allotment Site, you will be required to carry out the following:**

1. Assist tenants with any problems and only refer them to the Town Council if an answer is not known
2. Submit a report every month on the status of the allotment site, to include:
  - 2.1 uncultivated plots
  - 2.2 encroachments onto paths by allotment holders
  - 2.3 disputes with neighbouring plots and/or properties eg. overhanging trees
  - 2.4 potential breaches of Tenancy Agreements or the Allotment Rules & Regulations
3. To report to the Town Council any maintenance problems such as faulty toilets within 24 hours of being aware of the problem
4. Send a representative to attend Wardens' and/or Committee meetings on at least 3 occasions per year.
5. Keep notice boards up to date with information distributed by the Allotments Administrator
6. To show new tenants around the site and report back to Council who will issue necessary paperwork
7. Carry out plot inspections on termination of tenancy and submit photograph if possible

The Drove Allotment Association will be paid an honorarium of £50 per annum for assisting the Town Council in the Warden duties at The Drove Allotment site.

If you cannot carry out the above requirements, please contact the Town Council as soon as possible so that alternative arrangements may be made.

November 2021

# ANDOVER TOWN COUNCIL

## Terms of Reference for Allotment Wardens

**As a Warden of an Andover Town Council Allotment Site, you will be required to carry out the following:**

1. Assist tenants with any problems and only if an answer is not known, refer them to the Town Council.
2. Submit a site inspection report monthly, if possible, otherwise at least quarterly, in a format agreed with the Town Council, to include:
  - 2.1. uncultivated plots,
  - 2.2. encroachment onto paths by plot holders,
  - 2.3. disputes with neighbouring plots and/or near-by properties, eg overhanging tree branches,
  - 2.4. potential breaches of Tenancy Agreement or the Allotment Rules.
3. To report to the Town Council any maintenance problems such as leaking taps or faulty toilets as soon as possible.
4. Attend Wardens' and/or Committee meetings on at least 3 occasions per year.
5. Keep noticeboards up to date with current information distributed by the Allotments Officer.
6. Collect details and photos of events that could be included into the newsletter (as and when).
7. To show all new tenants around the site to view vacant plots and report back to the Council that will issue necessary paperwork. If unable to "meet & greet", a plot holder could be nominated to carry out this task.
8. Carry out plot inspections on termination of Tenancy and submit photograph of plot if possible.
9. Warden details to be published on the noticeboard ie name, plot number and contact details.
10. As a Warden you will be paid an honorarium of £50 per annum and you will be allowed one plot free of rent, which you will be expected to maintain in a well cultivated condition.
11. If you cannot or fail to carry out the above requirements you will be asked to step down as Warden for your allotment site and you will be required to pay the rent for your allotment plot.

# Appendix D: Rules and Regulations – Poly Tunnels

(Suggested Wording)

# D

## Purpose of the Report

- To suggest wording to update the Rules and Regulations on Polytunnels and to make clearer the Tenants responsibility to obtain insurance.

## Proposed 'DRAFT' wording

The Allotment Committee tasked Officers with suggesting wording to update the Rules and Regulations regarding Polytunnels and Tenants responsibility to obtain personal insurance:

	3.6	Buildings
		<ul style="list-style-type: none"> <li>Not to put up any Buildings within the Allotment Plot except for storage or composting or for a purpose relevant to Allotment Plot Activities. All buildings will require prior written consent from the Council.</li> <li>Sheds and greenhouses should not have a floor area exceeding 4.5sq m. (8 x 6ft)</li> <li>The floor area of a Polytunnel should be the lessor of 32sq m, or one quarter of the area of a rented plot. (6 x 5 m). <b>The polytunnel support poles should be dug into the ground a minimum of 2 feet.</b></li> <li>No concrete bases are permitted under any circumstances.</li> <li>Buildings must be erected on the Allotment Plot and must be at least two feet from any fence, path or track.</li> <li>Any buildings put up on the allotment plot must be removed by the tenancy termination date.</li> <li>Chicken coops should not exceed a floor area of 1sqm and the chicken run must not exceed a floor area of 10sqm.</li> <li><b>In the event of exceptional weather conditions tenants are expected to make sure that any buildings on their plots are made secure and are not hazardous with a Strictly No Hazardous material (e.g. asbestos) may be used for the structure.</b></li> </ul>

		<ul style="list-style-type: none"> <li>• <b>If the Council is not satisfied with the condition of the structure, you shall either alter or repair it to the satisfaction of the Council or remove it within 1 month of instruction by the Council to do so. If the structure is not removed, the Council may remove it, and you will be charged for the removal.</b></li> <li>• <b>Any polytunnel that is erected requires consent from the Town Council before erection and an Officer will attend site once the polytunnel is in place to ensure it has been safely secured.</b></li> </ul>
	<b>3.14</b>	<b>Duty of Care</b>
		<ul style="list-style-type: none"> <li>• The Tenant has a duty of care to others, including visitors and trespassers even when not on site.</li> <li>• The Tenant shall take care when using strimmers, rotovators, grass cutting machines and the Council cannot be held responsible for any injury caused as a result of use of the equipment.</li> <li>• Tenants to ensure all tools are stored safely.</li> <li>• The Council accepts no responsibility for loss or damage to such items nor any resulting injury however caused.</li> <li>• Not to leave any hole uncovered or unprotected whether as a pond or during any cultivation or construction so as to constitute a hazard.</li> <li>• <b>The Tenant shall remain responsible and liable for any acts or omissions by the tenant or any person under the control of the tenant leading to a personal injury claim.</b></li> <li>• <b>Andover Town Council expects the Tenant to take out insurance to cover any loss, damage or injury to property, other tenants, members of the public that occurs on the Tenants plot or resulting from any action taken or not taken to secure belongings on their plot.</b></li> </ul>
<b>Recommendations</b>		
<ul style="list-style-type: none"> <li>• To receive and note the report</li> <li>• To agree 'next steps' and instruct Officers accordingly.</li> </ul>		

Note: The person to contact about this report is Tor Warburton, Deputy Clerk.

Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG Tel: 01264 335592

Email: [deputyclerk@andovertc.co.uk](mailto:deputyclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)



# Appendix E: Allotment Officers Report

# E

## DECEMBER 2021

### **Please note the following updates:**

- Allocation of new allotment plots – 14 new tenancy agreements have been completed since November 2021.
- Water is now switched off at all sites for the Winter months.
- Water regulations inspections have taken place.
- Plot inspections – The Wardens have assisted Officers by carrying out plot inspections. Cllr N Long has also assisted when wardens are unavailable.
- Incinerators/bonfires - tenants have been reminded of the change of timings for the Winter.
- All eviction notices have been sent out following non-payment.
- Six non cultivation letters have been sent out – more to follow.
- Existing tenants have been reminded of lock changes.
- Reminders have been sent to relevant tenants regarding shed repairs.
- Reminder sent out to tenants regarding security and locking of gates.
- Wardens are contacted on a regular basis and kept up to date with important issues.

The Officers are aware that Competitions need to resume and this will be done in the New Year.

The Wardens continue to support the Officers with site inspections, showing around potential tenants and urgent matters.

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

Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: [allotmentofficer2@andovertc.co.uk](mailto:allotmentofficer2@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

## Appendix F: Committee Work Programme

**F**

Date of Meeting	ITEM	Requested by	Purpose of Item
February 2022	Beekeepers adherence to new policy.		