

# ANDOVER TOWN COUNCIL

## Allotments Committee Agenda

Thursday 3 February 2022



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 3 February 2022 at 6.30pm**, when it is proposed to transact the following business:

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

Wendy R Coulter

28 January 2022



# ANDOVER TOWN COUNCIL

## Allotments Committee Agenda

Thursday 3 February 2022

**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 2 December 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 new Allotment Sites

To **note** that Ox Drove Allotments have been fully allocated.

To **note** that both Picket 20 and Saxon Heights sights are now being dealt with by respective legal teams and handover dates are due to be end of March 2022.

To **note** that a site visit for the Saxon Heights allotments is scheduled for 3 February 2022, and a verbal update will be received.

## Item 6: Allotment Rules & Regulations

To consider amendments to the current Rules and Regulations and to note that the amendment to the Polytunnel Rules has been included – Rules and Regulations attached at **Appendix B.**

## Item 7: Allotment Rental increase – Proposal Plan

To consider an outline proposal plan for the potential increase to allotment rental charges – attached at **Appendix C.**

To **agree** next steps for the report and to **agree** the necessity for an Extraordinary Allotment Meeting to approve plan and procedure due to time sensitivity.

## Item 8: Number of Non-Andover Residents as tenants

To note that the number of non-Andover residents that are currently tenants, as of 26 January 2022 are: 12.

## Item 9: Bee Keeping Policy – Tenants Responses

To note that current there are 3 Bee Keepers across the allotment sites. 2 have responded to Allotment Officers with photographic evidence to show compliance. 1 has not responded.

## Item 10: Pest Controller

To note that the Pest Controller has been requested to send detailed reports and is now ensuring that the schedules on the notice boards are kept up to date.

## Item 11: Best Kept Allotment Competition

To note that Allotment Officers are making arrangements for the Best Kept Allotment Competition to take place in July 2022. Further details will be reported to a future Allotment Committee meeting.

## Item 12: Update on Allotment Plot Uptake

To note a report on current Allotment Plot uptake across all sites – report attached at **Appendix D**.

## Item 13: Allotment Officers Report

To **receive** the Allotment Officer's report – attached at **Appendix E**.

## Item 14: Committee Work Programme

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

## Item 15: Date of Next Meeting

Members are requested to **note** the date of the next meeting is **Thursday 7 April 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 Item 17 and 18 due to the contractual confidential nature and general data protection regulations regarding tenants personal information contained in the Items.

## CONFIDENTIAL ITEMS

### Item 17: Contractors

To **receive** an update on Grounds Maintenance Works across all allotment sites. Report sent under separate cover for Members of the Town Council only.

### Item 18: Fencing around water features

To **discuss** Rules and Regulations regarding safety of water features on Allotment Sites in relation to specific allotment plots.

The Chairman of the Committee will close the meeting.

## Minutes of Allotments Committee Surgery

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### Time and date

6.30pm on Thursday 2 December 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)

### Allotment Wardens Present:

Mr G Black – Vigo Road

Mr D Bolland – Admirals Way

Mr Ted Reynolds – The Drove

Mr Tim Stockwell – Old Winton Road

Ms Marie Simmonds – Barlows Lane

**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.***

The Vice Chairman gave his apologies for not being able to carry out personal allotment site visits, due to personal circumstances.

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

We still have a lot of rubbish that needs removing. The shed by number 12 is falling apart and needs to be taken down.

### **The Vigo Road Warden:**

There are 4 spare allotments, possibility of 5 later. Non cultivated plots, there are 2 that need a letter. Rubbish still on plot 27B and it's been going on for the last 8 months. Also, there's the hole in the fence, near plots 47A and 47B.

### **The Drove Warden:**

Two points I'd like to raise.

At the last Town Council Committee meeting, it was more than apparent that the theme was the saving of money and how to recoup savings from past agreements. It was suggested that the tenancy agreement is looked at as not being updated for some time. This will incur costs which are not necessary under the current conditions, as the current ones are not being adhered to. It would be a considerate waste of money and time in updating them.

We have a shed, where the tenant has vacated the plot and has not the time to come and clear the rubbish. Yet, sympathy has reigned and he has been given more time. That's a quarter of the year gone and he has no intention of doing anything, so why haven't the rules been implemented.

My second point is the Warden's report is not mentioned in the Allotment Offices' report. Would it be of interest of how many reports have been received between meetings and what action is taken as a guide. Numbers of reports received during that period and what actions have been taken. i.e., non-cultivation, termination and tenancy agreement non-compliant. I feel the wardens are part of the Allotment structure and the reports should be acted upon.

### **Vice Chairman's Response:**

During this Committee meeting I will be asking that the Rules & Regulations go onto the Committee Work Programme, for it to be updated. Hopefully that will answer some of your questions at a later date.

### **Councillor L Gregori:**

A very good point has been raised about management information. One of the problems with allotments is that we don't seem to get a lot of management information. The issue of non-cultivated plots, it creates a problem for those people who are cultivating their plots. It also causes a problem for the Council as we have a waiting list for plots.

### **Vice Chairman's Response:**

Non cultivation will be under the terms and conditions of the tenancy agreements and we can update that at the time we review it.

### **The Old Winton Road Warden:**

I have two questions:

Has the Council considered having the toilets available for only part of the year, i.e., March to October?  
Have the Officers of the Town Council had training for the running of allotments?

The website for the Andover Town Council, is not very informative for plot holders or anybody wanting to take out a plot.

**Vice Chairman's Response:**

I recommend we look at Salisbury Council's website as its very informative.

**Vigo Road Tenant:**

If you're suggesting a newsletter, for growing tips etc why don't you ask the plot holders from various sites.

**Vice chairman's Response:**

Maybe we could add newsletter consideration at the end of the meeting as well.

**The Barlows Lane Warden:**

We used to have a newsletter with the previous Allotment officers. They were very good but realistically they were time consuming, as I know the Allotment Officers were very busy.

I would like to know what is happening with the contractor? Apparently, we are on the list down at Barlows Lane, to have some vacant plots that badly need attention, plots 23, 24, 72a, 83b. We also have plot 58 but the contractor couldn't find it. If he had my contact number, I could have told him exactly where it was. I think there is an issue with getting the contractors to visit the sites.

**Vice Chairman's Response:**

Now that we have those plot numbers, we can try to arrange for someone in the next few months to visit those plots and see what can happen. I'm happy to visit them myself also.

The Vice 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 2 December 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 Minutes)

### Allotment Wardens Present:

Mr G Black – Vigo Road  
Mr D Bolland – Admirals Way  
Mr Ted Reynolds – The Drove  
Mr Tim Stockwell – Old Winton Road  
Ms Marie Simmonds – Barlows Lane

**Members of the Public:** Unknown

### AC 042/12/21 APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor K Hughes.

### AC 043/12/21 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

### AC 044/12/21 MINUTES

It was proposed by Councillor L Gregori and seconded by Councillor S Waue that the

Minutes of the Allotment Committee Meeting held on Thursday 4 November 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 4 November 2021 be signed by the Chairman as a correct record.**

**AC 045/12/21 PUBLIC PARTICIPATION**

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

**Member of Public 1:**

I read a lot about how allotments and how they are only for around 500 residents, even some Councillors make this very negative remark. No wonder residents complain about money being spent with such an attitude coming out of the Andover Town Council. How about the Andover Town Council put in a more positive spin on the allotments? They could use the line "The allotments we provide are a great resource of the town. They support over 500 families, providing fresh fruit and veg along with improving mental health and lowering the impact of climate change."

**Councillor S Waue:**

There are a couple of questions from someone outside the Parish who have family inside the Parish.

1. Will more warden involvement in obtaining quotes be a possibility? I read this on page 14 and it may be frustrating for allotment holders, as we had the fence issue in June 2021 and the contractor could not find it.
2. It's encouraging that we are going to invite tenders on the website. Will the allotment holders be told about this so they can perhaps encourage trades people to come along and help shimmy things along?

**Vice Chairman's response:**

Thank you. I think it is on the agenda tonight where we will be discussing about putting something on the front page of the website, asking people to put their names forward for quotes for work. We will be advertising the work we need, so hopefully we can get people to do some of that work that way.

**AC 046/12/21 UPDATE ON OX DROVE ALLOTMENTS**

Members noted the Ox Drove Allotment site was ready for allocation of plots and that Councillor N Long had volunteered to show the potential allotment holder plot, until a warden can be found.

**AC 047/12/21 UPDATE ON PICKET TWENTY ALLOTMENTS**

Members noted that handover of the Picket Twenty Allotment site was due to complete in or around the end of February 2022.

**AC 048/12/21 UPDATE ON AUGUSTA PARK ALLOTMENTS**

Members noted that Officers and Members had attended the site on 16 November 2021. The site had been cleared. It had been confirmed that the access path down the middle of the plot will be 2 meters wide. Another meeting would be scheduled to see the plots marked out.

**AC 049/12/21 UPDATE ON ALLOTMENT PLOT UPTAKE**

Members noted the updated report on the allocation of allotment plots and the waiting lists. It was suggested that going forward the number of eviction notices and non-cultivation letters be reported based on per site. It was also noted that the waiting time on the waiting lists had reduced significantly and that plots that have become vacant this year are being rented out to people that have only been on the waiting list in the same year or since the end of 2020. The Vice Chairman expressed his thanks to the Allotment Officer for producing the report.

**AC 050/12/21 UPDATE ON WARDENS' MEETINGS**

Members discussed the proposed Wardens Terms of Reference that was drawn up at the last Warden meeting.

An amendment to point 6 was made to include a caveat with the wording "where possible."

A suggestion was made that the honorarium of £50 paid to the wardens on an annual basis, should be increased.

It was proposed by Councillor L Gregori and seconded by Councillor N Long that the honorarium of £50 paid to the wardens on an annual basis, be increased to £60 per annum.

A vote was taken:

FOR – 5, AGAINST – 1, ABSTENTIONS – 0

**RESOLVED: That the honorarium of £50 paid to the wardens on an annual basis, be increased to £60 per annum.**

It was proposed by Councillor L Gregori and seconded by B Long that the Terms of Reference for Allotment Wardens, subject to the amendments being made, be accepted.

A vote was taken:

FOR – 5, AGAINST - 1, ABSTENTIONS - 0

**RESOLVED: That the Terms of Reference for Allotment Wardens, subject to the amendments being made, be accepted.**

**AC 051/12/21 RULES AND REGULATIONS (POLY TUNNELS)**

Members considered some suggested wording for the Rules and Regulations regarding polytunnels.

An amendment to the last paragraph of section 3.6 Buildings was suggested, to read as, "In the event of exceptional weather conditions tenants are expected to make sure that any buildings on their plots are made secure. They should not be constructed using hazardous material (e.g. asbestos)."

A member of the public requested to ask a question.

It was proposed by Councillor N Long and seconded by Councillor S Waue that the Standing Orders be suspended.

A vote was taken which was unanimous.

**RESOLVED: That the Standing Orders be suspended.**

The Member of public asked the Members of the Allotment Committee, how did they propose to police the Rules & Regulations on polytunnels, as there were many different ways of fixing them to the ground. What will the Town Council accept?

The Vice Chairman advised that sensible precautions would need to be taken, particularly when securing the polytunnel into the ground. Most polytunnels come with legs that would be dug into the ground, the plastic would be dug into a trench and you have stool pins which go over the bars to hold them down.

Vigo Road Warden advised that summer would be the best time of the year to erect a polytunnel, due to the ability to stretch and pull them with the sun's heat on them.

It was proposed by Councillor N Long and seconded by Councillor S Waue that Standing Orders be reinstated.

A vote was taken which was unanimous.

**RESOLVED: That Standing Orders be reinstated.**

Members agreed that the key factor was ensuring that tenants understood exactly what they were liable for.

A suggestion was made to send the updated Rules and Regulations for polytunnels out to the allotment holders. Officers advised that to minimise costs, a notice could be put on the noticeboard and an email could be sent out for clarification purposes, pointing the reader to the Town Council website.

It was proposed by Councillor B Long and seconded by Councillor L Gregori that the Rules and Regulations for the polytunnels subject to the amendments being made, be accepted and approved.

A vote was taken which was unanimous.

**RESOLVED: That the Rules and Regulations for the polytunnels subject to the amendments being made, be accepted and approved.**

## **AC 052/12/21**

### **ALLOTMENT PRICE INCREASE 2023**

Members considered increasing the allotment rental for the invoice year 2023, which would be included in the budget for 2023-2024. Members were also reminded that the Town Council was legally required to give 1 years notice of price increases from the annual invoice date.

A point was raised that the current Allotment Rules and Regulations state only 28 days' notice was required. The Vice Chairman asked the Proper Officer to clarify this point.

The Proper Officer clarified that the Allotments Act of 1922 stated that as the landlord, the Town Council can give notice to quit at 12 months. The law also states that the tenant has

to agree the increase in the price. If they have to agree that, they have to be given the opportunity to end their tenancy and the Town Council would have to agree a new tenancy with them. If it stated that that tenancy was for a year, then that meant the Town Council would have to give the tenant a years' notice.

A suggestion was made of a 10% increase, taking into consideration inflation and contractor costs. Members were also reminded of other factors that could influence the increase percentage, which included less toilet facilities, reduction in grass cutting frequency and pest control. Members were reminded that the allotment tenants must be consulted with prior to any increase in tenancy fees. It was agreed that Officers would initiate a consultation process.

It was proposed by Councillor N Long and seconded by Councillor R Hughes that to delegate Officers to construct a process for managing allotment rent increases moving forward.

A vote was taken which was unanimous.

**RESOLVED: That to delegate Officers to construct a process for managing allotment rent increases moving forward.**

Members continued the discussion of the percentage of allotment price increase. It was commented that in 11 years there had been a 26% increase in prices overall and that a 10% increase could be considered as a starting point.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that as placeholder for the 3-year Budgets, an annual increase of 10% on the allotments be put in from invoice year 2023 onwards.

A vote was taken:

FOR – 5, AGAINST - 1, ABSTENTIONS - 0

**RESOLVED: That as placeholder for the 3-year Budgets, an annual increase of 10% on the allotments be put in from invoice year 2023 onwards.**

#### **AC 053/12/21 PADLOCKS FOR EACH SITE WITH SEPARATE KEYS**

It was noted that the agenda incorrectly showed costings to replace the combination locks on all the Allotment sites. It should have included the 3 new Allotment sites only. It was felt this item required revisiting.

It was proposed by Councillor D Coole and seconded by Councillor S Waue that Officers look at the specifications for the 3 padlocks for the new sites with full costings and include time management and present a report at a future Allotment Committee meeting.

A vote was taken which was unanimous.

**RESOLVED: That Officers look at the specifications for the 3 padlocks for the new sites with full costings and include time management and present a report at a future Allotment Committee meeting.**

#### **AC 054/12/21 ALLOTMENT OFFICERS REPORT**

Members noted the Officers' report.

Councillor L Gregori gave his thanks to the Officers for the report.

## AC 055/12/21 COMMITTEE WORK PROGRAMME

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

- To review the tenancy of non-Andover residents
- Allotment Rules and Regulations
- Best Kept Allotment Competition
- Bee Keeping Policy - Tenants response
- Toilets Survey
- Rent Increase proposal update
- Pest Controller

## AC 056/12/21 DATE OF THE NEXT MEETING

Members noted that the next Allotment Committee meeting would take place on **Thursday 3 February 2022, at The Lights, Andover, starting at 6.30pm.**

## AC 057/12/21 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor B Long and seconded by Councillor R Hughes that the Members of the Press and Public be excluded 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.

A vote was taken which was unanimous.

**RESOLVED: That the Members of the Press and Public be excluded 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

## AC 058/12/21 CONTRACTORS

### **Andover Town Website 'Contracts section':**

It was proposed by Councillor B Long and seconded by Councillor D Coole that the quote of £255 + VAT to create a section on the front page of the Andover Town Council website and social media to publicise work needed and to invite quotes, be accepted.

A vote was taken which was unanimous.

**RESOLVED: That the quote of £255 + VAT to create a section on the front page of the Andover Town Council website and social media to publicise work needed and to invite quotes, be accepted.**

### **Pest Control:**

It was proposed by Councillor B long and seconded by Councillor N Long that Officers continue investigating potential new Pest Controllers and to ensure reports are being received from the current Pest Controller.

A vote was taken which was unanimous.

**RESOLVED: That Officers continue investigating potential new Pest Controllers and to ensure reports are being received from the current Pest Controller.**

It was proposed by Councillor D Coole and seconded by Councillor S Waue that Standing Orders be suspended.

A vote was taken which was unanimous.

**RESOLVED: That Standing Orders be suspended.**

**Work Schedule:**

It was requested that it be minuted that Officers did approach several maintenance contractors for quotes for the required works.

It was proposed by Councillor S Waue and seconded by Councillor B Long that under delegated authority, Officers proceed with the works schedule.

A vote was taken which was unanimous.

**RESOLVED: That under delegated authority, Officers proceed with the works schedule.**

**AC 059/12/21 STAFFING MATTERS**

Members received a verbal update on Staffing matters.

The Chairman closed the meeting at **8.35pm.**

Chairman

Date

## ANDOVER TOWN COUNCIL

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

### Rules and Regulations for Allotment Tenants

These Rules and Regulations replace any existing Rules and Regulations and the Council reserves the right from time to time to revise them or update these Rules and Regulations and to send to you a copy of the revised or updated rules which will then replace these Rules and Regulations.

(Issue 8.V3 – January 2022)

<b>1.</b>	<b>Introduction</b> You will only be eligible for an Allotment if you are living in the Andover Parish as set out in Allotment Act 1908 (section 23 (1)) These rules are made pursuant to The Small Holdings and Allotment Act 1908 and the Allotment Acts of 1922 to 1950 and apply to all rented allotment gardens owned by Andover Town Council
<b>2.</b>	<b>Definitions</b>
<b>2.1</b>	<b>Allotment Officer</b> – The nominated member of staff from the Council responsible for the management of the Allotment Sites on behalf of the Council
<b>2.2</b>	<b>Allotment Plot</b> – the area named on the Tenancy Agreement
<b>2.3</b>	<b>Annual Rent</b> – the annual rent payable by the Tenant to the Council for the cost of the Allotment Site to be paid from the 1 <sup>st</sup> September.
<b>2.4</b>	<b>Association Representative</b> – Volunteers who form an allotment association. They act in the interests of and on behalf of tenants for all matters relating to a particular allotment site and its upkeep and development.
<b>2.5</b>	<b>Buildings</b> – that are considered acceptable are sheds, greenhouse, polytunnels.
<b>2.6</b>	<b>Council</b> – Andover Town Council
<b>2.7</b>	<b>Cultivated</b> – the Allotment Plot is planted with crops, seeded or fully prepared for planting or for seeds to be sown.
<b>2.8</b>	<b>Livestock</b> - bees, chickens & rabbits.
<b>2.9</b>	<b>Rules</b> – Rules and Regulations
<b>2.10</b>	<b>Tenancy Agreement</b> – A legally binding written document which records the terms and conditions of letting a particular Allotment Plot to an individual Tenant.
<b>2.11</b>	<b>Tenant</b> – a person who holds an agreement for the tenancy of the Allotment Plot
<b>2.12</b>	<b>Specialist Service</b> – Qualified Trades people
<b>2.13</b>	<b>Uncultivated</b> – either fully or partially overgrown or unused, weed or grass is prevalent, insufficient or no crop planting is present and no effort has been made to keep the Allotment Plot clear and tidy
<b>2.14</b>	<b>Vermin</b> – rats and swarming wasps.
<b>2.15</b>	<b>Warden</b> – represents Tenants on a specific Allotment Site.



<b>3.</b>	<b>Rules and Regulations for Allotment Plot</b>	
	By signing the Tenancy Agreement, the Tenant of the Allotment Plot agrees to observe all the Rules below. To observe and fully comply with all enactments statutory instrument local parochial or other byelaws orders or regulations affecting the plot.	
	<b>Failure to abide by the Rules will result in termination of the Tenancy Agreement.</b>	
<b>3.1</b>	<b>Annual Rent and Tenancy Agreement</b>	
	<ul style="list-style-type: none"> <li>To pay the Annual Rent for an Allotment Plot in full in one annual payment, within 28 days of receipt of an invoice from the Council in accordance with the Tenancy Agreement</li> <li>Refunds of Annual Rent will not be offered under any circumstances.</li> <li>The Council reserves the right to amend the amount or rent payable. If they do so then the Council will give you 28 written days' notice, prior to the 1<sup>st</sup> September, of the amount of the increased rent.</li> <li>Occupancy of the Allotment Plot will only be permitted once payment has been received and Tenancy Agreement signed.</li> </ul>	
<b>3.2</b>	<b>Alienation</b>	
	<ul style="list-style-type: none"> <li>Not to sub-let, assign or part with the possession of the Allotment Plot or any part of it without the prior written consent of the Council. For the purposes of clarification, a transfer of the tenancy falls within this paragraph and is prohibited. The Council may provide prior written approval for a Tenant to have a co-worker under conditions set by the Council, however this cannot be paid work.</li> <li>Joint Tenancy may be permitted at the discretion of the Town Council.</li> </ul>	
<b>3.3</b>	<b>Barbed Wire</b>	
	<ul style="list-style-type: none"> <li>Barbed wire or similar must not be brought on the Allotment Plot or Allotment Site.</li> </ul>	
<b>3.4</b>	<b>Beekeeping</b>	
	<ul style="list-style-type: none"> <li>No bees to be kept on the Allotment Plot unless prior written approval is given from the Council.</li> </ul>	
<b>3.5</b>	<b>Bonfires/Incinerators</b>	
	<ul style="list-style-type: none"> <li>The Tenant shall take into consideration local householders and whether they have left windows open, etc. Smoke from a bonfire may be a nuisance to neighbours by interfering with the use of enjoyment of their garden or property, or could affect the comfort or quality of life of the public, could result in action under the Environment Protection Act 1990. Tenants who light a fire within 50ft (15.24m) of the center of a highway maybe guilty of an offence under the Highways Act 1980.</li> <li>Bonfires should be after 7pm during the Summer months and 4pm in the Winter months.</li> <li>Bonfires must be in a purpose-built galvanized incinerator and supervised at all times.</li> <li>No household rubbish, rubber, plastic (inc. bottles and bags), foam, tyres or oils should be burnt.</li> <li>Incinerators must not be positioned within four feet of any fencing, hedging, sheds or other buildings or within two feet of a pathway.</li> <li>Any tenant found to have caused damage with an incinerator shall be liable for the full costs of repair or replacement.</li> <li>Only dry material should be burnt and wherever possible composting and /or shredding should be used in preference to burning.</li> <li>Any tenant found to be causing a smoke nuisance by the Environmental Health Department may have their Allotment Tenancy terminated</li> </ul>	
<b>3.6</b>	<b>Buildings</b>	
	<ul style="list-style-type: none"> <li><b>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.</b></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> </ul>	

		<ul style="list-style-type: none"> <li>No concrete bases are permitted under any circumstances.</li> <li>Buildings must be erected on the Allotment Plot and must be at least <b>two feet</b> from any fence, path or track.</li> <li>Any Buildings must be well constructed and maintained. They should not be constructed using hazardous material (e.g. asbestos)</li> <li>In the event of exceptional weather conditions tenants are expected to make sure that any buildings on their plots are made secure.</li> <li>Any buildings put up on the allotment plot must be removed by the tenancy termination date.</li> <li>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.</li> <li>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.</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> </ul>
	<b>3.7</b>	<b>Change of address or other details.</b>
		<ul style="list-style-type: none"> <li>The Tenant must inform the Council immediately of any change of address/contact telephone number.</li> <li>The Tenant should advise the Council of their email address.</li> </ul>
	<b>3.8</b>	<b>Chemicals</b>
		<ul style="list-style-type: none"> <li>Chemicals must only be used and stored in accordance to the manufacturer's instructions in compliance with Department of Food and Rural Affairs.</li> <li>The Tenant shall not take onto the allotment or the allotment site any illegal chemicals, for example creosote, or any poisons or chemicals that may be a danger to animals or birds or which may contaminate underground water or streams or rivers in the vicinity</li> <li>The Tenant shall where possible avoid the use of chemicals for the control of weeds, insects and slugs. If you do use them, you shall use them strictly in accordance with the manufacturer's instructions.</li> <li>Utmost care must be taken to ensure such chemicals do not drift outside the plot.</li> <li>All chemicals should be disposed of correctly.</li> </ul>
	<b>3.9</b>	<b>Children</b>
		<ul style="list-style-type: none"> <li>Children on site should not cause a nuisance or annoyance to Tenants, adjoining landowners or to the occupiers of neighbouring houses.</li> <li>To ensure children are supervised at all times, ball games are not allowed at any time.</li> <li>NO children are allowed on the Allotment site unattended at any time.</li> </ul>
	<b>3.10</b>	<b>Cultivation</b>
		<ul style="list-style-type: none"> <li>A new tenant will cultivate the allotment, to an agreed acceptable standard, 25% within the first 3 months, 50% within 6 months and 100% within the first year of tenancy.</li> <li>Not to obstruct or reduce any path set out by the Council for the use of the occupiers of the allotment.</li> <li>To keep the Allotment Plot clean, cultivated and fertile, maintaining it in a good tidy condition.</li> <li>If an Allotment Plot appears to be uncultivated, the Council reserves the right to cut down all weed growth and charge the Tenant for the cost of such work.</li> <li>If the allotment is persistently uncultivated, following letters (1<sup>st</sup> letter with 4 weeks to respond, 2<sup>nd</sup> letter with 2 weeks to respond) from the Council, the Council has the right to evict the tenant following an eviction notice in writing (see 4.2).</li> </ul>
	<b>3.11</b>	<b>Disputes</b>
		<ul style="list-style-type: none"> <li>In the case of a dispute between Tenants of any Allotment plot on the Allotment Site, adjoining landowners or the occupants/s of any nearby houses the matter will be referred to the Council, for further enquiry and the resolution. The Council's resolution shall be final.</li> </ul>
	<b>3.12</b>	<b>Deposit</b>

		<ul style="list-style-type: none"> <li>All New Tenants will be charged a £50 deposit per allotment refundable on termination of the Tenancy Agreement subject to the plot being handed back to the Town Council in a clean, tidy and weed free condition.</li> </ul>
<b>3.13</b>	<b>Dogs</b>	
		<ul style="list-style-type: none"> <li>Dogs are not permitted on the Allotment Site except for an assistance dog (must be kept under control at all times).</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>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.</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>3.15</b>	<b>Hedges, fences, paths and gates</b>	
		<ul style="list-style-type: none"> <li>To ensure the paths bordering your Allotment plot are kept clean by cutting the grass and keeping them free of weeds and trip hazards</li> <li>Allotment Plot paths must remain at the minimum of 60cms.</li> <li>If the allotment extends into an area that but for extension would have been a shared path then you shall re-create the path if required by the Council.</li> <li>Main tracks to be minimum of 3 metres</li> <li>Boundary lines between boundary fence and plot to be 1 meter clear</li> <li>Boundary fences are to be clear of weeds, stinging nettles and climbers</li> <li>Not to cut or prune any trees or bushes around the outside of the boundary fence to the site without the prior written consent of the Council.</li> <li>Not to put up any fence, gate or hedge within the site unless authorised by the Council.</li> </ul>
<b>3.16</b>	<b>Fruit Cages/Raised Beds</b>	
		<ul style="list-style-type: none"> <li>Fruit cages that are located on the Allotment Plot must not exceed 7'6" (2.3m) in height and shall be proportionate, well constructed and maintained and shall not cast shade on adjoining Allotment Plots. No concrete footings are permitted</li> <li>All fruit cages and raised beds must be removed by the tenant on the termination of Tenancy Agreement.</li> </ul>
<b>3.17</b>	<b>Livestock</b>	
		<ul style="list-style-type: none"> <li>No Animals to be kept on the Allotment Plot unless prior written approval is given from the Council.</li> <li>A 24-hour contact number must be provided to the Council for the use only in the event of an escape, or an animal in distress.</li> <li>Should vermin be attributed to your livestock you will be responsible for any pest control costs incurred by Council.</li> </ul>
<b>3.18</b>	<b>Notices</b>	
		<ul style="list-style-type: none"> <li>Any consent or notice required to be given by the Council to the Tenant may be validly given by an officer of the Council and may be served on the Tenant either in person or by posting to his or her last known address by first class post or by email or by fixing the same to the Allotment Plot as recorded in this agreement in the conspicuous manner.</li> </ul>
<b>3.19</b>	<b>Nuisance</b>	

		<ul style="list-style-type: none"> <li>Abusive, aggressive, threatening or confrontational behaviour towards the Council's representatives, adjoining owners or occupiers of the Allotment Plots will not be tolerated. Any instances of such behaviour may be a breach of criminal law and may be reported to the police for further action.</li> <li>Not to cause any nuisance or annoyance to the occupier of any other Allotment Plot, adjoining landowners or the occupiers of nearby houses</li> <li>Not to enter, take or remove any plants, crops or materials from other Allotment Plots without the Tenant's permission or if a vacant plot without the consent of the Warden.</li> <li>Not to obstruct or reduce the width of any path between the Allotment Plots, or block or obstruct the main track on the Allotment Site</li> </ul>
	<b>3.20</b>	<b>Plot Marker</b>
		<ul style="list-style-type: none"> <li>Tenants must ensure their plot is numbered and must keep the plot number clean, readable and displayed in a prominent position at all times. If there is uncertainty as to your plot number see your Tenancy Agreement.</li> </ul>
	<b>3.21</b>	<b>Ponds/water storage</b>
		<ul style="list-style-type: none"> <li>The Council must be notified of the location of any ponds.</li> <li>To ensure that all ponds/water storage are clearly visible.</li> <li>Risk assessments may be carried out by the Council.</li> <li>To be filled only by rain water.</li> </ul>
	<b>3.22</b>	<b>Power to inspect</b>
		<ul style="list-style-type: none"> <li>The Council or its appointed Allotment Officer and or Warden is entitled to inspect any Allotment Plot.</li> </ul>
	<b>3.23</b>	<b>Rent</b>
		<ul style="list-style-type: none"> <li>If the Tenant does not pay the rent on time the Council will end the tenancy in accordance with paragraph 4.2 in the Rules for Allotment Tenants.</li> </ul>
	<b>3.24</b>	<b>Restriction on admittance to Allotment Plot</b>
		<ul style="list-style-type: none"> <li>The Council has the right to refuse admittance to any person other than the Tenant to the Allotment Plot or to the Allotment Site.</li> </ul>
	<b>3.25</b>	<b>Security</b>
		<ul style="list-style-type: none"> <li>Each Tenant must ensure that the gate is closed behind them and that the combination code is scrambled.</li> <li>Only the tenant, or a person authorised or accompanied by the tenant is allowed on site.</li> <li>The Tenant shall not give copies of any key or combination lock code issued by the Council to anyone.</li> </ul>
	<b>3.26</b>	<b>Special Conditions</b>
		<ul style="list-style-type: none"> <li>Not to take or carry away, or sell any mineral, gravel, clay or sand from the Allotment Site.</li> <li>To observe and undertake any other special condition/s which the Council considers necessary to preserve the Allotment Plot or Allotment Site from deterioration.</li> <li>To advise Council of any damage to fences, water equipment, such as pipes, toilets or to any other aspect of the Allotment Site as soon possible.</li> </ul>
	<b>3.27</b>	<b>Toilet</b>
		<ul style="list-style-type: none"> <li>It is the Tenants' responsibility to ensure the toilets remain clean and tidy.</li> </ul>
	<b>3.28</b>	<b>Traps</b>
		<ul style="list-style-type: none"> <li>No tenant may set traps.</li> </ul>
	<b>3.29</b>	<b>Trees/Fruit Trees</b>
		<ul style="list-style-type: none"> <li>Not to cut, prune, lop or interfere with any trees on the Allotment Plot other than the Tenant's own trees without the prior written approval of the Council.</li> <li>Not to plant any trees or bushes other than fruit trees or bushes, which will be subject to removal upon termination of Tenancy.</li> </ul>

		<ul style="list-style-type: none"> <li>• The Tenant shall not allow self-seeded trees to grow on the allotment (especially any growing through a perimeter fence).</li> <li>• Fruit Trees/Bushes must be planted away from paths and to ensure they do not shade or allow roots to grow under neighbouring plots.</li> <li>• Fruit trees are the only permitted tree to be planted on an allotment. Grown height should not exceed 2m, failure to maintain this height may result in the Specialist Service carrying out the work and the Tenant to pay Specialist's invoice.</li> </ul>
	<b>3.30</b>	<b>Use of Land</b>
		<ul style="list-style-type: none"> <li>• To use the land as an Allotment Plot as per the Allotments Acts 1908 – 1950.</li> <li>• The Tenant are responsible for the health and safety of all persons on the allotment site insofar as any harm is caused to any persons as a result of your keeping of livestock on the allotment.</li> <li>• Not to use the Allotment Plot for any illegal, immoral or criminal activity or purpose.</li> <li>• The Tenant must use the Allotment Plot for his or her own personal use and not carry out any trade or business or sell produce from the Allotment Plot.</li> <li>• Tenants must comply with all reasonable or legitimate directions given by an officer of the Council, or representative, in relation to an allotment plot or site.</li> <li>• No overnight stays or use of any Buildings for residential accommodation is permitted</li> <li>• Not to bring on to the Allotment Plot or store any items other than for horticultural use.</li> <li>• No permanent children's play equipment is to be kept on the Allotment Plot.</li> <li>• Construction materials, paving and timber for infrastructure work brought onto the allotment for use upon the allotment must be used within 6 months.</li> <li>• Not to erect any notices, advertisements or Flags without the permission from the Council.</li> </ul>
	<b>3.31</b>	<b>Vermin</b>
		<ul style="list-style-type: none"> <li>• The Tenant should notify the Council of any vermin observed on the Allotment Site. NB Bait and Traps can only be set by authorised Pest Controller employed by Andover Town Council.</li> </ul>
	<b>3.32</b>	<b>Vehicles</b>
		<ul style="list-style-type: none"> <li>• All vehicles must be driven carefully and parked sensibly, cause no obstruction or inconvenience to other Tenants. Vehicles are not allowed on Allotment Plots at any time.</li> <li>• Strictly NO overnight parking</li> </ul>
	<b>3.33</b>	<b>Waste</b>
		<ul style="list-style-type: none"> <li>• No non-compostable material is to be kept on the allotment or on the site.</li> <li>• No garden waste, any other material or other waste is to be placed against any fence, hedge or gate</li> <li>• Only plant waste may be composted on the Allotment Plots.</li> <li>• Composting is only allowed on the Allotment Plot and must be properly maintained to the satisfaction of the Council.</li> <li>• All other waste material must be removed from the Allotment Plot and disposed of in an appropriate manner.</li> <li>• No cooked food waste is to be brought on to the Allotment Plot.</li> <li>• The Tenant shall not bring onto the allotment any rubbish from external sources.</li> </ul>
	<b>3.34</b>	<b>Water</b>
		<ul style="list-style-type: none"> <li>• Use of sprinklers is permitted provided that the tenant is present on the Allotment Plot and that other Tenant's access to the water supply is not unduly restricted.</li> <li>• Any Tenant who observes an active sprinkler, where there is no visible evidence of the Tenant should turn the water off at the relevant tap.</li> <li>• In event of drought or other emergency all Government restrictions will be observed.</li> <li>• The water tap to be turned off immediately after use.</li> <li>• The water is to only be used for any purpose of watering plants on the Allotment Plot.</li> <li>• Damaged or leaking taps must be reported to the Council as soon as reasonably possible.</li> </ul>

		<ul style="list-style-type: none"> <li>• The water supply is switched off during the winter months (November – March)</li> <li>• If a severe frost is forecast the Council reserve the right to extend this period.</li> </ul>
<b>4.</b>	<b>Termination of Tenancy Agreement</b>	
	<p>The tenancy will terminate immediately:</p> <ul style="list-style-type: none"> <li>• If the Tenant dies</li> <li>• If the Tenant transfer or attempt to transfer the tenancy to someone else.</li> <li>• If the Tenant permit someone else to use the allotment for their own use (without written consent from the Council</li> </ul> <p>On termination of the Tenancy the Tenant will clear the plot of all fixtures and fittings belonging to the Tenant unless agreed in writing with the Council not to do so, failure to comply will result in the loss of allotment deposit monies and/or charge for the Tenant for the clearance of the plot.</p>	
	<b>4.1</b>	<b>Termination by Tenant</b>
		<ul style="list-style-type: none"> <li>• Termination of Tenancy Agreement must be given in writing to the Council quoting Plot No and Site. Stating the date in which you wish the Tenancy Agreement to cease.</li> <li>• The plot must be left in a clean and tidy condition and clear of any debris and rubbish.</li> <li>• On receipt of termination of the tenancy the Council will inspect the plot</li> <li>• The Council reserves the right to retain the deposit and/or charge the terminating tenant for clearance of the plot.</li> </ul>
	<b>4.2</b>	<b>Termination by the Council</b>
		<ul style="list-style-type: none"> <li>• The Council may end the Tenancy if the rent is in arrears for 40 days or more.</li> <li>• The Tenancy may be ended by the Council after 1 month if the Council gives you notice in writing <ul style="list-style-type: none"> <li>I) The Tenant have not complied with these Rules &amp; Regulations within 3 months</li> <li>II) That at the date of taking the tenancy the tenant was living within the Parish Boundary and has later moved to more than 1 mile outside of the Parish Boundary.</li> <li>III) If that at the end of 30 days written notice given to The Tenant by the Council requiring you put the allotment into a good state of cultivation, unless there are mitigating circumstances such as illness as to why you have been unable to do so.</li> <li>IV) The tenancy will also end on a no fault basis at the end of not less than 12 months 'written notice given to you by the Council expiring at any time between the 29<sup>th</sup> September and the following 6<sup>th</sup> April in any year.</li> <li>V) At the end of less than 3 months' notice in writing given to The Tenant by the Council that the allotment is required for any statutory purpose other than agriculture or building mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.</li> <li>VI) If tenant continues to leave a plot uncultivated (see 3.10).</li> </ul> </li> </ul>

# Appendix C: Allotment Rental Increase - Proposed Plan

# C

**Produced for:**

Allotment Committee

**Date of Report:**

27 January 2022

**Background:**

Over the past 2 years Town Council member have expressed their concern at the costs of running the allotments and the fact that it appears that the allotments are subsidised by the Town Council.

Costs of Allotments over the past 5 years:

2017/2018

Income from Allotment Rental: £20,157.54

Expenditure: £30,763.02

2018/2019

Income from Allotment Rental: £25,570.22

Expenditure: £32,318.45

2019/2020

Income from Allotment Rental: £23,512.76

Expenditure: £31,479.50

2020/2021

Income from Allotment Rental: 23,636.93

Expenditure: £29,496.41

2021/2022 (as @ 31.12.2021)

Income from Allotment Rental: £24,020.56

Expenditure: £26,984.89

It should be noted that during 2020 and 2021 the Covid-19 Pandemic has severely restricted the maintenance that has been carried out due to various factors such as lockdowns, shortage of staff and shortage of equipment and materials.

Detail of costs have not been provided in this report as Members have requested a plan as to how the allotment increases can be carried out, therefore, the costs are an illustration.

It shows that the Town Council is subsidising the allotment service by an approximate average of £6830.00 per year.

The allotment committee has been tasked with reviewing the costs of running the allotments and considering whether an increase in allotment rental should be considered by full Council.

This report will provide information on the costs of running the allotments for the past 5 years, the income received over the past 5 years and if Members are so minded, a plan of how the

allotment rental could be increased for the next 4 years, as indicated in the agreed budget for 2022/2023.

Previous Rental Increase: The allotment rents were last increased in 2012. A review of the rental costs has not taken place since.

In 2012, the Town Council owned and ran 7 allotment sites.

Current situation: The Town Council now owns and runs 8 allotment sites with 2 new sites being handed over during 2022.

Due to the Covid -19 Pandemic and other factors affecting the National Economy, it is predicted that during 2022 Interest Rates will rise steeply. The Town Council has already factored in an increase of 5% on its Budget for 2022/2023.

However, the allotment rental has not increased since 2012 therefore the Town Council faces **a fiscal lag** and the shortfall between Allotment Income and Expenditure will grow. This burden at the moment, is borne by the taxpayer.

#### **Allotment Committee Recommendation (2 December 2021):**

At its meeting on 2 December 2021, the Allotment Committee members discussed a 10% increase on the current allotment rental.

Currently the rent is 0.40p per square metre. Most allotment plots in Andover are 126 square metres, giving an average allotment cost of £50.40

A 10% increase would bring the cost per square metre to 0.44p per square metre, making the average allotment cost for 126 square metres £55.44.

It is suggested that to keep the allotment rental in-line with increasing costs, a 10% increase should be added to the rent each year for the next 4 years.

Forecast:

2023/2024 – Rental cost 0.48p per square metre @ 126 sqm = £60.48

2024/2025 – Rental cost 0.52p per square metre @ 126 sqm = £65.52

2025/2026 – Rental cost 0.57p per square metre @ 126 sqm = £71.82

2026/2027 – Rental cost 0.62p per square metre @ 126 sqm = £78.12

IF ALL allotment plots are tenanted as of 1<sup>st</sup> September the following rental could be received:

2023/2024 - Total Allotment sqm = 73,110.92 = £35,093.24

2024/2025 - Total Allotment sqm = 73,110.92 = £38,017.68

2025/2026 - Total Allotment sqm = 73,110.92 = £41,673.22

2026/2027 - Total Allotment sqm = 73,110.92 = £45,328.77



### **Advice from National Allotment Society, Legal Department:**

- As the allotment sites are all statutory, the allotment legislation applies to them. Section 1 of the Allotments Act 1922 (as amended by the 1950 Act) provides that 12 months notice outside of the growing season (6<sup>th</sup> April-29<sup>th</sup> September) must be given for any significant changes to the tenancy agreement. As the rent is a fundamental part of the agreement, 12 months notice must be given to effectively terminate the current tenancy agreement to commence with the new agreement under the new rent.
- However, you could look to introduce a rent revision clause into the tenancy agreement to provide a shorter notice period. I would still recommend providing a fair amount of notice (3-6 months would be good). To introduce such a clause, you would need to provide 12 months notice outside of the growing season.
- As your rents are handled in September, you could issue the notice for the increase now and the increase would be effective for the 2023-2024 tenancy.
- Any new tenants, including any on new sites being established, will not need 12 months notice. Those tenants can be put straight on to the new tenancy agreement.

### **Plan to increase the rental:**

Considering the advice above the following outline process is proposed for actioning:

- To agree a 10% increase for the next 4 years or propose an alternative increase.
- Once increase is agreed recommend to Full Council for approval.
- Once Full Council approval is received, consult with Allotment holders
- In order to explore cost cuttings within the consultation further in depth surveys could be carried out ie toilet provision
- Receive, collate, and report responses to Allotment Committee.
- Make final recommendation to Full Council including a change to the billing period to allow time to make the increase in 2023.
- Full Council approve any increases and billing period change.
- All Allotment tenants to be notified in their invoice of 1 September 2022 that the billing period will be changed from 1<sup>st</sup> September – 31 August, to 1 October – 31 September, this then moves the billing period outside of the growing period and in line with other Allotment Authorities.
- On 30<sup>th</sup> September 2022, all tenants are sent a letter informing them of the rental increase and why, from 1 October 2023 and ending their tenancy on 30 September 2023 with a new tenancy agreement incorporating the new rental charge being issued on the 1 October 2023.
- Send out new Tenancy agreements with agreed increase on 1 October 2023.

### **Financial Implications**

The financial implications are addressed within the report.

### **Legal and Policy Implications**

Allotment Legislation applies to Andover Town Council owned allotment sites as they are Statutory Allotments: Section 1 of the Allotments Act 1922 (as amended by the 1950 Act)  
The growing season is 6<sup>th</sup> April – 29<sup>th</sup> September.

### **Recommendations**

- **To agree a rental increase to recommend to Full Council.**
- **To agree a billing period change to recommend to Full Council.**

- **To agree the plan for increasing rental as outlined above.**

Note: The person to contact about this report is Wendy Coulter (Town Clerk), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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

Distribution: To all Councillors

# Appendix D: Allotment Plot Uptake Report

# D

## **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 Vacant
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List: 11 (Name of potential plot holder given to Warden)

### **BARLOWS LANE**

- Total number of plots: 102
- Capacity: 12 Vacant
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List: 39 (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: 3 vacant
- Unsuitable Plots: 0
- Waiting List: 10 (Names of potential plot holders given to Warden)

### **MYLEN ROAD**

- Total number of plots: 26

- Capacity: 1 will become vacant following removal of apple tree stumps
- Unsuitable Plots: 0
- Waiting List: 8

### **THE DROVE**

- Total number of plots: 130
- Capacity: 4 Vacant
- Unsuitable Plots: 0
- Waiting List: 26 (Names of potential plot holders given to Warden)

### **VIGO ROAD**

- Total number of plots: 106
- Capacity: 6 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: 30 (Potential tenants have been contacted to arrange viewing)

### **OX DROVE**

- Number of plots available: 11 including 2 disabled friendly
- Capacity: 3 Vacant
- Unsuitable plots: 0
- Waiting list: 19 (Potential tenants have been contacted to arrange viewing)

### **PICKET TWENTY – NOT OPEN YET**

- Waiting list: 15

### **SAXON HEIGHTS – NOT OPEN YET**

- Waiting list: 18

### **NEW TENANCY AGREEMENTS UPDATE**

- 19 – paperwork completed for new tenants across all sites as of 25<sup>th</sup> January 2022

### General updates

- Non-Cultivation Letters sent out
  - 2 – Churchill Way
  - 2 – Vigo Road
  - 1 – Old Winton Road
- Eviction Notices sent out
  - 2 – Vigo Road
- Beekeepers have been asked to confirm and provide evidence that they comply to the Beekeeping policy. Responses have been received, awaiting response from Beekeepers at The Drove site.
- All waiting lists are up to date as date of writing report 25<sup>th</sup> January 2022.

**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 persons to contact about this report are Fern Long and Jo Whiteman (Allotment Officers)

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

Email: [allotmentofficer1@andovertc.co.uk](mailto:allotmentofficer1@andovertc.co.uk) [allotmentofficer2@andovertc.co.uk](mailto:allotmentofficer2@andovertc.co.uk)

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

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

- Allocation of new allotment plots – 19 new tenancy agreements have been completed since December 2021.
- Water is switched off at all sites for the Winter months.
- Plot inspections – The Wardens have assisted Officers by carrying out plot inspections.
- Eviction Notices have been sent out for non-cultivation.
- Another five non-cultivation letters sent out.
- Site update emailed out to all tenants at Admirals Way.
- Reminder sent out to Allotment Holders who have chickens asking them to keep them in to avoid the spread of avian flu.
- Follow up email sent to all Beekeepers regarding the new policy. Waiting responses from Beekeepers at The Drove site.
- Wardens are contacted on a regular basis and kept up to date with important issues.
- Rubbish on Vigo Road Allotment site plots will be assessed with tenants.
- Work still in progress to add 'contract's section' to website. The rules for Local Government contracts are being confirmed as this will have an impact on what is on the new section.
- Toilet survey: Total responses: 157 For toilet provision: 50 (For but no to additional charge: 24) Against toilet provision: 84. As there is a rental increase review in progress it is advised that a more in depth survey is conducted as part of this process.
- Barlow's Lane hardcore: awaiting quote for the works. Unlikely to come under the threshold for delegated authority. Cannot ask tenants to complete the work as Council insurance does not cover Allotment tenants.
- Padlocks and keys: currently all tenancies are being conducted online because Staff shortages have not allowed time for 'in person' signing. This has been working well and free's time up for essential administration work. At present, regardless of cost, there are not enough staff to administer the process in a timely fashion to allow tenants speedy access to sites. Padlocks that were suggested by members cannot be welded to the chains therefore alternative will have to be sourced. It is advised that this is included in the rental increase process to allow sufficient time to enable a smooth working process.
- Fencing and Gates quotes: contractors have been sought but to date no responses have been received. Added to work programme to follow up with members.

The Officers are aware that Competitions need to resume. The Best Kept Allotment Competition (per site) will potentially take place in July – date TBC.

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

Note: The persons to contact about this report are Fern Long and Jo Whiteman (Allotment Officers)

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## Appendix F: Committee Work Programme

# F

Date of Meeting	ITEM	Requested by	Purpose of Item
February 2022	Review the tenancy of non-Andover residents		
February 2022	Allotment Rules and Regulations		
February 2022	Best Kept Allotment Competition		
February 2022	Bee Keeping Policy - Tenants response		
February 2022	Toilets Survey - more in-depth survey to be added to rental increase review process.		
February 2022	Rent Increase proposal update		
February 2022	Pest Controller		
April 2022	Padlocks and Keys on new sites - feasibility to be added to rental review.		
April 2022	Barlow's Lane hardstanding		
April 2022	Gate at Churchill Way - gate to be moved and cost from earmarked reserves.		
April 2022	Quotes for fencing at Churchill and Admirals		