



ANDOVER TOWN COUNCIL

Allotments Committee Agenda
Wednesday 5 August 2020

To the Members of the Allotments Committee:

Councillors L. Banville, L. Gregori, R. Hughes, B Long and D. Treadwell.

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held **Virtually via Zoom on Wednesday 5 August 2020 at 6.00pm**, when it is proposed to transact the following business: -

Wendy R Coulter

30 July 2020

ANDOVER TOWN COUNCIL

Allotments Committee Agenda
Wednesday 5 August 2020



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.

6.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

The Allotment Committee meeting will start at 6.30pm.

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Item 1: Election of Chairman

Following the resignation of Councillor A Watts from the Town Council, the Committee is asked to elect a new Chairman for the Committee for the remainder of the Municipal Year 2020/21.

Item 2: Election of Vice Chairman

Following the resignation of Councillor M James from the Town Council, the Committee is asked to elect a Vice Chairman of the Committee for the remainder of the Municipal Year 2019/2020.

Item 3 Apologies for Absence

To receive and accept apologies for absence.

Item 4: Declarations of Interest

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

Item 5: Minutes

To agree the Minutes of the Allotments Committee meeting held on Tuesday 10 March 2020 – attached at **Appendix A**.

Item 6: 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 7: Portaloo Contract 2020

To consider quotations for the provision of the Portaloo services for all 7 allotment sites – report attached at **Appendix B**

Item 8: Request for Allotments – North Side of Andover

To receive an update on the request for allotments North Side of Andover - report attached at **Appendix C**.

Item 9: Removal of Tyres

To receive an update report on the Removal of Tyres – report attached at **Appendix D**.

Item 10: Allotment Earmarked Reserves

To consider the Earmarked Reserves for Allotments and the schedule for the use of the Earmarked Reserves – Reserves and report attached at **Appendix E**.

Item 11: Allotment Invoicing

To receive an update report on Allotment Invoicing and to approve an amendment to the administration process – report attached at **Appendix F**.

Item 12: Allocation of Allotment Plots

To receive an update report on the allocation of Allotment Plots and the Waiting List – report attached at **Appendix G**.

Item 13: Old Winton Replacement Fencing

To note that Officers have contacted a number of companies to provide fencing and are still awaiting one final quote. A report will be submitted to committee once all 3 quotes have been received.

Item 14: Allotment Officer's Report

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

Item 15: Committee Work Programme

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

Item 16: Date of Next Meeting

Members are requested to note the date of the next meeting: **Wednesday 2 December 2020 via Zoom, starting at 6.00pm**

Item 17: 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 18 due to the confidential nature of the Item to consider Appeals which contain personal information which come under GDPR and Data Protection Act 2018.

CONFIDENTIAL ITEMS

Item 18: Consideration of Appeals

To consider an Eviction Petition which has been sent under separate cover for Members of the Committee only.

Appendix A: Minutes of the last meeting

A

Minutes of Allotments Committee **Surgery**

Time and date

5.30pm on Tuesday 10 March 2020

Place

Town Council Offices, 68B High Street, Andover

Cllr A Watts (Chairman) (P)

Cllr M James (Vice Chairman) (P)

Cllr L Banville (A)

Cllr R Hughes (P)

Cllr G Davis (A)

Cllr D Treadwell (A)

Cllr L Gregori (P)

Cllr D Coole (P) (Substitute)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) *(Taking the Minutes)*

Fern Long (Allotment Officer)

Allotment Wardens Present: 0

Members of the Public: 4

Cllr D Coole attended the meeting as the nominated substitute for Cllr L Banville.

Allotment Holders Surgery

Cllr A Watts (Chairman) opened the surgery at 5.30pm and welcomed all attendees.

There were no wardens or Allotment tenants present at the meeting.

The Chairman of the Allotment Committee closed the surgery at 6.00pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.00pm on Tuesday 10 March 2020

Place

Town Council Offices, 68B High Street, Andover

Cllr A Watts (Chairman) (P)

Cllr M James (Vice Chairman) (P)

Cllr L Banville (A)

Cllr R Hughes (P)

Cllr G Davis (A)

Cllr D Treadwell (A)

Cllr L Gregori (P)

Cllr D Coole (P) (Substitute)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Fern Long (Allotment Officer)

Allotment Wardens Present: 0

Members of the Public: 4

Cllr D Coole attended the meeting as the nominated substitute for Cllr L Banville

AC 64/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllrs L Banville, G Davis and D Treadwell.

AC 65/19 DECLARATIONS OF INTEREST

Cllr A Watts declared an interest in item 13 - Appeals

AC 66/19 MINUTES

It was proposed by Cllr D Coole and seconded by Cllr M James that the Minutes of the Allotment Committee Meeting held on Friday 13 December 2019 be signed by the Chairman as a correct record.

A vote was taken, 4 for, 1 abstention.

RESOLVED: That the Minutes of the Allotment Committee Meeting held on Friday 13 December 2019 be signed by the Chairman as a correct record.

AC 67/19 PUBLIC PARTICIPATION

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

Member of Public 1:

Item 5 – Request for an additional allotment site. Is this correct? Have you got the costs implications?

Chairman's Response:

No, not yet. This is being looked into.

Member of Public 2:

An article in the Andover Advertiser implied that more people were going to the plot than originally planned. I am concerned with the amount of people having the gate code and access. Are the gate codes being changed every year?

Also, the size of land in Augusta Park, have any officials been looking into this?

Allotment Officer's Response:

The tenancy of the plot in question has been transferred into a joint tenancy, with the agreement that no more than 4 people will be on site at any one time. Each visit will include volunteers, a nurse and a helper. The gate codes are changed each year after the statutory 40 day period to pay allotment fees has been completed.

Officers are currently looking into the size of land at Augusta Park.

Member of Public 3:

Funding for new allotments – can grants be applied for?

Town Clerk's Response:

This will be investigated.

AC 68/19 REQUEST FOR ALLOTMENTS – NORTH SIDE OF ANDOVER

Members noted the report on Requests for Allotments on the north side of Andover, in Augusta Park. It was commented that the proposed site would be too small, expensive to run and not meet with demand. It was suggested that more investigation be carried out to ascertain an alternative larger site and the costs involved.

It was proposed by Councillor D Coole and seconded by Councillor M James that the Officers contact the 106 Officer at Test Valley Borough Council and inform that the proposed site is too small, ask how the calculations were made and would there be any staff coming from Test Valley Borough Council when the allotment site is transferred.

A vote was taken which was unanimous.

RESOLVED: That the Officers contact the 106 Officer at Test Valley Borough Council and inform that the proposed site is too small, ask how the calculations were made and would there be any staff coming from Test Valley Borough Council when the allotment site is transferred.

AC 69/19 REMOVAL OF TYRES

Members noted the report containing the 3 quotations received for a Contractor to collect all tyres & move them to a central location in preparation for collection by third party and will also help to load on day of collection £625.00 + VAT:

Quotation 1:

£1.60 + VAT per tyre collection & disposal (720 tyres) = £1,152.00 + VAT.

Gross amount: £2132.40

Quotation 2: £2.00 + VAT per tyre collection and disposal (720 tyres) = £1,440.00 + VAT.

Gross amount: £2,478.00

Quotation 3: £3.50 + VAT per tyre collection and disposal (720 tyres) = £2,520 + VAT.

Gross amount: £3,806.40

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that quotation number 1 (Quotation 1: £1.60 + VAT per tyre collection & disposal (720 tyres) = £1,152.00 + VAT. Gross amount: £2132.40) be accepted and approved, on the understanding that allotment charges are not to be increased as a result.

A vote was taken which was unanimous.

RESOLVED: That quotation number 1 (Quotation 1: £1.60 + VAT per tyre collection & disposal (720 tyres) = £1,152.00 + VAT. Gross amount: £2132.40) be accepted and approved, on the understanding that allotment charges are not to be increased as a result.

AC 70/19 OLD WINTON RE-FENCING

Members noted the updated report on the progress being made to re-fence the Old Winton Road allotment and that any requested quotes will be brought to the next meeting.

AC 71/19 ALLOTMENT EARMARKED RESERVES

Members considered the Earmarked Reserves set aside for the Allotments.

Discussions were had regarding the amount set aside for the removal of non-essential hedges as it had not been used and the amount set aside for the replacement fencing and gates on all allotment sites. Officers clarified that this amount would also need to be considered for the clearance of Ivy, vegetation along fence lines and the pruning of trees across the allotment sites.

It was proposed by Councillor R Hughes and seconded by Councillor D Coole that an amendment to the Earmarked Reserves be made and merge the Earmarked Reserves headings '*Allotments – Removal of non-essential Hedges*' and '*Allotments – Replacement Fencing and Gates on all sites*' into one heading. A vote was taken which was unanimous.

RESOLVED: That an amendment to the Earmarked Reserves be made and merge the Earmarked Reserves headings '*Allotments – Removal of non-essential Hedges*' and '*Allotments – Replacement Fencing and Gates on all sites*' into one heading.

It was suggested that the number of sites for toilet provision be increased from 7 to 8 and the amount increased to £2000. An option of permanent compostable toilets was discussed and the Officers clarified that quotations had been requested but it had proven difficult to source local companies that supplied them.

A further suggestion was made to remove the '*Allotments – Installation of Security Systems*' heading. It was deemed unnecessary as there was no electrical supply on the allotment sites.

It was suggested that Officers create a Programme of Works to establish a priority list of works required to be done and be brought to the next Allotment Committee Meeting.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the amended Allotment earmarked Reserves be accepted.

A vote was taken which was unanimous.

RESOLVED: That the Allotment Earmarked Reserves be accepted.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the Town Clerk and Officers set up a Programme of Works for the Allotment Earmarked Reserves and report back at the next meeting. A vote was taken which was unanimous.

RESOLVED: That the Town Clerk and Officers set up a Programme of Works for the Allotment Earmarked Reserves and report back at the next meeting.

AC 72/19 ALLOTMENT OFFICERS REPORT

Members noted the Allotment Officers' report.

Officers confirmed the responsibility of the Gardening Competition had been passed to the Allotment Officers from the Events Committee.

Members asked that an update of the occupancy rate of each allotment site be provided at each Allotment Committee meeting.

AC 73/19 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

Additional Items were requested to be included:

- Programme of Works

AC 74/19 DATE OF THE NEXT MEETING

Members noted that the next Allotment Committee meeting would take place on **Wednesday 27 May 2020**, at the **Town Council Offices, 68B High Street, Andover**, starting at **5.30pm**.

AC 75/19 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor R Hughes and seconded by Councillor M James that the Press and Public be excluded from the meeting at Item 13, due to the confidential issue of allotment appeals.

A vote was taken, 4 for, 0 against, 1 abstention.

RESOLVED: That the Press and Public be excluded from the meeting at Item 13, due to the confidential issue of allotment appeals.

The Chairman closed the meeting at 7.34pm.

Chairman

Date

Appendix B: Portaloo Contract 2020

B

Purpose of the Report

- To authorise the renewal of the portaloo contract hire at all allotment sites.
- To approve a quote for the renewal.

Background

The service provider contracts are reviewed from time to time to ensure that current providers are still providing best value for money and service.

The current provider has given exemplary service during the Coronavirus lockdown and over the years has provided excellent service to the Town Council.

Throughout the Coronavirus pandemic the current supplier has continued to offer their cleaning service although tenants have not been able to use the loos due to the guidance given by the National Allotment Society

The current provider is based in Portsmouth and offers an extremely good service with prompt response to problems.

Officers contacted other providers to obtain quotes for the provision of service as well as requesting the current contractor to provide a renewal quote.

It was not possible to obtain three quotes from Andover based companies therefore officers have sourced companies as close as possible to Andover.

Additional Information

The Town Council is about to take over the ownership of the new allotment site at Picket Piece/Ox Drove. There will be the additional cost of 1 portaloo for this site. However, the cost of this has been factored into the Budget for 2020/2021.

Quotations Received

Officers have obtained 3 independent quotations for the renewal of the portaloo contract.

Quote 1

Hire for the year and two weekly cleaning contract £20.84 Per Portaloo, per week, per site **Total Cost for 2019/2020 £7586.32 including Vat**

Quote 2

Hire for the year and two weekly cleaning contract £25.15 Per Portaloo, per week, per site **Total Cost £10,985.52 including Vat (verbal quote obtained)**

Quote 3

Hire for the year and two weekly cleaning contract £26.52 Per Portaloo, per week, per site **Total Cost £11,583.94 including Vat (verbal Quote obtained)**

Recommendations

- | |
|--|
| |
| <ul style="list-style-type: none">• The Committee approve a quote for the provision of the Portaloo services for all 7 allotment sites |

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: allotmentofficer1@andovertc.co.uk and allotmentofficer2@andovertc.co.uk

Website: www.andover-tc.gov.uk

Appendix C: Allotments Requests – North side of Andover

C

Report on Allotment Provision in Andover

Current Situation

Officers at Test Valley Borough Council have been approached regarding the provision of Allotments in Andover under 106 Agreements.

Councillors David Coole and Barbara Long have kindly assisted with this.

The calculations for the Provisions are as follows:

- Brocade Road, East Anton (Augusta Park), total area approx. 1270 sq m allotments (10 allotments (including 9 at 125m² and 1 at 145m²))
- South of Ox Drove, Picket Piece, Andover, total area approx. 1170 sq m allotments (11 allotments in total)
- Picket Twenty Extension, Andover, total area approx. 3,540 sq m (24 allotments at 125 sq m)

Following the request for additional allotments on the north side of Andover calculations were carried out to access the provision of allotments across the whole of the Andover parish.

Allotments are provided by parish, not Ward or area or housing estate, therefore this work was essential to establish whether or not Andover Parish has sufficient allotments for the growing population and whether the calculations for the provisions of allotments on new building sites were adequate.

Attached at Annex 1 is a table of calculations showing the provision of the allotments and the increase in population predicted by 2023 and whether the provision is adequate.

The conclusion is, by 2023 there will not be sufficient allotment provision in Andover.

The Town Council has seen an increase in interest for its allotment sites over the past 2 years and for the first time in 10 years there is a waiting list.

Officers at TVBC have indicated that it may be possible for the Town Council to apply to the Borough Council for funding from 106 monies to purchase more land for the provision of allotments in Andover. However, the Town Council will have to provide the consistent evidence of waiting lists to prove that there is a need for additional sites in Andover.

Currently there have only been waiting lists for the past few months. The Town Council has received a petition for the provision of more allotments in the north of the parish. It is suggested that to support this petition the Town Council set up a specific waiting list for this areas to determine the demand.

It should be noted that the Town Council does not have any funds set aside for the provision of new allotment sites.

Officers at TVBC have indicated that it may be difficult to purchase large areas of land for the allotments such as the Town Council has at The Drove and Vigo Road. It may be that the Town Council has to rely on 'windfall sites'. These are sites that become available unexpectedly.

It should also be noted that under the allotment laws, the Town Council cannot purchase land outside the parish for the provision of allotments.

Recommendations

It is suggested that the Town Council create new waiting lists for the north side of Andover.

The waiting lists are monitored for all sites across Andover.

That Officers start to put together a case for the application for 106 funding for the purchase of an additional allotment site.

The Committee agree to submit a recommendation to Full Council to set aside Earmarked Reserves for the purchase of allotment land.

That assessment be made with regard to the maintenance of multiple small sites in comparison with one large site.

Notes

To note that it will be difficult and very expensive to purchase one large site within the parish of Andover.

However, the costs and feasibility for this will be investigated, if the Committee are so minded.

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

Tel: 01264 335592

Email: info@andovertc.co.uk

Website: www.andover-tc.gov.uk

DRAFT

ANDOVER TOWN COUNCIL ALLOTMENT REQUIREMENTS, PROVISION, SURPLUSES AND SHORTFALLS

Ward	2019									2023								
	Requirements				Provision, Surpluses, Shortfalls					Requirements				Provision, Surpluses, Shortfalls				
	Pop	Ha	M2	125m2 Plots	Ha	M2	+/- M2	125m2 Plots	+/- Plots	Pop	Ha	M2	125m2 Plots	Ha	M2	+/- M2	125m2 Plots	+/- Plots
Downlands	5,690	1.14	11,380	91	0	-11,380	0	-91	7,380	1.48	14,760	118	0.44	4,400	-10,360	35	-83	
Harroway	10,489	2.1	20,978	168	1.83	18,251	-2,727	146	-22	10,529	2.11	21,058	168	1.83	18,251	-2,807	146	-22
Millway	9,047	1.81	18,094	145	0	0	-18,094	0	-145	8,928	1.79	17,856	143	0	0	-17,856	0	-143
Romans	8,872	1.77	17,744	142	0	0	-17,744	0	-142	10,287	2.06	20,574	165	0.13	1,270	-19,304	10	-154
St Mary's	8,823	1.76	17,646	141	2.03	20,305	2,659	162	21	9,087	1.82	18,174	145	2.03	20,305	2,131	162	17
Winton	6,309	1.26	12,618	101	2.15	21,543	8,925	172	71	6,270	1.25	12,540	100	2.15	21,543	9,003	172	72
Totals	49,230	9.85	98,460	788	6.01	60,099	-38,361	481	-307	52,481	10.50	104,962	840	6.58	65,769	-39,193	526	-314

Note: Current ATC Allotment Site Provision (various m2 sizes) = 525

Key: Pop = Population
Ha = Hectare
M2 - Metre Squared

Actual ATC Allotment Plot Provision by M2

Ward	Site	M2
Harroway	Mylen Road	3,089.00
Harroway	The Drove	15,162.06
St Mary's	Admirals Way	2,904.10
St Mary's	Churchill Way	5,116.82
St Mary's	Vigo Road	12,284.17
Winton	Barlows Lane	11,977.85
Winton	Old Winton Road	9,565.01
Totals		60,099.01

Source Data: TVBC Ward Profiles and ATC Allotment Data.

Author: David Coole ATC Cllr Romans Ward, TVBC Cllr Anna Ward
Document Version: 1.4
Date: 10th June 2020

Appendix D: Removal of Tyres

D

Purpose of the Report

- To clarify with the Committee, the decision which was made at the last Committee Meeting regarding the removal of tyres from all allotment sites
- To update the Committee on how the work will be undertaken

Background

Back in March 2020, it was agreed by the Committee to remove the excessive tyres we have accumulated over the years across all 7 allotment sites. The number of tyres are in excess of 700.

Please see the Tyre Removal Report issued for further detail if required.

Since the decision was made to remove the excessive tyres from all 7 Allotment sites the Country was put into Lockdown in response to the Coronavirus, this has changed the way in which work has been prioritised.

We limited exposure for our contractors by only asking for urgent jobs to be completed.

Since lockdown has eased we are able to return to some form of normality. We have contacted the tenants via email to prepare them for the upcoming removal of tyres.

Whilst most tenants are very pleased to hear the tyres will soon be removed, we have been met with some resistance which is understandable.

Correspondence has been sent throughout the discussion period to update tenants, however not everybody has received these emails during this period.

We have no control over recipient's email settings and have experienced this before with other emails, we have consulted our IT department who have confirmed this to us.

The most recent email which was sent to tenants requested they empty tyres of produce (if applicable) and move them to the side of their plots or to the agreed holding area for the tyres (if they are able bodied) in anticipation of their collection.

For a small minority of tenants, this was the first they have heard of this news and we received complaints about the decision to remove the tyres.

We have managed these complaints and resolved them by explaining the reasons why we took the proposal to the Committee.

The Allotment Officers have also regularly updated The Allotment Representatives (Wardens/Associations) regarding all upcoming changes, in addition to our correspondence to ensure clarity on the matter.

Current situation

- All tyres will be removed at the end of the main growing season which will be September/October and are in discussion with the Contractor to finalize a date. This is to allow all tenants who are currently growing in tyres to remove their produce after the growing season.
- Once we have an agreed date for the work to be undertaken ALL tenants will be notified by email, a notice will be placed on the Allotments notice boards and Wardens/Associations will be asked to support us in feeding this information to tenants. We will be sure to provide a very generous amount of notice to our Tenants to enable them to prepare for this change.
- Whilst we strive to update all tenants on changes being made and aim to keep everybody updated, we also look to our Wardens/Association for their additional support in reaching tenants who do not engage with Officers.

Future Required Work

- As referenced above we will continue to update tenants on the progress being made with the tyre removal and will continue to work with the Allotment Representatives (Warden/Associations) to feedback upcoming changes in addition to our correspondence.

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers),
Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: allotmentofficer1@andovertc.co.uk / allotmentofficer2@andovertc.co.uk

Website: www.andover-tc.gov.uk

Appendix E: Allotment Earmarked Reserves

E

Purpose of the Report

- To update the Committee on the changes requested to the Earmarked Reserves at the previous meeting held in March 2020.
- To provide a draft of Programme of Works for the Allotments for the Earmarked Reserves.

Changes to Earmarked Reserves

Attached at Annex 1 are the current Earmarked Reserves reflecting the changes requested at the previous meeting:

To merge Hedging and Fencing into one Budget Line

To Increase the number of Toilets from 7 to 8 and to increase the Budget Line by £2,000.

Programme of Works for Earmarked Reserves (Allotments)

Below are a programme of works, in priority order for the Allotments.

Quotes have not yet been sought for these works therefore the costs cannot be predicted.

1. Replacement Fencing & upgrading gates on all Allotment Sites
(N.B. Vigo Road Gates have been upgraded, quotes are being finalised for Old Winton replacement fencing)
2. Provision of new Allotment Site
(This will be covered in a separate report, Andover will require additional allotments over the next 5 years due to the increase in population)
3. Repair of trackways and provision of parking
4. Replacement water pipes
(A survey of the water pipes needs to be carried out to access the extent of the replacement needed. However, Mylen Road is a priority as recent repair works had to be carried out and the indications were that the pipework would not last much longer)
5. Tree Surveys
(There are a number of large trees on the allotment sites, they all require surveying. There may be remedial work that will need to be undertaken)
6. Installation of Security Systems
(At the previous meeting it was suggested that this was not needed. However, over the past months the increase of break-ins, thefts and criminal damage to gates and locks has prompted

a re-think. Officers have investigated and it may be possible to source power from lamp columns and install CCTV on all sites. The cost would be in the region of £400 per site)

Meeting with Wardens

It should be noted that Allotment Officers are due to have a meeting with Wardens to further discuss works to be carried out on allotment sites. Therefore the list above may be added to or altered.

Legal and Policy Implications

Andover Town Council is the Allotment Authority for the parish of Andover.

Where the population of a district or parish, according to the last published census, is under 10,000, the council's duty is limited to the provision of allotment gardens [Allotments Act 1950 s9(a)]. Where the population is 10,000 or upwards, the council's obligation is limited to the provision of allotment gardens not exceeding one-eighth of an acre [Allotments Act 1950 s9(b)]. The council may improve the allotment land, but is under no statutory obligation to provide a particular level of services such as water or electricity.

Recommendations:

To consider the Earmarked Reserves and the Programme of Works and to consider any additions or changes.

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

Tel: 01264 335592

Email: info@andovertc.co.uk

Website: www.andover-tc.gov.uk

Minute No	Title of Earmarked Reserve	Purpose	Management & Control						
			Amount set aside (£)	Date set aside	Date of expenditure	TN	Amount	Supplier	Balance (£)
AC 71/19	Allotments - Replacement Fencing and gates on all sites	To replace and upgrade all fencing and gates on all 7 allotment sites to improve security	£77,000.00	10.03.2020					£77,000.00
AC 16/19		Replacement of entry gates at Vigo Road Allotments			16.09.2019	312	£1,744.98	Bawden	-£1,744.98
	Allotments - Upgrade access roads/tracks	To upgrade all tracks/access roads on allotment sites	£4,800.00	25.01.2018					£4,800.00
	Allotments - Upgrade piping/water supplies	To upgrade piping/water supplies on all allotment sites	£7,000.00	25.01.2018					£7,000.00
	Allotments - Installation of toilets on all 8 sites	To install permamnt toilets on all allotment sites	£9,000.00	25.01.2018					£9,000.00
	Allotments - Upgrade of car parking facilities on all sites	To upgrade car parking facilities on all allotment sites	£4,000.00	25.01.2018					£4,000.00
	Allotments - Installation of security systems	To install security systems on allotment sites to minimise theft and ensure safety of allotment holders	£200.00	25.01.2018					£200.00

Appendix F: Allotment Invoicing

F

Purpose of the Report

- To update the Committee on our plan of action in invoicing tenants for their allotment plots which begins 1st September 2020.
- To reflect on last year's invoicing period and to evaluate its success.
- To seek approval for amendments to usual practice with payment methods accepted due to Covid - 19.

Invoicing 2019/2020 evaluation.

- The invoicing period which covered 2019/2020 was a very busy period for Officers and other staff who welcome tenants into the office, take the payments and then process the payments in the background to reconcile payments.
- 2019/2020 invoicing period was an extremely successful period of invoicing where we saw in excess of 80% income received within the first 30 days.
- Officers had processed all plot payments/non payments by Christmas 2019 which previously has not been achieved. Tenants who did not pay were evicted in an efficient manner, allowing vacant plots for new tenants.
- The key to our success during this period was organisation and talking to our tenants regularly on the lead up to issuing invoices and after the invoices had been issued.

New invoicing period approaching 2020/2021 plan of action

- We had hoped to move away from postal invoicing this year, whilst this method is effective and is what we have used for many years, we want to become more efficient with our communication methods.
- Unfortunately, despite our best intentions to have this in place by September 2020 for this upcoming invoicing period we have been faced with other challenges in how we work. A decision to keep to the way we issue invoices to our tenants was made as we did not want to cause unnecessary errors during such a vital time for Andover Town Council.
- This allows us more time to ensure we have a plan (if workable) in place by 2021. Not all tenants have access to emails, some of our emails divert directly into some tenant's junk folders, which we have no control of. Therefore, postal at this time is the best option to ensure everybody receives their invoice in a timely manner and in the usual delivery method which is via post.
- Both Allotment Officers will be preparing the invoices to be posted. Included will be a cover letter outlining changes in the way which we are able to accept payments this year due to the Covid-19 pandemic.
- We have over 500 tenants and therefore must minimise exposure to office staff during this period. Please find attached the cover letter for the approval of The Allotment Committee during this meeting.

- Our goal for this invoicing period to be as successful as the previous invoicing period and we are confident the measures we propose to put in place will allow us to achieve this.

Health and Safety

To consider the Health and Safety Risk if contactless payment is not approved by The Allotment Committee members due to the potential high number of tenants who would visit the offices.

To safeguard staff and allotment tenants.

Recommendations

To note the report.

To approve the changes to the invoicing process during the Covid-19 Crisis for 2020.

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers), Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG

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Appendix G: Allocation of Allotment Plots

G

Purpose of the Report

- To update the Allotment Committee on the number of plots occupied on allotment sites
- To inform the Allotment Committee on how allocations are made from the waiting lists and how vacant plots are managed

Allotment Site Allocations

ADMIRALS WAY

- Total number of plots: 29
- Capacity: FULL
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List: 14

BARLOWS LANE

- Total number of plots: 102
- Capacity: FULL
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List: 24

CHURCHILL WAY

- Total number of plots: 44
- Capacity: 4 vacant
- Unsuitable Plots: 0
- Waiting List: 15

OLD WINTON ROAD

- Total number of plots: 82
- Capacity: 2 vacant
- Unsuitable Plots: 1. Reason; this is a piece of land which is small and has been turned into a 'community plot' with the authorisation of Allotment Officers earlier this year. They will use this piece of land for storage for their gardening show materials and other community events with they hold.
- Waiting List: 14

MYLEN ROAD

- Total number of plots: 25
- Capacity: FULL
- Unsuitable Plots: 0
- Waiting List: 10

THE DROVE

- Total number of plots: 125
- Capacity: FULL
- Unsuitable Plots: 0

- Waiting List:21

VIGO ROAD

- Total number of plots: 106
- Capacity: 2 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

Waiting List

- The waiting list is managed daily by each Officer. New enquiries are added daily once we have received the applicants 3 preferred sites. This is to ensure that allocations are made fairly, giving people the option of the site they prefer.
- When a suitable plot becomes vacant, the applicants are contacted (longest on the waiting list first) and give them a reasonable time frame to respond to us to arrange a viewing. If we do not hear from the applicant on the waiting list after 5 working days they are contacted and informed they will be removed from the waiting list. This is to ensure we are being as efficient as possible in filling vacant plots.
- The waiting list continues to grow, we keep lines of communications open with people who are on the waiting list to ensure they are able to check their status within the waiting list.
- Whilst we have an active waiting list we are not allowing any tenants second plots.

General updates

- Allotment Officers are working with The Drove Allotment Association to add more plots to the site as there is a large, currently unused area which has been used for parking. They are adding an additional 2 plots into the site ready for use in Winter 2020/Spring 2021.
- All 'unsuitable' plots have been reviewed, one has been repurposed and is being used by a new tenant who requested a 'challenge'.
- We hope to make a further plot available come Winter 2020.

The waiting list is constantly moving and flowing therefore we try to avoid providing people their 'position' within the waiting list, as it can cause frustration. We try to manage expectations.

Vacant plot Allocation

- We contact the next person on the waiting list to arrange a viewing with the relevant site Warden
- We request feedback from Wardens as to how the meeting went
- We have used Docu-sign very successfully during the lockdown period on a free trial, this allowed us to send all relevant documentation to new tenants and allowed us to monitor progress on the completion of these documents.
- Once the payment is received and all paperwork is signed and acknowledged we inform the Wardens and issue the new tenant their gate access code to their new allotment site.
- If we are unable to offer somebody their first choice we always offer their 2nd and 3rd which allows us to work through the waiting list very effectively.

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers), Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG

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Appendix H: Allotment Officers Report

H

Despite the Corona Virus Pandemic which has affected everyone during 2020, we are very proud to witness that the community spirit we have seen within our allotments between tenants has been heart-warming and has shown what true community spirit means. We have never seen the allotments within Andover looking so beautiful and we can see people's hard work come to fruition into the summer months.

The Allotment Officers have undertaken, safe, socially distanced site visits in the recent months as lockdown has eased and have only conducted site visits where necessary.

The Allotment sites have been at full capacity for a large majority of the spring and summer, where vacancies have arisen, the plots have been filled almost immediately. This is a real achievement for Officers & Tenants and proves that the communication we have worked so hard to build up, is benefitting everybody as the sites are now thriving and turning into lovely communities of likeminded, green fingered people. The number of plots which have been left uncultivated is now at a fraction of what it once was which is a huge milestone for us to reach.

The waiting list is currently growing faster than it ever has, in fact it is growing quicker than we can allocate new tenants to plots. We manage people's expectations from the beginning when they send their initial notification of interest to us for an allotment via the website. This ensures we do not disappoint anybody who was hoping for an allotment immediately.

Allotment Officers have also been reaching out to the members of public who are on the Picket Piece waiting list and to offer support, advice and a point of contact to them whilst they wait for their new allotment site to open. This has really helped keep relations good between the Officers and potential new tenants.

We look forward to welcoming them when the time comes.

Sadly this year, due to the Coronavirus we will not be conducting our usual competitions and what we had hoped would be our Annual Trip to the New Forest and Hampshire County Show. We have missed seeing the scarecrows and being able to judge our Tenants superb efforts this year. However, we hope 2021 will see our usual Allotment competitions and outings resume.

We must also advise that the Sunflower competition and Pumpkin competition will not be going ahead for this season and apologise for the disappointment this may cause.

We have no update on compostable toilets for the allotment sites. Unfortunately due to the Coronavirus and the challenges it has thrown at us, we have had to prioritise our workload and the toilet project has not taken precedence over other tasks. However, we hope to investigate the possibilities further as and when time allows us to.

Returns of Deposits to our tenants past and present is also ongoing and has taken longer than we had hoped due to extra workload produced by recent events. This is a task which we still hope to have completed by Christmas 2020.

We would like to publicly thank the Tenants of Andover Allotments who have created the most beautiful green spaces this season. When we walk into the sites, we cannot help but smile. The skills and knowledge of our tenants is second to none and you can see that by just walking into the sites. Secondly, a very big thank you to the Wardens who assist the Officers in managing the sites who have been especially helpful during the Covid-19 outbreak. The support the Wardens provide the Tenants is vital and we are very grateful for a strong team of Wardens who support us in running the allotments.

A final note is to advise everybody we are still having to keep the toilets closed due to Covid -19. This isn't ideal and we appreciate this. However, the health and safety of our Tenants is of utmost importance and the toilets will remain closed until we are given guidance by the National Allotment Society that is safe to allow the toilets to open.

Thank you.

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

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Appendix I: Committee Work Programme

I

Date of Meeting	ITEM	Requested by	Purpose of Item
5 August 2020	Preparation for invoicing		
5 August 2020	Update on summer events/trips		
5 August 2020	Consideration of additional works to allotments to be included in the Budget 2021/2022		
2 December 2020	Allotment Budget 2021/2022		
2 December 2020	Review of the Allotment Year and consideration of any additional works to be carried out during the winter months.		