

ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Thursday 7 April 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 7 April 2022 at 6.30pm**, when it is proposed to transact the following business: -

Wendy R Coulter

1 April 2022



ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Thursday 7 April 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.

| Item No | Item | Page No |
|------------|---|---------|
| 1 | Apologies for Absence | 3 |
| 2 | Declarations of Interest | 3 |
| 3 | Minutes of the Previous Meeting | 3 |
| 4 | Public Participation | 3 |
| 5 | Update on new Allotment Sites | 3 |
| 6 | Allotment Rules and Regulations | 3 |
| 7 | Allotment Chicken Policy | 3 |
| 8 | Allotment Rental Increase Proposal Plan | 3 |
| 9 | Allotment Ear Marked Reserves | 4 |
| 10 | Bee Keeping Policy – Tenants Responses | 4 |
| 11 | Pest Controller | 4 |
| 12 | Update on Allotment Plot Uptake | 4 |
| 13 | Allotment Officers Report | 4 |
| 14 | Committee Work Programme | 4 |
| 15 | Date of Next Meeting | 4 |
| 16 | Exclusion of Press and Public | 5 |
| | CONFIDENTIAL | |
| 17 | Contractors – Report on outstanding Grounds Maintenance Works | 5 |
| 18 | Eviction Appeal | 5 |
| | | |
| Appendix A | Minutes of Previous Meeting – 3 February 2022. | 6 |
| Appendix B | Rules & Regulations | 13 |
| Appendix C | Chicken Keeping Policy | 20 |
| Appendix D | Allotment Earmarked Reserves | 28 |
| Appendix E | Update on Allotment Plot Uptake | 31 |
| Appendix F | Allotment Officer Report | 34 |
| Appendix G | Work Programme | 35 |

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 3 February 2022 – 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 with one spare disabled plot.

To **note** that final sign off visits are scheduled for the Saxon Heights and Picket 20 allotment sites. It is anticipated that plot allocation can be started before the growing season is fully underway.

Item 6: Allotment Rules & Regulations

To **consider** the updated Rules and Regulations, as per the previous Allotments Committee Meeting attached at **Appendix B (Page 13)**

Once it is confirmed that all the additions have been included the Rules and Regulations will be sent to the Wardens for consultation.

Item 7: Andover Town Council Chicken Keeping Policy

To **receive** and **approve** for recommendation to Full Council the updated Andover Town Council Chicken Keeping Policy. Attached at **Appendix C (Page 20)**

Item 8: Allotment Rental increase – Proposal Plan

To **note** that the Full Council held on 23 February 2022, approved the Allotment Committee's recommendations and plans regarding and rental increase. Therefore, next steps are:

- *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 i.e., toilet provision*
- *Receive, collate, and report responses to Allotment Committee.*

To **note** that Allotment Officers will implement the above plan and report back to a future Allotment Committee.

Item 9: Allotment Ear Marked Reserves.

To **receive** and **review** the Allotment Earmarked Reserves. Report attached at **Appendix D (Page 28)**

Item 10: Bee Keeping Policy – Tenants Responses

To **note** that the non-responsive Beekeeper has been sent a letter reminding them of the Rules and Regulations regarding bee keeping. A time frame has been given for compliance.

Item 11: 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 12: Update on Allotment Plot Uptake

To **note** a report on current Allotment Plot uptake across all sites – report attached at **Appendix E (Page 31)**

Item 13: Allotment Officers Report

To **receive** the Allotment Officer's report – attached at **Appendix F (Page 34)**

Item 14: Committee Work Programme

To **receive** the Committee Work Programme and to make additions or amendments as necessary – attached at **Appendix G (Page 35)**

Item 15: Date of Next Meeting

Members are requested to **note** the date of the next meeting will be confirmed after the Annual Mayor making in May 2022.

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 due to the contractual confidential nature and to comply with GDPR.

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: Eviction Appeal

To **receive** an eviction appeal from tenant and to **agree** action to be taken. Correspondence sent under separate cover for Members of the Town Council only.

The Chairman of the Committee will close the meeting.

Minutes of Allotments Committee Surgery

Time and date

6.30pm on Thursday 3 February 2022

Place

The Lights, Andover

| | | |
|------------------------------|---------------------------------|------------------|
| 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)

Michelle Young (Committee Officer) (Taking the notes)

Allotment Wardens Present:

Mr Ted Reynolds – The Drove

Mr Tim Stockwell – Old Winton Road

Mr Tom Beavis – Churchill Way

Allotment Warden Apologies:

Ms Marie Simmonds – Barlows Lane

Mr Mike Cantillon – The Drove

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.

Churchill Way Warden:

An allotment tenant came out of the gate at Churchill Way and a passing bus just missed him. Sooner or later, someone is going to get hurt.

Vice Chairman's Response:

We are looking for contractors to do the work there. We haven't had anybody reply to give us a quote to do the work yet. It is on our list as an urgent job.

Old Winton Road Warden:

Are the toilets officially open? Has communication gone out about it? The last communication said they were closed.

Vice Chairman's Response:

Yes they should be.

Town Clerk:

I will check.

Old Winton Road Warden:

Rules and regulations 3.30, construction material, as it stands is to be used within 6 months. Tenants are saying if it's not used in 6 months, it's not likely to be used. Can we change this to 3 months? Price increases – the increase should be 5%. Most tenants are happy with an increase in order to receive the services they want.

Vice Chairman's Response:

These items are on the agenda to be discussed this evening.

The Vice Chairman closed the surgery at 6.37pm.

Time and date

6.38pm on Thursday 3 February 2022

Place

The Lights, Andover

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)

Michelle Young (Committee Officer) (Taking the Minutes)

Allotment Wardens Present:

Mr Ted Reynolds – The Drove

Mr Tim Stockwell – Old Winton Road

Mr Tom Beavis – Churchill Way

Allotment Warden Apologies:

Ms Marie Simmonds – Barlows Lane

Mr Mike Cantillon – The Drove

Members of the Public: Unknown

AC 060/02/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor k Hughes.

AC 061/02/22 DECLARATIONS OF INTEREST

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

AC 062/02/22 MINUTES

An amendment to the recorded times of the previous meeting was requested.

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Amended Minutes of the Allotment Committee Meeting held on Thursday 2 December 2021 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION - 1

RESOLVED: That the amended Minutes of the Allotment Committee Meeting held on Thursday 2 December 2021 be signed by the Chairman as a correct record.

AC 063/02/22 PUBLIC PARTICIPATION

There were no comments received from Members of the Public present at the meeting.

AC 064/02/22 UPDATE ON NEW ALLOTMENT SITES

Members noted that Ox Drove Allotments had been fully allocated. It was noted that Picket Twenty and Saxon Heights sites were being dealt with the respective legal teams and handover dates were due to be end of March 2022. It was also noted that a site visit to Saxon Heights was scheduled for 3 February 2022, however, the contractor cancelled at the last minute. Officers were requested to investigate whether there were any issues that required addressing.

AC 065/02/22 ALLOTMENT RULES & REGULATIONS

Members considered and discussed amendments to the Rules and Regulations. It was noted that the Polytunnel rules had now been included.

The following amendments were suggested:

- Section 2.3 – Annual Rent - would need to be amended in line with the annual rent statement.
- Section 3.1 – Annual Rent and Tenancy Agreement – notice of any changes has to be given before the 6th April or after 29th September.
- Section 3.21 – Ponds/Water Storage – needs to state; “any pond should have something there to ensure no child can fall into the pond. Whatever is put across the pond must be sufficient to take a child’s weight. It must meet legal Health & Safety Regulations.”
- Section 3.27 – Toilet – add “if provided”.
- Section 3.4 – Beekeeping – Bee Policy be added with the wording; “those that do not adhere to it will be asked to remove their hive from the allotment site, in compliance with the Beekeeping Policy.”
- Section 3.12 – Deposits – be removed
- Section 4.1 – Termination by Tenant – remove “The Council reserves the right to retain the deposit and/or charge the terminating tenant for clearance of the plot.

Other suggestions to be included were:

- The addition of a chicken policy.
- Construction materials should be used within 3 months.
- Tyres – No tyres are permitted to be on any allotment site.
- Chicken coups of 1 sqm required investigation as deemed to be too small.

Officers were requested to contact the National Allotment Association for advice on the size of a chicken coup. The current stated 1sqm in the Rules and Regulations, was deemed too small.

Members requested that the amended Rules and regulations document contain tracked changes, in bold, to clearly show what had been changed.

It was proposed by Councillor B Long and seconded by Councillor L Gregori that the Rules and Regulations, with the amendments, be sent out for review to the Allotment Wardens and Councillors and brought back to a future meeting.

A vote was taken which was unanimous.

RESOLVED: That the Rules and Regulations with the amendments, be sent out for review, to the Allotment Wardens and Councillors and brought back to a future meeting.

AC 066/02/22 ALLOTMENT RENTAL INCREASE – PROPOSAL PLAN

Members considered an outline proposal plan for the potential increase to allotment rental charges.

Members discussed various aspects which included Allotment Officers costings and also a requirement to look at reducing services to minimise costings such as the removal of toilets and reducing grass cutting.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that a rental increase of 10% per year for the next four years, the billing period change as recommended in the report and the plans for increasing the rental prices as outlined in the report be agreed and recommended to Full Council for approval.

A vote was taken:

FOR – 3, AGAINST – 2, ABSTENTIONs – 1

RESOLVED: That a rental increase of 10% per year for the next four years, the billing period change as recommended in the report and the plans for increasing the rental prices as outlined in the report be agreed and recommended to Full Council for approval.

Members were asked to vote again due to some misunderstanding of the proposal.

A vote was taken:

FOR – 3, AGAINST – 3, ABSTENTION – 0

The Vice Chairman used his casting vote and voted in favor of the proposal.

Motion passed.

AC 067/02/22 NUMBER OF NON-ANDOVER RESIDENTS AS TENANTS

Members noted that as of 26 January 2022, the number of non-Andover residents that were currently Allotment tenants was 12.

AC 068/02/22 BEE KEEPING POLICY – TENANTS RESPONSES

Members noted that there were 3 Bee Keepers across the allotment sites. It was also noted that only 2 of the 3 Bee Keepers had provided Officers with photographic evidence which showed their compliance to the Bee Keeping policy.

It was commented that the Town Council's Public Liability Insurance would fail if the Bee Keeping rules were not being adhered to.

It was proposed by Councillor B Long and seconded by Councillor D Coole that Standing Orders be suspended, in order to allow the Warden to confirm if the hives are being kept where the Town Council understood them to be.

A vote was taken which was unanimous.

RESOLVED: That Standing Orders be suspended, in order to allow the Warden to confirm if the hives are being kept where the Town Council understood them to be.

Members were informed that the tenant had more than 1 hive with no signs around them. The hives were not all on his plot. One hive was situated on the plot unused; two used hives were placed on the car park and one unused hive on the corner car park.

It was proposed by Councillor D Coole and seconded by Councillor B Long that Standing Orders be unsuspended.

A vote was taken which was unanimous.

RESOLVED: That Standing Orders be unsuspended.

Officers were instructed to send a letter via Recorded Delivery to the tenant, which would ask the tenant to comply with Bee Keeping Policy and advise the consequences of non-compliance, which involved the termination of the tenancy within seven days.

AC 069/02/22 PEST CONTROLLER

Members noted that although the Pest Controller had been requested to provide detailed reports and to ensure the noticeboards were being kept up to date, no reports had been received to date and the notice boards were not being updated. Officers were requested to chase the Pest Controller on these issues.

It was questioned whether the fence on Churchill Way Allotment site had been secured to prevent the deer from jumping in. The Vice Chairman confirmed that the Council was currently awaiting quotes from contractors for replacing the fence.

A member made a point that it was part of the Pest Controller's contract that reports must be produced.

AC 070/02/22 BEST KEPT ALLOTMENT COMPETITION

Members noted that Officers were currently making arrangements for the Best kept Allotment Competition which would take place in July 2022. More details would be provided at a future Allotment Committee meeting.

AC 071/02/22 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted a report on the current Allotment Plot uptake across all sites.

A request was made that the dates of tenancy uptakes be specified on each site. It was questioned how long does the process take from applying for an allotment plot, to the allocation of a plot. It was thought that a further allotment site would eventually be required if the process was taking 2 -3 years. It was clarified that the majority of plots were being allocated within a year, however, it varied from site to site. Members also noted that the waiting lists for each site may have duplicated names, due to the available option to choose up to 3 sites at any one time.

In view of this, it was requested that the actual number of people on the waiting list in total, be included on the report as well.

A member asked the question of how many existing tenants have more than 1 plot and raised the point that it may be necessary to debate the option of serving notices to quit to those tenants, on order to release plots and reduce the number of people on the waiting lists and the need to source further allotment sites.

Councillor B Long expressed her thanks to Allotment Officer 2, for all her efforts and hard work.

AC 072/02/22 ALLOTMENT OFFICERS REPORT

Members noted the Officers' report.

Members discussed the requirement of toilets on the allotment sites and the increasing costs to have them. The majority felt in favour of removing the toilets completely, particularly as the toilet facilities were permanently closed during the pandemic.

The Vice Chairman advised he would put forward a motion to Full Council to get rid of the toilet contract for all sites and thanked the Allotment Officers for the report.

AC 073/02/22 COMMITTEE WORK PROGRAMME

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

- The Rules and Regulations Review
- Local Plan – Allotment site provision
- Rental Price Increase update from Full Council

- Earmarked Reserves review for Allotments

AC 074/02/22 DATE OF THE NEXT MEETING

Members noted that the next Allotment Committee meeting would take place on **Thursday 7 April 2022, at The Lights, Andover, starting at 6.30pm.**

AC 075/02/22 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor R Hughes and seconded by Councillor B Long that the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 & 18 due to the contractual confidential nature and general data protection regulations regarding tenants' personal information contained in the items.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS - 1

RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 & 18 due to the contractual confidential nature and general data protection regulations regarding tenants' personal information contained in the items.

CONFIDENTIAL

AC 076/02/22 CONTRACTORS

Members discussed an update report on Grounds Maintenance Works across all sites. It was requested that the date each task was allocated to a contractor, be added to the report.

AC 077/02/22 FENCING AROUND WATER FEATURES

Members discussed the Rules and Regulations regarding the safety of water features on Allotment Sites in relation to specific allotment plots.

A point was raised that all water features on any allotment site should be subject to a Risk Assessment. Officers were requested to seek the Solicitor's advice as it was viewed as being an Operational matter and subject to Health and Safety Regulations. It was agreed that this item would be brought back to a future Allotment meeting.

The Chairman closed the meeting at **8.24pm.**

Chairman

Date

ANDOVER TOWN COUNCIL

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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.V2 – March 2017)

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|-------------|--|
| 1. | Introduction 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 |
| 2. | Definitions |
| 2.1 | Allotment Officer – The nominated member of staff from the Council responsible for the management of the Allotment Sites on behalf of the Council |
| 2.2 | Allotment Plot – the area named on the Tenancy Agreement |
| 2.3 | Annual Rent – the annual rent payable by the Tenant to the Council for the cost of the Allotment Site to be paid from the 1 October. |
| 2.4 | Association Representative – 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. |
| 2.5 | Buildings – that are considered acceptable are sheds, greenhouse, polytunnels. |
| 2.6 | Council – Andover Town Council |
| 2.7 | Cultivated – the Allotment Plot is planted with crops, seeded or fully prepared for planting or for seeds to be sown. |
| 2.8 | Livestock - bees, chickens & rabbits. |
| 2.9 | Rules – Rules and Regulations |
| 2.10 | Tenancy Agreement – A legally binding written document which records the terms and conditions of letting a particular Allotment Plot to an individual Tenant. |
| 2.11 | Tenant – a person who holds an agreement for the tenancy of the Allotment Plot |
| 2.12 | Specialist Service – Qualified Trades people |

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| | 2.13 | Uncultivated – 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 |
| | 2.14 | Vermin – rats and swarming wasps. |
| | 2.15 | Warden – represents Tenants on a specific Allotment Site. |

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| 3. | Rules and Regulations for Allotment Plot | |
| | 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. | |
| | Failure to abide by the Rules will result in termination of the Tenancy Agreement. | |
| | 3.1 | Annual Rent and Tenancy Agreement |
| | | <ul style="list-style-type: none"> 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 Refunds of Annual Rent will not be offered under any circumstances. The Council reserves the right to amend the amount or rent payable. Notice of any change to the rent or tenancy agreement will be given before the 6th April or after 29th September. Occupancy of the Allotment Plot will only be permitted once payment has been received and Tenancy Agreement signed. |
| | 3.2 | Alienation |
| | | <ul style="list-style-type: none"> 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. Joint Tenancy may be permitted at the discretion of the Town Council. |
| | 3.3 | Barbed Wire |
| | | <ul style="list-style-type: none"> Barbed wire or similar must not be brought on the Allotment Plot or Allotment Site. |
| | 3.4 | Beekeeping |
| | | <ul style="list-style-type: none"> The Council has a Bee-Keeping Policy those that do not adhere to it will be asked to remove their hive from the allotment site, in compliance with this Beekeeping Policy No bees to be kept on the Allotment Plot unless prior written approval is given from the Council. |
| | 3.5 | Bonfires/Incinerators |
| | | <ul style="list-style-type: none"> 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 centre of a highway maybe guilty of an offence under the Highways Act 1980. Bonfires should be after 7pm during the summer months and 4pm in the Winter months. Bonfires must be in a purpose-built galvanized incinerator and supervised at all times. No household rubbish, rubber, plastic (inc. bottles and bags), foam, tyres or oils should be burnt. Incinerators must not be positioned within four feet of any fencing, hedging, sheds or other buildings or within two feet of a pathway. Any tenant found to have caused damage with an incinerator shall be liable for the full costs of repair or replacement. Only dry material should be burnt and wherever possible composting and /or shredding should be used in preference to burning. Any tenant found to be causing a smoke nuisance by the Environmental Health Department may have their Allotment Tenancy terminated |

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| 3.6 | Buildings | <ul style="list-style-type: none"> • 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. • Sheds and greenhouses should not have a floor area exceeding 4.5sq m. (8 x 6ft) • 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). The polytunnel support poles should be dug into the ground a minimum of 2 feet. • No concrete bases are permitted under any circumstances. • Buildings must be erected on the Allotment Plot and must be at least two feet from any fence, path or track. • Any Buildings must be well constructed and maintained. They should not be constructed using hazardous material (e.g. asbestos) • In the event of exceptional weather conditions tenants are expected to make sure that any buildings on their plots are made secure. • Any buildings put up on the allotment plot must be removed by the tenancy termination date. • 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. • 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. • Chicken coops require and internal space of a minimum of 30 sq cms per bird and an outside protected run with a minimum of 2 sq meters per bird. |
| 3.7 | Change of address or other details. | <ul style="list-style-type: none"> • The Tenant must inform the Council immediately of any change of address/contact telephone number. • The Tenant should advise the Council of their email address. |
| 3.8 | Chemicals | <ul style="list-style-type: none"> • Chemicals must only be used and stored in accordance to the manufacturer's instructions in compliance with Department of Food and Rural Affairs. • 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 • 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. • Utmost care must be taken to ensure such chemicals do not drift outside the plot. • All chemicals should be disposed of correctly. |
| 3.9 | Children | <ul style="list-style-type: none"> • Children on site should not cause a nuisance or annoyance to Tenants, adjoining landowners or to the occupiers of neighbouring houses. • To ensure children are supervised at all times, ball games are not allowed at any time. • NO children are allowed on the Allotment site unattended at any time. |
| 3.10 | Cultivation | <ul style="list-style-type: none"> • 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. • Not to obstruct or reduce any path set out by the Council for the use of the occupiers of the allotment. • To keep the Allotment Plot clean, cultivated and fertile, maintaining it in a good tidy condition. • 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. |

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| | | <ul style="list-style-type: none"> If the allotment is persistently uncultivated, following letters (1st letter with 4 weeks to respond, 2nd 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). |
| 3.11 | Disputes | |
| | | <ul style="list-style-type: none"> 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. |
| 3.12 | Dogs | |
| | | <ul style="list-style-type: none"> Dogs are not permitted on the Allotment Site except for an assistance dog (must be kept under control at all times). |
| 3.13 | Duty of Care | |
| | | <ul style="list-style-type: none"> The Tenant has a duty of care to others, including visitors and trespassers even when not on site. 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. Tenants to ensure all tools are stored safely. The Council accepts no responsibility for loss or damage to such items nor any resulting injury however caused. Not to leave any hole uncovered or unprotected whether as a pond or during any cultivation or construction so as to constitute a hazard. 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. 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. |
| 3.14 | Hedges, fences, paths and gates | |
| | | <ul style="list-style-type: none"> To ensure the paths bordering your Allotment plot are kept clean by cutting the grass and keeping them free of weeds and trip hazards Allotment Plot paths must remain at the minimum of 60cms. 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. Main tracks to be minimum of 3 metres Boundary lines between boundary fence and plot to be 1 meter clear Boundary fences are to be clear of weeds, stinging nettles and climbers 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. Not to put up any fence, gate or hedge within the site unless authorised by the Council. |
| 3.15 | Fruit Cages/Raised Beds | |
| | | <ul style="list-style-type: none"> 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 All fruit cages and raised beds must be removed by the tenant on the termination of Tenancy Agreement. |
| 3.16 | Livestock | |
| | | <ul style="list-style-type: none"> No Animals to be kept on the Allotment Plot unless prior written approval is given from the Council. 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. Should vermin be attributed to your livestock you will be responsible for any pest control costs incurred by Council. |
| 3.17 | Notices | |

| | | |
|--|-------------|---|
| | | <ul style="list-style-type: none"> 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. |
| | 3.18 | Nuisance |
| | | <ul style="list-style-type: none"> 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. Not to cause any nuisance or annoyance to the occupier of any other Allotment Plot, adjoining landowners or the occupiers of nearby houses 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. 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 |
| | 3.19 | Plot Marker |
| | | <ul style="list-style-type: none"> 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. |
| | 3.20 | Ponds/water storage |
| | | <ul style="list-style-type: none"> The Council must be notified of the location of any ponds. To ensure that all ponds/water storage are clearly visible. Risk assessments may be carried out by the Council. To be filled only by rain water. Any pond should have fencing to ensure no child can fall into the pond. Whatever is put across the pond must be sufficient to take a child's weight. It must meet legal Health & Safety Regulations. |
| | 3.21 | Power to inspect |
| | | <ul style="list-style-type: none"> The Council or its appointed Allotment Officer and or Warden is entitled to inspect any Allotment Plot. |
| | 3.22 | Rent |
| | | <ul style="list-style-type: none"> 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. |
| | 3.23 | Restriction on admittance to Allotment Plot |
| | | <ul style="list-style-type: none"> The Council has the right to refuse admittance to any person other than the Tenant to the Allotment Plot or to the Allotment Site. |
| | 3.24 | Security |
| | | <ul style="list-style-type: none"> Each Tenant must ensure that the gate is closed behind them and that the combination code is scrambled. Only the tenant, or a person authorised or accompanied by the tenant is allowed on site. The Tenant shall not give copies of any key or combination lock code issued by the Council to anyone. |
| | 3.25 | Special Conditions |
| | | <ul style="list-style-type: none"> Not to take or carry away, or sell any mineral, gravel, clay or sand from the Allotment Site. To observe and undertake any other special condition/s which the Council considers necessary to preserve the Allotment Plot or Allotment Site from deterioration. 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. |
| | 3.26 | Toilet |
| | | <ul style="list-style-type: none"> It is the Tenants' responsibility to ensure the toilets remain clean and tidy, if a toilet is provided. |
| | 3.27 | Traps |
| | | <ul style="list-style-type: none"> No tenant may set traps. |

| | | |
|------|--------------------------|--|
| 3.28 | Trees/Fruit Trees | <ul style="list-style-type: none"> • 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. • Not to plant any trees or bushes other than fruit trees or bushes, which will be subject to removal upon termination of Tenancy. • The Tenant shall not allow self-seeded trees to grow on the allotment (especially any growing through a perimeter fence). • Fruit Trees/Bushes must be planted away from paths and to ensure they do not shade or allow roots to grow under neighbouring plots. • 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. |
| 3.29 | Tyres | <ul style="list-style-type: none"> • No tyres are permitted to be on any allotment site. |
| 3.30 | Use of Land | <ul style="list-style-type: none"> • To use the land as an Allotment Plot as per the Allotments Acts 1908 – 1950. • 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. • Not to use the Allotment Plot for any illegal, immoral or criminal activity or purpose. • 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. • 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. • No overnight stays or use of any Buildings for residential accommodation is permitted • Not to bring on to the Allotment Plot or store any items other than for horticultural use. • No permanent children's play equipment is to be kept on the Allotment Plot. • Construction materials, paving and timber for infrastructure work brought onto the allotment for use upon the allotment must be used within 3 months. • Not to erect any notices, advertisements or Flags without the permission from the Council. |
| 3.31 | Vermin | <ul style="list-style-type: none"> • 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. |
| 3.32 | Vehicles | <ul style="list-style-type: none"> • 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. • Strictly NO overnight parking |
| 3.33 | Waste | <ul style="list-style-type: none"> • No non-compostable material is to be kept on the allotment or on the site. • No garden waste, any other material or other waste is to be placed against any fence, hedge or gate • Only plant waste may be composted on the Allotment Plots. • Composting is only allowed on the Allotment Plot and must be properly maintained to the satisfaction of the Council. • All other waste material must be removed from the Allotment Plot and disposed of in an appropriate manner. • No cooked food waste is to be brought on to the Allotment Plot. • The Tenant shall not bring onto the allotment any rubbish from external sources. |
| 3.34 | Water | <ul style="list-style-type: none"> • 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. |

| | |
|------------|---|
| | <ul style="list-style-type: none"> 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. In event of drought or other emergency all Government restrictions will be observed. The water tap to be turned off immediately after use. The water is to only be used for any purpose of watering plants on the Allotment Plot. Damaged or leaking taps must be reported to the Council as soon as reasonably possible. The water supply is switched off during the winter months (November – March) If a severe frost is forecast the Council reserve the right to extend this period. |
| 4. | Termination of Tenancy Agreement |
| | <p>The tenancy will terminate immediately:</p> <ul style="list-style-type: none"> If the Tenant dies If the Tenant transfer or attempt to transfer the tenancy to someone else. If the Tenant permit someone else to use the allotment for their own use (without written consent from the Council <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> |
| 4.1 | Termination by Tenant |
| | <ul style="list-style-type: none"> 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. The plot must be left in a clean and tidy condition and clear of any debris and rubbish. On receipt of termination of the tenancy the Council will inspect the plot |
| 4.2 | Termination by the Council |
| | <ul style="list-style-type: none"> The Council may end the Tenancy if the rent is in arrears for 40 days or more. 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"> I) The Tenant have not complied with these Rules & Regulations within 3 months 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. 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. 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 29th September and the following 6th April in any year. 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. VI) If tenant continues to leave a plot uncultivated (see 3.10). |

ANDOVER TOWN COUNCIL

ALLOTMENT CHICKEN POLICY – 2022

| Contents | Subject | Page No |
|----------|-----------------------------|---------|
| | GDPR Privacy Statement | |
| 1 | Policy Statement | 2 |
| 2 | Registration and Inspection | 4 |
| 3 | Risk Assessment | 4 |
| 4 | Stand-by Arrangements | 5 |
| 5 | Keeping Hens | 5 |
| 6 | Bee Keeping | 7 |
| 7 | Withdrawal of Consent | 7 |
| 8 | Useful Resources | 8 |
| 9 | Document Information | 8 |
| 10 | Document Control | 8 |

The General Data Protection Regulation (GDPR) standardizes data protection law across all 28 EU countries and imposes strict new rules on controlling and processing personally identifiable information (PII). It also extends the protection of personal data and data protection rights by giving control back to EU residents. GDPR replaces the 1995 EU Data Protection Directive and goes into force on May 25, 2018. It also supersedes the 1998 UK Data Protection Act.

GDPR PRIVACY STATEMENT

(General Data Protection Regulations)

This is a privacy statement of Andover Town Council. Our registered office address is 68b High Street, Andover, Hampshire, SP10 1NG.

INTRODUCTION

- This is a statement to inform you of our policy about all the information we record about you. It sets out the conditions under which we may process any information that we collect from you or that you provide to us. Any information that identifies you (“Personal Information”) is used to provide you with the services you require.
- We regret that if there are one or more points below that you are not happy with us holding, we have to hold this under General Data Protection Regulations (GDPR) law.
- We take seriously the protection of your privacy and confidentiality. We understand that all visitors to our websites, customers and clients are entitled to know that their personal data will not be used for any purpose other than the lawful basis upon which it was provided for.

- We undertake to preserve the confidentiality of all information that you provide to Andover Town Council.
- Our policy complies with UK law accordingly implemented including that required by the GDPR.
- The law requires us to tell you about your rights and our obligations to you in regards to the processing and control of your personal data. We do this now by requesting that you read the information provided at www.knowyourprivacyrights.org.
- Except as set out in our GDPR policies (which can be found at www.andover-tc.gov.uk we do not share, sell or disclose any personal data to any other organisation or third party.

THE BASIS ON WHICH WE PROCESS INFORMATION ABOUT YOU

The law requires us to determine under which of the six defined bases, we process different categories of your personal information. If a basis on which we process your personal information is no longer relevant, your personal information will be destroyed.

If the basis changes then as required by law, we will notify you of the change and of any new basis under which your personal data is being held.

ALLOTMENTS

Data is held on an internal Town Council database/software system and is used to send you Newsletters, Yearly Invoices, Receipts, Follow-Up letters and Terminations if necessary.

Tenancy Agreements are held for 1 year after the expiry of the agreement under the GDPR guidelines (subject to change).

EMAILS & WEBSITES

If you contact the Town Council via email or our website, your personal data i.e. email address, will be kept for the time it takes to answer your enquiry, unless another lawful reason becomes apparent, which we will notify you of, after which time it will be destroyed.

For details of our full Privacy Policy, please refer to www.andover-tc.gov.uk. Alternatively, you may write to us at Andover Town Council, 68b High Street, Andover, Hampshire, SP10 1NG and we will send you a hard copy.

Policy Statement

The aim of this Policy is to set out the procedure for keeping chickens on Andover Town Council Allotments.

1.1 Keeping Chickens

General Conditions

Andover Town Council will allow tenants to keep chickens as livestock on their allotment plot. Livestock kept on allotments are for the tenants own use and not for business or profit.

Any person keeping livestock on allotment land must be an allotment tenant and is bound by the Allotment Tenancy Agreement in addition to the general rules for keeping livestock on allotments below.

There are additional rules and application process for beekeeping. See Andover Town Council Beekeeping Policy.

The Council reserves the right to review these conditions as required. The Council will give livestock keepers notice before any changes to these conditions are made.

All livestock are subject to strict welfare codes enforced by the RSPCA and DEFRA covered by the Animal Welfare Act 2006. The act states that all animals have basic needs that must be fulfilled by their owner or keeper. **If national restrictions are in force, then livestock holders MUST comply with them.**

Permission to keep livestock on a plot is dependent on these conditions being met and the rules and guidelines being followed.

Keeping livestock does not count as cultivation. The plot holder must guarantee that a minimum $\frac{3}{4}$ (or 75%) of the remaining allotment plot is left free to cultivate when making the application.

The total area of the hen house and run should not exceed more than 10% of the total allotment plot area. The maximum number of birds per plot will be dependent on the size of plot and the percentage of that plot that the required coop and run would need.

“Chickens” excludes cockerels or roosters as under the Allotments Act 1950.

The keeping of other poultry (ducks, geese, turkeys, etc.) is prohibited.

Only the registered plot holder is permitted to keep livestock on their allotments plot.

When a plot holder ends the tenancy, they must have arrangements be in place to remove the livestock and any associated structures at their own cost.

2. Registration & Inspection

Tenants must make an application to Andover Town Council to keep livestock (chickens) on their allotment plot.

Details of the number of hens and size and location of the hen house and outdoor run must be given. Personal contact details must be provided including details of who will care for your livestock or deal with emergencies if you are absent.

See section 4 below and the attached livestock application form.

2.1 Tenants are responsible for the welfare of livestock (chickens) and must ensure they do not cause a nuisance to others.

2.2 Representatives of Andover Town Council have the right to inspect the livestock at any time. If the Council has cause to investigate complaints of mistreatment, any costs incurred will be passed to the tenant for payment.

2.3 Andover Town Council has the right to issue a notice if the plot holder does not comply with the Allotment Tenancy Agreement or the rules in this document, including nuisance to neighbours.

The procedure will be the same as a "Notice to Cultivate" with a 40 day notice period. The notice may be served any time that concerns are raised about the management of livestock. If there is no improvement Andover Council will serve a "Notice to Quit" as per the Rules and Regulations.

3. Risk Assessment

A risk assessment must be completed by the plot holder outlining how they intend to manage the livestock. This must include the following considerations:

- ☐ Protection against vermin
- ☐ Foxes and cats
- ☐ Disposal of dead carcasses
- ☐ Arrangements in times of temporary absence by the plot holder (See section 4 below)
- ☐ When the allotment water supply is turned off - access to drinking water
- ☐ When the allotment water supply is turned off - access to water for cleaning
- ☐ Access to drinking water in freezing weather
- ☐ Management of pesticides, ensuring livestock does not ingest.
- ☐ Preventing escaped livestock
- ☐ Preventing disease
- ☐ Vandalism
- ☐ Arrangements for removal of livestock and property when the plot holder ends their tenancy.

Highlight any other risks (please specify)

3.1 The risk assessment forms part of the permit to keep livestock on the allotment.

4. Stand-By Arrangements

The plot holder must provide Andover Town Council Allotment Officers/Committee, with details (name, address, telephone number and mobile telephone number) of a person who will take responsibility to deal with the care of livestock and emergencies if the plot holder is not available (the back-up keeper).

4.1 Notice on Display

A notice giving contact details of the livestock keeper and a back-up 24H contact in case of absence should be displayed clearly on the chicken coop for use by Council Officers, the emergency services or RSPCA.

The notice will include:

- ☐ Name of plot holder (livestock keeper)
- ☐ Phone number
- ☐ In case the plot holder is not available
- ☐ Name of the back-up keeper
- ☐ Phone number

4.2 The plot holder is responsible for the welfare of livestock at all times including when livestock is under the supervision of a back-up keeper.

5. Keeping Hens

In addition to the rules below, further information on keeping hens, including mixing breeds, the ideal size of perch, house and scratching land, can be found at the British Hen Welfare Trust www.bhwt.org.uk

5.1 The Henhouse

A fully enclosed shelter meeting BHWT guidance is required. Note: The maximum permitted size of a structure on an allotment is 13ft x 8ft (max polytunnel dimensions). See temporary structure rules for further information.

5.1.1 The fully enclosed shelter must provide the following:

- ☐ Protection from predators.
- ☐ Clean dry bedding material to absorb moisture and odour (e.g. wood shavings or straw).
- ☐ Warmth during colder months and shade during summer.
- ☐ Be draught free but have adequate ventilation.
- ☐ Perches for sleeping (25 cm sq per bird)
- ☐ Nest boxes for laying eggs.
- ☐ Internal space of minimum 30 sq cms per bird.
- ☐ Minimum recommended number of birds is 3.

5.2 Outdoor Run

A fully enclosed caged run must be provided, that meets the BHWT guidance. A minimum of 2sq metres per bird).

5.2.2 There should be an additional means of overhead shelter e.g. shrubs to provide hens with protection from direct sunlight, strong wind and driving rain.

5.2.3 All fences or enclosures must comply with Andover Town Council Rules and Regulations regarding structures on Allotment sites.

5.3 Food & Water

Hens should have continuous and plentiful access to cool, clean and fresh water, feed appropriate to the age and species of hen and in sufficient quantities as well as insoluble grit to aid digestion.

5.3.1 Food storage must be kept clean, tidy, and secure to prevent the risk of attracting rodents and other pests.

5.3.2 To aid the prevention of rodents and other pests the plot holder should use specific food dispensers and ensure all dispensers are cleaned regularly and any spillage cleared up as quickly as possible. There should be minimal loose grain and pellets on the ground.

5.4 Health & Welfare

The allotment tenant is responsible for ensuring that their hens are free from distress, pain, injury and disease.

5.4.1 Regular inspection by the plot holder must be carried out to check that all birds are behaving normally and are free of disease.

5.4.2 Preventative and/or veterinary inspections must be carried out at the first sign of disease to prevent a widespread outbreak.

5.4.3 Any serious health, longstanding or contagious issues must be reported to Andover Town Council immediately as well as details on the treatment being received and notification of when the problem has cleared.

5.5 Sanitation

The hen house and run should be cleaned a minimum of once a week or more frequently as necessary.

5.5.1

Plot holders are responsible for removing all waste from the site. Soiled bedding must not be composted anywhere on the allotment site.

Any waste must be removed according to Andover Town Councils Rules and Regulations on waste disposal.

When the allotment water supply is turned off the plot holder must ensure there is access to water for cleaning

5.6 Number of Hens

Poultry require companionship and ideally two or more should be kept, 3 being the recommended number.

The maximum number of hens permitted per plot holder will be defined by the plot size.

5.7 Breeding & Profit

Plot holders are not permitted to breed hens on the allotment site nor profit from the sale of produce, please refer to Andover Town Council's Rules and Regulations.

5.8 Record Keeping

The plot holder must keep records on the health and welfare of all livestock. Andover Town Council's Allotments Committee reserves the right to request a copy of these records.

Records should include the following:

- ☐ Date of introduction of new birds
- ☐ Date, purpose, and outcome of vet visit
- ☐ Details of treatments applied
- ☐ Mortality – date and cause.

6. Beekeeping

Andover Town Council is committed to promoting Beekeeping within our allotments. Bees play a critical role in the pollination of plants and fruit crops contributing to higher yields and better quality of produce.

Bees can only be kept on Council owned allotment sites with express permission from Andover Town Council.

Further information and an additional set of Rules and application form for beekeeping on Andover Town Council allotment sites is available online at <https://andover-tc.gov.uk/> or can be requested, in print, from allotmentofficer1@andovertc.co.uk

7. Withdrawal of Consent

Andover Town Council may withdraw the permission to keep livestock at any time by giving 40 days' notice to remove livestock and all associated structures and equipment if:

- ☐ The permit holder contravenes any of the above rules.
- ☐ The permit holder contravenes any rules within the Allotment Tenancy Agreement or
- ☐ any separate Allotment Association or Council tenancy rules.
- ☐ Substantiated information is received that requires a review of the arrangements.

Any costs resulting from the withdrawal of consent shall be borne by the tenant.

8. Useful Resources

Please find below some useful links with livestock information.

British Bee Keepers Association (BBKA) www.bbka.org.uk

DEFRA - www.defra.gov.uk

RSPCA – RSPCA

9. Document Information

| | |
|---------------|----------------------|
| Title: | Chicken Policy |
| Status: | 1st Draft |
| Version: | 9 March 2022 |
| Consultation: | Allotments Committee |
| Approved by: | Council |

| | |
|-------------------|------------|
| Approval Date: | |
| Review Frequency: | |
| Next Review: | March 2023 |

9.Document Control

| Date | Version | Description | Sections Affected | Approved by |
|------------|---------|-----------------------|-------------------|----------------------|
| April 2022 | 1 | 1 st Draft | All | Allotments Committee |
| April 2022 | 2 | 2 nd Draft | All | Council |

Disclaimer:

A printed version may not be the current version.

Appendix D: Allotment Earmarked Reserves

D

Produced for:

Allotment Committee

Date of Report:

Friday 25 March 2022

Author:

W. Coulter (Town Clerk, DPO, RFO)

Key Issues

To review Earmarked Reserves held for Allotment Services and Maintenance.

To consider the Earmarked Reserves set aside for Allotments and to consider whether they are still required for the same purposes.

The Allotments committee to consider setting up a programme of works for the use of the Earmarked Reserves.

Background

As per the Town Council's Financial Reserves Policy, the Town Council may hold Earmarked Reserves for 'specific items of expenditure to meet known or predicted liabilities or projects'. (Town Council's Reserves Policy).

The Internal Auditor has recently viewed the Earmarked Reserves and has advised that they be reviewed or a plan set up to spend the monies within a specific timeframe.

The current Earmarked Reserves for the Allotments are attached at **Annex 1**.

How were the Earmarked Reserves formulated?

The Earmarked Reserves were projects and services that at the time, the Town Council intended to carry out subject to funding available. Therefore, the amount of monies set aside for Earmarked Reserves were not necessarily held in the Town Council's funds as they were intended to be future projects. Not all the monies were able to be spent at one time. Therefore as savings were made each year they were to be transferred into the Earmarked Reserves.

This method was used as the Town Council was only set up in 2010 and had no initial reserves.

The Allotment Earmarked Reserves were last reviewed during 2020.

Review of Earmarked Reserves

As stated above, the Earmarked Reserves were last reviewed during 2020 and the amount required for the Allotment Earmarked Reserves is £98,255.02

Members are reminded that any amendments made to Earmarked Reserves will have to be recommended to and approved by Full Council.

Financial Risks

The Financial Risks to the Town Council should be considered when reviewing levels of Reserves.

Listed below are the Financial Risks that could be encountered by the Town Council:

Failure to collect rent from allotment tenants

Failing to review the rents and charges for allotments

Failure to provide adequate insurance cover – public liability, indemnity, employers liability

Loss of money through theft/misappropriation

Poor financial management

Risk to a third party as a consequence of providing a service

General Data Protection Regulations – breach of confidentiality – large financial fine

Failure to review interest rates

Inappropriate investment
Inadequate Budget Provision
Inappropriate funding applications

Any one of the above risks could cause severe financial implications for the Town Council.
The Town Council's Financial Reserves Policy states that if the Town Council faces an unprecedented financial burden, the set aside Earmarked Reserves should be used to cover costs.

Programme of Works to spend Earmarked Reserves

A programme of works was considered by the Allotment Committee in August 2020.
Many of the Earmarked Reserves set aside for allotment have been there since 2016. The Committee should consider, with regard to the recently agreed, 'Back to Basics' whether the Earmarked Reserves can be spent on the items originally set aside or whether they should be reallocated to other requirements for the allotments.

Consideration should also be given as to the resources required to spend the monies. For instance, time will be required to investigate appropriate costs, manage the project and then oversee the project completion. Does the Town Council currently have the resources to do this?

A programme of works and a realistic timetable would enable the Committee and Officers to manage the projects and the spending.

As with events, if the projects for the spending are to go ahead, Project Management Plans should be completed and submitted to full Council for approval.

Financial Implications:

The financial implications are included in the report.

Legal and Policy Implications

The Town Council must follow its own policy on Financial Reserves.

Section 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure then calculating the budget requirement; however, there is no specified minimum level of reserves that an authority should hold.

Recommendations:

- 1. To review and make any amendments to the Allotment Earmarked Reserves for recommendation to full Council.**
- 2. To put together a programme of works taking into consideration current resources.**

25 March 2022

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

Tel: 01264 335592

Distribution: To all Councillors

ANDOVER TOWN COUNCIL – EARMARKED RESERVES

| Minute No | Title of Earmarked Reserve | Purpose | Management & Control | | | | | Supplier | Balance (£) |
|----------------------|---|---|----------------------|----------------|---------------------|-----|---|-------------------|-------------|
| | | | Amount set aside (£) | Date set aside | Date of expenditure | TN | Amount | | |
| | Allotments - Removal of non-essential Hedges | One off cost to remove non-essential hedges and trees around boundaries of allotment sites | £7,000.00 | 25.01.2018 | | | | £7,000.00 | |
| | 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 7 sites | To install permanent toilets on all allotment sites | £7,000.00 | 25.01.2018 | | | | £7,000.00 | |
| | 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 | |
| | Allotments - Replacement Fencing and gates on all sites | To replace and upgrade all fencing and gates on all 7 allotment sites to improve security | £70,000.00 | 25.01.2018 | | | | | |
| AC 16/19 | | Replacement of entry gates at Vigo Road Allotments | | | 16.09.2019 | 312 | Bawden | £1,744.98 | £0.00 |
| | Allotments - Replacement Fencing and gates on all sites | | | | 19.01.2021 | n/a | Transferred to new Allotments - Additional | £50,000.00 | £0.00 |
| C 339/19 | Allotments - Replacement Fencing and gates on all sites | | | | 25.01.2021 | n/a | Transferred to Allotments (2) - Replacement Fencing | £18,255.02 | £0.00 |
| BS..... C 339/19 | Allotments - Additional Allotment Sites Fund | To assist with the provision of additional Allotment Sites for Andover | £50,000.00 | 19.01.2021 | 25.01.201 | | Transferred to Allotments (2) - Replacement Fencing | £50,000.00 | £0.00 |
| C 339/19 | Allotments (2) - Replacement Fencing and gates on all sites | To replace and upgrade all fencing and gates on all 7 allotment sites to improve security | £68,255.02 | 25.01.2021 | | | | £68,255.02 | |
| | | | | | | | | | |
| TOTAL FOR EMR | | | | | | | | £98,255.02 | |

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: FULL
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List: 10

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: 38 (Names of potential plot holders given to Warden)

CHURCHILL WAY

- Total number of plots: 45
- Capacity: 1 Vacant (waiting for contractor to clear plot)
- Unsuitable Plots: 0
- Waiting List: 5

OLD WINTON ROAD

- Total number of plots: 82
- Capacity: FULL
- Unsuitable Plots: 0
- Waiting List: 1

MYLEN ROAD

- Total number of plots: 26
- Capacity: 2
- Unsuitable Plots: 0
- Waiting List: 11 (Names of potential plot holders given to Warden)

THE DROVE

- Total number of plots: 130
- Capacity: FULL
- Unsuitable Plots: 0

- Waiting List: 22

VIGO ROAD

- Total number of plots: 106
- Capacity: 7 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: 28 (Potential tenants have been contacted to arrange viewings)
-

OX DROVE

- Number of plots available: 11 including 2 disabled friendly
- Capacity: 1 Vacant (disabled friendly plot)
- Unsuitable plots: 0
- Waiting list: 19

PICKET TWENTY – NOT OPEN YET

- Waiting list: 15

SAXON HEIGHTS – NOT OPEN YET

- Waiting list: 24

EXISTING TENANTS WHO HAVE MORE THAN ONE PLOT

- Admirals Way – 2
- Barlows Lane – 10
- Churchill Way – 6
- The Drove – 14
- Mylen Road – 3
- Old Winton Road – 7
- Ox Drove – 0
- Vigo Road - 9

NEW TENANCY AGREEMENTS UPDATE

- 19 – paperwork completed for new tenants across all sites as of 23rd March 2022

General updates

- Allotment Officers have been liaising with tenants, wardens and contractors following the recent storm damage such as collapsed sheds, damaged polytunnels and broken glass and greenhouses
- Non-Cultivation Letters sent out
6 - Barlows Lane
- Tidy Reminders sent out
1 – Barlows Lane
- Letter sent to tenant at The Drove asking the tenant to comply with the Bee Keeping Policy and advised the consequences of non-compliance
- All waiting lists are up to date as date of writing report 23rd March 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 allotmentofficer2@andovertc.co.uk
Website: www.andover-tc.gov.uk

Please note the following updates:

- Allocation of new allotment plots – 19 new tenancy agreements have been completed since February 2022.
- Water supply will be switched on at all sites at the beginning of April depending on frosts.
- Site inspections – The officers re-started site inspections now TNAS guidance updated – see confidential notes for full details.
- Storm Damage- officers visited various sites to assess storm damage then liaised for several weeks with tenants, wardens and contractors to get issues resolved.
- Numerous non-cultivation letters have been sent out for various sites.
- Site update emailed out to all tenants at all sites.
- Completed contractor allotment jobs and new jobs raised to be scheduled– see confidential notes.
- Signed for Letter sent to Beekeepers at The Drove site.
- Wardens continue to be contacted on a regular basis and kept up to date with important issues.
- Update will be sent once the clocks have changed – about the change of time to bonfires and rules.
- Waterboard advised approximate costs of moving water hydrant at Admirals Way. An application for water diversion would need to be submitted. Application fee alone is £1740 and depending on where it is moved to, it may cost anywhere between £7000-£10,000.

The officers have already scheduled in time to prepare and send out an 'Allotment Newsletter' to all tenants, providing all current site updates and upcoming competitions shortly.

It is also planned to get tenants involved in the yearly 'Scarecrow competition' at the end of May (which had to be postponed due to Covid) when the children are on half term and can get involved. The officers will visit each site and judging is planned currently for 15th June 2022. If any Councillors wish to join us on the day to do some judging too, please let the officers know in advance.

The officers have also been asked to hold 'The Best Kept Allotment Competition' (per site) in July 2022. This will again be included in the Newsletter going out to all tenants and judging has been scheduled currently to take place on 13th July 2022. Again, if any Councillors wish to come and help with the judging, please let us know in advance.

The officers would like to personally thank all Wardens for their continued support to the Officers with site inspections/issues during the Covid 19 Pandemic, it's really been appreciated as officers were not allowed to go on site in line with the TNAS and the Town Clerks guidance. The guidance has recently changed and allowed the officers to re-start Site Inspections and these have been completed at most sites.

Appendix G: Committee Work Programme

G

| Date of Meeting | ITEM | Requested by | Purpose of Item |
|-----------------|---|--------------|-----------------|
| 2022 | Padlocks and Keys on new sites - feasibility to be added to rental review. | | |
| 2022 | Barlow's Lane hardstanding | | |
| 2022 | Gate at Churchill Way - gate to be moved and cost from earmarked reserves - awaiting quotes, contractors have visited site. | | |
| 2022 | Quotes for fencing at Churchill and Admirals - awaiting quotes, contractors have visited sites. | | |
| 2022 | Rules and Regulations Review | | |
| 2022 | Local Plan - Allotment Site Provision | | |