

ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Thursday 9 September 2021



To the Members of the Allotments Committee:

Cllr L Gregori, Cllr K Hughes, Cllr R Hughes, Cllr B Long, Cllr N Long and Cllr S Waue.

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held **at Upper Guildhall, Andover on Thursday 9 September 2021 at 6.00pm**, when it is proposed to transact the following business: -

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

Wendy R Coulter

3 September 2021



ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Thursday 9 September 2021

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

6.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

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

Prior to the start of the Allotment Committee Meeting, there will be a presentation from Mr M Laird on 'Re-Wilding'.

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Item 1: Election of Chairman of Committee

To elect a Chairman of the Committee for the Municipal Year 2021/2022.

Item 2: Election of Vice Chairman of Committee

To elect a Vice Chairman of the Committee for the Municipal Year 2021/2022.

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 Wednesday 14 April 2021 – 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: Committee meeting start time

To consider and agree the start time for Allotment Committee meetings.

Item 8: Maintenance Schedule

To receive a report and suggested maintenance schedule for all Allotment Sites – attached at **Appendix B**.

Item 9: Update on Ox Drove Allotments

To note that the Ox Drove Allotments have now been handed over to Andover Town Council, allocating plots has started.

Item 10: Update on Picket Twenty Allotments

To note that Officers visited the Picket Twenty Allotment site and requested further water taps. Developer has confirmed that boundary hedge with Harewood Park will be a mixed species hedge. A further visit will be undertaken in 8 weeks' time.

Item 11: Update on Allotment plot uptake

To **receive** an update report on the allocation of Allotment Plots and the waiting lists – report attached at **Appendix C**.

Item 12: Bee Keeping on Allotment sites

To **consider** finding an unsuitable plot for potential beekeeping on an allotment site following a request to do so.

To review the updated ATC bee-keeping policy – attached at **Appendix D**.

Item 13: Pig Keeping on Allotment sites

To consider a request to allow an allotment holder to keep pigs. To note that there is currently no provision for the keeping of pigs on Andover's Allotment sites and it is for the Committee to consider if they would like to update the current Rules and Regulations.

Item 14: Requests for fencing

To consider 2 specific requests for fencing on allotment plots – report attached at **Appendix E**.

Item 15: Wardens Meetings

To note that Wardens Meetings will be resumed. Dates to be discussed and agreed.

Item 16: Fencing repairs and replacement

To note that there are urgent fencing repairs and replacements on Old Winton Road, Churchill, and Admiral's Way Allotment Sites. Allotment Officer to meet with contractor to obtain quotes, Committee to agree budget limit and give Officers delegated authority to action the urgent works.

Item 17: Allotment Officers Report

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

Item 18: Committee Work Programme

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

Item 19: Date of Next Meeting

Members are requested to **note** the date of the next meeting is **Thursday 4 November 2021** at (time to be confirmed), to be held at The Lights, Andover.

Item 20: Exclusion of the Press and Public

To Resolve to exclude the Press and Public from the meeting due to the confidential nature of Item 21 and Item 22, namely contractual information and GDPR UK restrictions.

CONFIDENTIAL ITEMS

Item 21: Contracts Review

To **receive** and **discuss** a report on contracts and costs – report attached under separate cover for Members only.

Item 22: Update report on all Allotment sites.

To review a report from Cllr N Long on all Allotment sites. Due to GDPR UK, this will be considered in closed session and report sent under separate cover for Members only.

To note further inspections have been carried out on allotment sites and an update will be given at the meeting.

The Chairman of the Committee will close the meeting.

Appendix A: Minutes of the last meeting

A

Time and date

6.12pm on Wednesday 14 April 2021

Place

Virtual On-Line Meeting via Zoom

Cllr L Gregori (Chairman) (P)
Cllr D Coole (P)

Cllr B Long (Vice Chairman) (P)
Cllr R Hughes (P)

Cllr L Banville (A)
Cllr D Treadwell (A)

Officers Present:

Wendy Coulter (Town Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer)

Other Councillors:

Cllr I Anderson
Cllr N Matthews

Allotment Wardens Present:

Mr M Cantillon
Mr T Stockwell
Mr E Reynolds

Members of the Public: 6

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

AC 125/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor D Treadwell.

AC 126/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made relevant to the agenda.

AC 127/19 MINUTES

It was proposed by Councillor L Gregori and seconded by Councillor B Long that an Amendment to the previous Minutes of 3 February 2021, be made by the removal of Minute Number AC115/19.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That an amendment to the previous Minutes of 3 February 2021, be made By the removal of Minute Number AC 115/19.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Amended Minutes of the Allotment Committee Meeting held on Wednesday 3 February 2021 be signed by the Chairman as a correct record.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That the amended Minutes of the Allotment Committee Meeting held on Wednesday 3 February 2021 be signed by the Chairman as a correct record.

AC 128/19 PUBLIC PARTICIPATION

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

Member of Public 1:

- A. Can you explain why it takes four members of the Town Council from the Allotment Committee, to be paid to attend one zoom meeting?**

- B. Recently on social media there was an allotment holder doing YouTube videos from one of the allotments. I want to know why a member of the staff has told that person to stop doing the YouTube videos. Anybody serious about gardening**

would know there are many YouTube videos of people doing things on their allotments. They are not breaching GDPR by not showing any other persons but just showing what they were growing on their allotments. Can you tell me why they have been told to stop? You should be issuing an apology, as it is promoting the Andover Town Council and the allotments.

Chairman's Response:

- A. This is out of my control. The Town Clerk can provide an informal response.
- B. We are currently liaising with the individual concerned. We are seeking clarification from the Information Commissioner's Office (ICO) and we will reply to the individual. In due course we will respond to you in writing of what we have done.

Councillor N Matthews:

An update regarding the allotments on the northside of Andover, in particular Saxon Heights. We have managed to secure early release with the developers.

Our expectation remains the allotments being prepared and ready for "adoption" by ATC, around September this year.

As this has now been determined to not require Test Valley Borough Council (TVBC) adoption and can be released straight to Andover Town Council (ATC), please engage with each other, now the line of communication is open.

Happy to assist/support with any problems, but this will be an ongoing responsibility of ATC. I will send over Taylor Wimpy's contact details.

AC 129/19 UPDATE ON OX DROVE ALLOTMENTS

Members received an update report on the site handover for the Ox Drove Allotments.

A question was raised regarding the cost of renting a portaloos each year. It was clarified that it was approximately £700.00 per allotment site, per year.

The chairman expressed his thanks to the Officers and Councillor Barbara Long for their hard work. Members debated the question whether toilet provision should be made on the Ox Drove Allotment. It was considered to be too expensive to provide toilets on a site with only 11 plots on it. Also due to the current Covid pandemic, toilet facilities are closed across all allotment sites indefinitely. It was felt that toilet provision could be revisited at a future date.

It was proposed by Councillor L Gregori and seconded by Councillor B Long that no toilet provision be made on the Picket Piece Allotment Site/Ox Drove Allotment Site, due to current Covid restrictions.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That no toilet provision be made on the Picket Piece Allotment Site/Ox Drove Allotment Site, due to current Covid restrictions.

AC 130/19 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted the Allotment Availability Report.

It was questioned whether the wardens were being notified of new applicants on the allotment site waiting lists, how up to date the waiting lists were and what the average waiting time was. It was also asked how many of the allotment tenants resided in the Andover Parish. Officers advised that these questions would be looked into.

AC 131/19 APPLICATION FOR BEE KEEPING ON ALLOTMENT SITE

Members noted the application for Bee Keeping on the Mylen Road Allotment Site.

Through debate, Members were in favour of Bee Keeping on Allotment Sites and it was suggested that the unsuitable plots that were being wasted through non-use could be utilised. It was felt that the Bee Keeper applicant should be an Allotment tenant, a resident of the Andover Parish and have restrictions applied.

It was proposed by Councillor D Coole and seconded by Councillor B Long that Standing Orders be suspended to allow a warden to speak on the item.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That Standing Orders be suspended to allow a warden to speak on the item.

The warden commented that a proposal was put to a previous committee, which was accepted. The proposal contained the following criteria which had to be met:

- The Bee keeper had to attend training.
- Be a member of an Allotment Association and the particular Allotment Association.
- Be a member of the Bee Keeping Association.

The warden confirmed that this particular applicant did meet two parts of the stipulated criteria. It was also confirmed that there had been a previous request to keep Bees on the Vigo Road Allotment Site.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Standing Orders be reinstated.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That the Standing Orders be reinstated.

The chairman concluded that Officers were to report back to the applicant, advise that he needed to be an Allotment holder in the first instance. It was suggested that a policy was needed and that the Officers clarify the protocols in consultation with the wardens and the applicant.

AC 132/19 CONTRACTS REVIEW

Members noted the Contracts Review report.

It was suggested that more detailed information was required and a discussion to further discuss alternative options in a closed session.

AC 133/19 ALLOTMENT OFFICERS' REPORT

Members noted the Allotment Officers' Report.

Vice Chairman, Councillor B Long gave thanks to the Allotment Officers for all their efforts in dealing with recent emergencies.

AC 134/19 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

Additional items were requested to be included:

- Bee Keeping Policy
- Contracts and Costings
- Update on new allotment sites
- Ox Drove
- Allotment Rules & Regulations (Poly Tunnels)

AC 135/19 DATE OF THE NEXT MEETING

Members noted that the date of the next meeting would be confirmed at the Annual Meeting.

AC 136/19 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor D Coole and seconded by Councillor B Long that the Press and Public be excluded from the meeting at Agenda Item 13, due to the confidential nature of the Item, which may contain personal information, which come under GDPR and Data Protection Act 2018.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That the Press and Public be excluded from the meeting at Agenda Item 13, due to the confidential nature of the Item, which may contain personal information, which come under GDPR and Data Protection Act 2018.

The Chairman closed the meeting at 7.38pm.

Chairman

Date

Appendix B: Proposed Maintenance schedule

B

Purpose of the Report

To present to members a suggested yearly maintenance schedule

Yearly Allotment Maintenance

Proposed Maintenance programme is a focus on prevention, relationship with tenants and wardens. If we get this right, we will be able to give an exemplary public service. We need to ensure good management and admin.

The management plan to be monitored annually and reviewed every 3 years.

Proposed to run a traffic light system

Red – a major issue which is likely to cause further problems

Amber – identifies an issue is necessary – possible to mitigate or address through design

Green – identifies a positive enhancement opportunity

- A. Water taps turned on early March. Visual inspection of taps and highlight any repairs needed.
- B. Main grass paths cut April to October (every 3 weeks) Tenants to cut paths at side of plots as tenancy agreements.
- C. Inspections (min 3 times a year) March/April, June, August. Done by Allotment Officers and Allotment Committee member, if available. To ensure plots are being worked as per agreements. Benefits to plot holders & those on waiting list.
- D. Pest control – reduce visits to all sites – only if problems highlighted by warden and plot holders.
- E. Condition of gates, locks, and fences etc to be checked during the site inspections
- F. Contractor to trim/ clear either side of Town Council owned fences Feb/March each year, to stop growth of saplings/ivy damaging fences. If heavy ivy problems spray at end of season.
- G. Maintenance program displayed on all site notice boards. Contractors to sign when they have visited.
- H. Water turned off October.

Recommendations:

- To discuss and approve the suggested schedule
- Once approved Officers to implement.

Note: The person (s) to contact about this report is Jo Whiteman (Allotment Officer), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

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

Appendix C: Allotment Availability

C

Purpose of the Report

To update the Allotment Committee on the uptake/availability at each allotment site.

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: 11

BARLOWS LANE

- Total number of plots: 102
- Capacity: 4 Vacant (3 vacating at end of season)
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List: 31 (Names of potential plot holders given to Warden)

CHURCHILL WAY

- Total number of plots: 44
- Capacity: 1 Vacant (4 vacating at end of season)
- Unsuitable Plots: 0
- Waiting List: 10
- Next on waiting list sent to the Warden.

OLD WINTON ROAD

- Total number of plots: 82
- Capacity: 1 vacant (3 vacating at end of season)
- 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: 8
- Next on waiting list sent to warden.

MYLEN ROAD

- Total number of plots: 25
- Capacity: Full (1 vacating at end of season)
- Unsuitable Plots: 0
- Waiting List: 7

THE DROVE

- Total number of plots: 125
- Capacity: 4 Vacant (1 vacating at end of season, 1 tenant has been sent 2nd non-cultivation letter)
- Unsuitable Plots: 0
- Waiting List: 28
- Next on waiting list sent to the Warden

VIGO ROAD

- Total number of plots: 106
- Capacity: 2 Vacant (1 vacating at end of season, 6 tenants have been sent 2nd non-cultivation letter)
- 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
- Next on waiting list sent to the Warden

PICKET PIECE – NOW OPEN

- Number of plots available 11 including 2 disabled friendly
- Capacity: 11 (Please note these have already been allocated on the allotment officers records, to the first 10 people that first registered. 1 Disabled plot will be left free for the time being, due to steepness of site)
- Unsuitable plots: none
- Waiting list: 28
- Plots are being allocated to coincide with the start of the new allotment year from 1st September 2021.

PICKET TWENTY AREA SITE REQUESTS RECEIVED

- 6 – on waiting list for this site.

AUGUSTA PARK AREA SITE REQUESTS RECEIVED

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

TENANCY AGREEMENTS UPDATE

- 28 – paperwork completed for new tenants across all sites since 08/04/2021.

General updates

- All 'Eviction Notices' have been completed and sent.
- All waiting lists are up to date as date of writing report 26 August 2021.
- All Wardens have been sent a list of the next tenants on the waiting list for their sites.

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

Recommendations

- **To note report.**

Note: The person to contact about this report is Jo Whiteman, Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: allotmentofficer2@andovertc.co.uk

Website: www.andover-tc.gov.uk

ANDOVER TOWN COUNCIL – BEE-KEEPING RULES AND REGULATIONS

Beekeeping

1 Conditions

Any person keeping bees on allotment land must be an allotment tenant and is bound by the Allotment Tenancy Agreement, the general rules for keeping livestock on allotments and the special rules for beekeeping below.

- The Council reserves the right to review these conditions as required.
- The Council will give beekeepers notice before any changes to these conditions are made.
- The Allotment Tenancy Agreement and the general rules for keeping livestock on allotments can be found online, on Andover Town Council's allotment pages. To request a print copy contact allotmentofficer2@andovertc.co.uk.
- Beekeeping on Andover Town Council allotments is encouraged. However not all sites have suitable locations for hives.
- Beekeepers must also take into consideration that allotments, are used by people who may know little of bees or beekeeping.

1.a An allotment tenant must obtain permission to keep bees on an allotment from Andover Town Council's allotment service. Please contact the allotment service by email allotmentofficer2@andovertc.co.uk to find out if a plot is available and then complete and return the form below.

1.b Bees can be only be kept on Council owned allotment sites where there are designated beekeeping plots.

1.c Beekeepers should not use allotments as storage space for equipment that does not contain bees. No wax comb should be left exposed in an apiary; it should be stored in a bee proof way.

2 Beekeeper

The beekeeper must have current registration and membership of a beekeepers' association affiliated to the British Beekeepers Association (BBKA).

2.a The beekeeper must have a BBKA Basic Assessment certificate or must be mentored by a beekeeper who has passed the basic assessment while working towards their own assessment. The certificate or a letter of support must be presented to the Council before permission to keep bees on the allotment can be given. See section 17 below.

2b If being mentored at the time of application, the beekeeper must pass their assessment within 24 months of signing their lease agreement.

3. Siting of Hives

On Council owned allotment sites hives can only be kept on designated beekeeping plots.

3.a Hives must be a suitable distance from any public road or path, or jointly use road or path within the allotment site.

3.b A notice should be put in place to discourage members of the public from approaching the beehives. See section 7

3.c The plot must have simple screening, such as is used for windbreaks, of fine mesh netting, dust-screening, willow, hazel or maintained hedges of a minimum 2.0 metres height to encourage the bees to fly high over neighbouring plots and to protect the hive from wind.

3.d The number of hives on the site in total will be monitored and restricted to prevent over population of any one site. No more than 2 hives and 1 nucleus may be located on one designated plot.

3.e The number of hives on one plot may increase due to splitting in order to control swarming. This should be temporary if it makes more than two hives on the plot. Hives must be reduced to the permitted number by the end of summer at the latest.

4 The Bees

The beekeeper must ensure that gentle strains of bees are kept, and if the bees become aggressive or exhibit excessive “following” tendency, he or she will arrange to re-queen the colony (or remove the colony until its undesirable traits have been resolved).

4.a Management and manipulations must be timed, as far as possible, to minimise disturbance to other plot holders, and the beekeeper is encouraged to liaise with neighbouring plot holders about planned actions.

5 Consultation

The Council will carry out consultation with other plot holders on the site before plots are designated for beekeeping.

6. Risk Assessment

There is a standard risk assessment for each site. Beekeepers must sign that they have read this and alert the council and committee if anything further should be added (medical conditions, allergies etc.)

A risk assessment will include, but is not limited to:

- Bee swarm in public areas.
- Bee sting first aid advice.
- Accidental or intentional intrusion by animals or humans
- Arrangements in times of temporary absence by the plot holder (See section 8 below)
- Provision and use of protective equipment.
- Management of smokers - must be extinguished after use.
- Preventing overpopulation of bees
- Preventing disease
- Vandalism

- Highlight any other risks (please specify)

7 Duty of Care

The beekeeper owes a duty of care to:

- The public in the vicinity of the hives
- Other allotment gardeners working nearby
- Intruders (even though it is clear that their intention was to disturb the colony)

The beekeeper must display a sign on their designated apiary area, stating honey bees are located there.

8 Stand-By Arrangements

8.a The beekeeper must provide the Andover Town Council Allotment Service and the Allotment Committee with details (name, telephone number and mobile telephone number) of stand-by arrangements to deal with emergencies such as swarming during any absence or unavailability of the beekeeper.

8.b The back-up beekeeper must have passed the assessment and provide certificate evidence.

9 Notice On Display

A notice giving contact details of the Beekeeper and a back-up 24H contact in case of absence should be displayed clearly on the hive for use by Council Inspectors, the emergency services, Beebase or RSPCA. The notice should state.

- Name of plot holder (Beekeeper)
- Phone number
- In case beekeeper is not available
- Name of the back-up keeper.
- Phone number

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

10 Diseases

The beekeeper is required to register all hives with the National Bee Unit (NBU) 'Beebase'. Guidance is available from their website: <http://www.nationalbeeunit.com/>

The beekeeper is responsible for following the statutory guidelines and Bees Disease legislation in particular The Bees Act 1980.

10a The beekeeper must use an integrated pest management system to control Varroa or other pests and diseases.

11 Inspections

Hives shall be inspected weekly from April to July by the beekeeper in accordance with the BBKA guidelines and suitable records must be kept.

11.a Sites will be inspected annually by Andover Town Council as part of the annual plot inspection.

11b The bee keeper will give Council inspectors access to inspect hives if this is considered necessary.

12 Complaints

The council will investigate any complaints, in particular, those with health and nuisance elements. If necessary, permission to keep bees can be withdrawn by the issue of 40 days' notice to remove the hives.

13 Insurance

The beekeeper is required to hold a current insurance policy which provides specifically for beekeeping risks and includes Public Liability Insurance cover for a minimum of five million pounds (£5,000,000).

13. a We require potential beekeepers to become members of the British Beekeepers Association (BBKA) which will include insurance cover for public liability and disease insurance.

13.b Each year at plot renewal (1 September) the beekeeper must provide Andover Town Council with a copy of their renewed proof of current membership with BBKA.

14 Sale of Honey or other produce from beekeeping.

The beekeeper will not display notices that honey or other products are available for sale on the allotment site or plot.

15 Withdrawal of Consent

Andover Town Council may withdraw the permission to keep bees at any time by giving 40 days' notice to remove hives if:

- a. The permit holder contravenes any of the above rules.
- b. The permit holder contravenes any rules within the Allotment Tenancy Agreement or any separate Allotment Association or Council tenancy rules.
- c. A new allotment tenant takes a nearby plot then provides medical evidence that they are allergic to honey bee stings. However, we would expect any new tenant to be made aware of the hives before they accept the tenancy of a plot. If necessary a plot may be offered on an alternative site that does not have beekeeping.
- d. Any costs resulting from the withdrawal of consent shall be borne by the tenant.

17 Application Procedure

Potential beekeepers must consult the local beekeeping association to gain an understanding of beekeeping before starting the application process.

Contact allotmentofficer2@andovertc.co.uk to find out if plots are available

Prepare a site plan for their plot or designated apiary. This must be approved by the local beekeeping association.

Provide a letter of support from local beekeeping association that you have passed the basic assessment

or

Are working towards an assessment and have an assessed beekeeper to mentor you. Complete this application form and return with the evidence documents listed below to:

allotmentofficer2@andovertc.co.uk

Beekeeping Application Form	
Allotment site	
Name:	Contact phone number:
Email address:	Full Address: Postcode:
Are you a Andover Town Council plot holder? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If Yes; please state Allotment site and plot number _____	Allotment plot size _____
Back-up Keeper's Contact details	
Name:	Telephone Number:
Risk Assessment Yes <input type="checkbox"/> No <input type="checkbox"/> Date:	Notice on Display Yes <input type="checkbox"/> No <input type="checkbox"/>
Hives Structure Description Dimensions	
I understand that I am solely responsible for the bees kept on my allotment plot. <input type="checkbox"/>	
I agree to pay any costs incurred for removal, relocation and disposal of the bees and beehives at the end of my Lease agreement. I agree to pay for any damages caused to other property or plots caused by my beekeeping. <input type="checkbox"/>	
I have read and understood the rules to keep Livestock on my allotment plot. I hereby agree to comply with the above rules and regulations <input type="checkbox"/>	

Signature

Date

Please return all completed application forms and evidence to: allotmentofficer2@Andovertc.co.uk

Note: The person (s) to contact about this report is Jo Whiteman, Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

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Appendix E: Request for Individual Fencing on Allotment Plots - Outside Rules & Regulations

E

Produced for:

Allotment Committee

Date of Report:

Tuesday 17 August 2021

Summary of Key Issues

Officers have received requests for fencing on allotment plots. Fencing is not permitted under the current Rules and Regulations. The Allotment holders are asking for special dispensation. Only the Allotment Committee can grant dispensation.

Current Situation

The current Allotment Rules and Regulations state:

3.15 – Hedges, fences, paths and gates

- 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.

2 allotment holders have applied to put up fencing around their plots.

The Requests

Request 1 - received 27/04/21:

I am writing to you regardless putting a fence in allotment on Vigo Road.

I do understand it is outside Rules and Regulations but i have noticed you might get the permission from Council.

The reason we would like to have a small fence is we have 2 children which one is only 2 years old. We live in a flat so we don't have a garden and having an allotment means a lot to us.

The fence is only wire one and it's not really sturdy you can still see what is going on in allotment. It's only temporally to stop my baby of running away to others allotments. I am looking after my kids but with 2 years old sometimes is only 1 min and he is gone.

I can promise you that if we will have that fence we will take care of the grass all around. We bought a trimmer especially for this. We will keep nice and tidy and we want wait for other to do. We love spending time outside so it will be pleasure for us.

I hope you understand and please consider my request positively.

If you need i can send a pictures of the fence so you will see it's not like the proper garden one just provisional.

Request 2 - received 03/06/21

Can we have permission to put up a small fence around the middle area of our allotment please?

We have a two year old son who is very explorative. We want to be able to keep him contained in our allotment as we will sometimes need to bring him with us.

Legal and Policy Implications

The Rules and Regulations are written and approved by the Town Council. They are to inform allotment holders of what they can and cannot do and follow closely Allotment Legislation as set out in law. The Town Council can chose to grant dispensation/permission with regard to specific items as set out in its Rules and Regulations.

Granting permission for fencing is permitted by decision of the Council (delegated authority to the Allotment Committee).

Recommendations

To grant permission for the 2 allotment holders to have fencing on their plots provided the fencing is well maintained and removed upon giving up the tenancy of their respective plots.

Note: The person to contact about this report is Jo Whiteman (Allotment Officer), Andover Town Council, 68B, High Street, Andover, Hampshire. SP10 1NG.

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Distribution: To all Councillors

Appendix F: Allotment Officers' Report

F

Please note the following updates:

- Allocation of new allotment plots – 28 new tenancy agreements have been completed since April 2021.
- Water switched will be switched off at the beginning of November 2021
- Plot inspections – The Wardens have assisted Officers by carrying out plot inspections. Cllr N Long has also assisted when wardens are unavailable.
- Communal toilets/facilities – a survey has been sent out with the invoices to gauge the need for the provision of toilets on allotment sites
- Incinerators/bonfires - tenants will be reminded of the change of timings for the winter at the beginning of October 2021
- All 'Eviction Notices' have completed and sent.
- Wardens are contacted on a regular basis and kept up to date with important issues.
- Tenants have been reminded to cut the grass paths around their allotment plots on a number of occasions
- Reminders have been sent regarding security on relevant sites to keep gates closed
- Reminders have been sent to tenants to stay on their own plots and not trespass on others
- All invoices have been prepared and waiting to be sent out as of 26 August 2021 – allotment officers will be in the middle of processing payments at the time of the allotment meeting on 9 September 2021

Allotment Competitions have not been able to resume during 2021. Work will start now on preparing for Competitions during 2022.

It should be noted that the Wardens have tirelessly supported the Officers over the summer months of 2021 and have carried out a number of jobs, kept officers informed of issues, helped officers with site inspections and investigating problems that have been reported.

Note: The person to contact about this report is Jo Whiteman (Allotment Officer), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

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Appendix G: Committee Work Programme

G

Date of Meeting	ITEM	Requested by	Purpose of Item
August 2021	Preparation for invoicing		
August 2021	Update on summer events/trips		
August 2021	Consideration of additional works to allotments to be included in the Budget 2022/2023		
October 2021	Allotment Rules & Regulations (Poly Tunnels)		
October 2021	Consideration of Allotment Budget 2022/2023		
December 2021	Allotment Budget 2022/2023		
December 2021	Review of the Allotment Year and consideration of any additional works to be carried out during the winter months.		