

ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Wednesday 14 April 2021



To the Members of the Allotments Committee:

Cllr L Gregori (Chairman), Cllr B Long (Vice Chairman), Cllr L. Banville, Cllr D Coole, Cllr R Hughes and Cllr D Treadwell.

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held **Virtually via Zoom on Wednesday 14 April 2021 at 6.00pm**, when it is proposed to transact the following business: -

Wendy R Coulter

8 April 2021

Please note the Zoom Meeting Joining Instructions below:

Join Zoom Meeting

<https://zoom.us/j/99483127281?pwd=UmhQc0thbGF0NIRBYTJzclZHVkorZz09>

Meeting ID: 994 8312 7281

Passcode: 215213



ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Wednesday 14 April 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.

Item No	Item	Page No
1	Apologies for Absence	3
2	Declarations of Interest	3
3	Minutes of the Last Meeting	3
4	Public Participation	3
5	Update on Ox Drove Allotments	3
6	Update on Allotment Plot uptake	3
7	Application for Bee Keeping on Allotment site	3
8	Contracts review	3
9	Allotment Officers Report	4
10	Committee Work Programme	4
11	Date of Next Meeting	4
12	Exclusion of Press and Public	4
	CONFIDENTIAL ITEMS	
13	Report of incident on Allotment Site	4
Appendix A	Minutes of the last Meeting	5
Appendix B	Ox Drove Allotments	11
Appendix C	Allotment Availability	12
Appendix D	Allotment Site Bee Keeping Application	15
Appendix E	Contracts Review	16
Appendix F	Allotment Officers' Report	17
Appendix G	Work Programme	19

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 Wednesday 3 February 2021 – attached at **Appendix A**.

Item 4: Public Participation

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

Item 5: Update on Ox Drove Allotments

To **receive** an update report on the site handover for the Ox Drove Allotments - report attached at **Appendix B**.

Item 6: 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 7: Application for Bee Keeping on Allotment site

To **receive** and **consider** a report regarding a request for potential bee-keeping on an allotment site – report attached at **Appendix D**.

Item 8: Contracts Review

To **receive** and **discuss** a report on contracts and costs – report attached at **Appendix E**.

Item 9: Allotment Officers Report

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

Item 10: Committee Work Programme

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

Item 11: Date of Next Meeting

Members are requested to **note** the date of the next meeting to be confirmed at the Annual Meeting.

Item 12: 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 13, due to the confidential nature of the Item, which may contain personal information, which comes under GDPR and Data Protection Act 2018.

CONFIDENTIAL ITEMS

Item 13: Report of incident on Allotment Site

To **receive** and **consider** a report on a recent incident – report to be sent to members under separate cover.

The Chairman of the Committee will close the meeting.

Appendix A: Minutes of the last meeting

A

Time and date

6.00pm on Wednesday 3 February 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)
Caroline Godfrey (Locum Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer)

Other Councillors:

Cllr N Matthews

Allotment Wardens Present: Unknown

Members of the Public: 9

Allotment Holders Surgery

The Chairman opened the surgery at 6.00pm and welcomed all attendees.

There were no questions raised at the surgery.

The Chairman closed the surgery at 6.04pm.

Minutes of Allotments Committee

Time and date

6.04pm on Wednesday 3 February 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)
Caroline Godfrey (Locum Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer)

Allotment Wardens Present: Unknown

Members of the Public: 9

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 111/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor D Treadwell.

AC 112/19 DECLARATIONS OF INTEREST

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

AC 113/19 MINUTES

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Minutes of the Allotment Committee Meeting held on Monday 14 December 2020 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 Minutes of the Allotment Committee Meeting held on Monday 14 December 2020 be signed by the Chairman as a correct record.

AC 114/19 PUBLIC PARTICIPATION

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

Member of Public 1:

Complaint regarding the slow resolution of allotment availability.

Why has it been out under the confidential section?

Chairman's Response:

The confidential item is not directly connected to the initial allotment complaint. The Town Clerk has replied to the complainant already.

Member of Public 2:

I have previously asked about the five payments of £300 per site for turning on the water on the allotments. This equates to 620% increase. Do these go to tender?

Chairman's Response:

I apologise we have not come back to you regarding this.

AC 115/19 Motion

Andover Town Council is to arrange regular meetings with wardens at least every four months. They will be chaired by either the Chair or Vice Chair of the Allotments Committee and officers will provide secretarial support for them. If face to face meetings are not possible Andover Town Council is to make innovative alternative arrangements.

Proposer: Cllr Barbara Long

Seconder: Cllr Robin Hughes

PUTTING IN PLACE AN ALLOTMENTS STRATEGY

Background

Many parishes and principal authorities have put in place an Allotments Strategy to guide the development and management of their allotments' estate. Currently we do not have one despite allotments being the only statutory duty of the town council. This puts us at a distinct disadvantage in planning and managing our estate. It also makes it more difficult to articulate

the importance of our allotments in terms of offering welfare and other benefits to our residents.

Members debated the Motion.

The importance of regular meetings and engagement with wardens was highlighted.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole		X	
R Hughes	X		
TOTAL	3	1	0

RESOLVED: That an Allotments Strategy be put in place to guide the development and management of the Andover Town Council Allotment Sites.

Motion

Andover Town Council is to construct an Allotments Strategy. This work will be led by the Allotments Committee.

Proposer: Cllr Luigi Gregori

Seconder: Cllr Robin Hughes

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 Allotments Committee construct an Allotments Strategy.

AC 116/19 REQUEST FOR ALLOTMENTS – NORTH SIDE OF ANDOVER

Members noted the update report on the request for allotments on the North Side of Andover.

It was agreed that a twelve-month action plan was required and the Deputy Clerk volunteered to be the dedicated Andover Town Council point of contact.

AC 117/19 ALLOTMENT AVAILABILITY

Members noted the update report on the allocation of Allotment Plots and the Waiting List.

It was also that work was currently underway regarding the issues with the online application form for allotments, on the Town Council website.

Due to the current Covid-19 pandemic, the allocation of new allotment plots has ceased.

A suggestion was made that vacant allotment plots could be electronically handed over in the interim, by use of photographs and risk assessments.

It was proposed by Councillor D Coole and seconded by Councillor B Long that a risk assessment be carried out as soon as possible and a plan to allocate vacant plots be produced.

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 a risk assessment be carried out as soon as possible and a plan to allocate vacant plots be produced.

AC 118/19 ALLOTMENT OFFICER'S REPORT

Members noted the Allotment Officers Report.

A member asked how many allotment payments were outstanding. It was clarified that five payments were outstanding.

AC 119/19 COMMITTEE WORK PROGRAMME

Members noted the Committee Wok Programme.

- Additional Items were requested to be including:
- Allotments Strategy
- Risk Assessment
- Contractors contracts up for Tender – water charges
- Toilet contracts – charges

AC 120/19 DATE OF THE NEXT MEETING

Members noted that the next Allotment Committee meeting would take place on **Wednesday 14 April 2021 via Zoom, starting at 6.00pm.**

AC 121/19 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor L Gregori and seconded by Councillor B Long that the Press and Public be excluded from the meeting at Items 12, 13 & 14 due to the confidential nature of the Items which contain personal information which come under GDPR and Data Protection Act 2018 and Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole		X	
R Hughes	X		
TOTAL	3	1	0

RESOLVED: That the Press and Public be excluded from the meeting at Items 12, 13 & 14 due to the confidential nature of the Items which contain personal information which come under GDPR and Data Protection Act 2018 and Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

(Councillor D Coole left the meeting at 6.55pm)

The Chairman closed the meeting at 7.45pm.

Chairman

Date

Appendix B: Ox Drove Allotments

B

Purpose of the Report

To provide an update to the Allotment Committee on the progress of the Picket Piece site.
The Allotment Committee to discuss and decide if a Portaloo will be provided.

Background

- Officers attended the Ox Drove Allotment site on 1 April 2021 to meet with developers and sign off the new provision.

Current Situation

During the site visit Officers noted there were still outstanding works to be completed:

1. **Metal plot numbers to be screwed to wooden posts on each plot number (11 in total)**
2. **Hard standing for sheds needs to be increased to accommodate an 8 x6ft shed base.**
3. **Hard standing for compost bin to be provided with appropriate animal deterrent.**
4. **2 x mirrors to be placed on adjacent side of the road for visibility when leaving the site.**
5. **Rabbit proofing to be continued around the whole site.**
6. **Mesh to be added to all inclines to prevent run-off and meadow/grass seed to be sown.**
7. **Extra rain water collector to be added for top of site.**
8. **Rise and fall type tap to be fitted to existing water trough.**
9. **Complete all allotment surrounds.**

Developers agreed to rectify the points above and will complete by end of April 2021.

Next Steps

- Committee to discuss and decide if toilet provision will be supplied by the Town Council for this site.
- Upon completion of works, Officers will revisit the site and completed legal paperwork to take ownership of site.
- The first 10 people on the waiting list to be notified and tenancy documents signed.

Recommendations:

- **To note this report**
- **To agree on toilet provision.**

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

Tel: 01264 335592

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

Website: www.andover-tc.gov.uk

Appendix C: Allotment Availability

C

Purpose of the Report

- To update the Allotment Committee on the number of plots occupied and vacant on allotment sites
- To update the Allotment Committee on how invoicing has gone this year with the offices being closed due to Covid 19 and completing the payments using a new procedure.

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: 7 (NB waiting list has been added to recently)

BARLOWS LANE

- Total number of plots: 102
- Capacity: 9 Vacant (3 site viewings completed)
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List: 22
- Next on waiting list, provided to warden and 3 tenancies completed after viewings.

CHURCHILL WAY

- Total number of plots: 44
- Capacity: 2 Vacant
- Unsuitable Plots: 0
- Waiting List: 8 (NB waiting list has been added to recently)
- Next on waiting list, forwarded to the warden and 2 tenancies completed after viewings.

OLD WINTON ROAD

- Total number of plots: 82
- Capacity: 2 vacant
- Unsuitable Plots: 1. Reason; this is a piece of land which is small and has been turned into a 'community plot' with the authorisation of Allotment Officers earlier this year. They will use this piece of land for storage for their gardening show materials and other community events with they hold.
- Waiting List: 7 (NB waiting list has been added to recently)
- Next on waiting list, sent to warden and 5 new tenancies completed after viewings.

MYLEN ROAD

- Total number of plots: 25
- Capacity: None Vacant

- Unsuitable Plots: 0
- Waiting List: 6 (NB waiting list has been added to recently)

THE DROVE

- Total number of plots: 125
- Capacity: 6 Vacant (a number of plots have been given up at the site and these have mostly been re-let, a few on the waitlist no longer wanted plots)
- Unsuitable Plots: 0
- Waiting List: 24 (NB waiting list has been added to recently)

VIGO ROAD

- Total number of plots: 106
- Capacity: 7 Vacant (4 site viewings completed)
- 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: 18

PICKET PIECE – NOT 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: 15
- Site meeting held 1st April 2021 with the Town Clerk, Deputy Town Clerk, Allotment officers and Councillor Barbara Long snagging list completed (see attached report) works to be completed before the end of April 2021.

ANY SITE REQUESTED OR 3 PREFERRED CHOICES NOT YET RECEIVED CURRENTLY ON WAITING LIST

- Total number of requests: 29
- NB these are new potential tenants that are registered on our current waiting list who are happy to have a plot at any site or they have not yet informed the allotment officer of their 3 preferred sites.

PICKET TWENTY AREA SITE REQUESTS RECEIVED

- 3 – requests received and logged on a waiting list for this site.

AUGUSTA PARK AREA SITE REQUESTS RECEIVED

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

NEW TENANCY AGREEMENTS UPDATE

- 20 – paperwork completed for new tenants across all sites as of 08/04/2021.

General updates

- All 'Eviction Notices' have been completed and sent.
- Due to the very recent changes to 'COVID 19 restrictions with the National Allotment Society and Central Governments' guidance, all Wardens have kindly agreed to show potential new tenants vacant plots.
- Allotment officers have been going through the long waiting list for all sites, establishing who is next on the list and their preferred 1st choice site so information can be passed to the wardens. The officers have been able to offer most new tenants their 1st preferred site.
- All Wardens have been sent a list of the next tenants on the waiting list for their sites.
- Porta loos still need to remain 'Closed' due to the speed and spread of the new virus and the amount of cleaning required. The Allotment Officers have recently contacted the Porta Loo provider, asking them to ensure the toilets are still cleaned in line with our contract and the ATC signs stating 'Porta loos remain closed' are replaced with a cable tie as agreed by their manager.
- Email with all current updates sent to tenants 1st April 2021 and wardens have been requested to place this on the notice boards. Copy sent to Chairman and Vice Chair.
- The Officers are still receiving high volumes of emails, new requests, complaints etc to action.
- Water has been switched on at ALL sites by the Wardens as requested by Allotment Officers. The plumber who Andover Town Council normally use has been unresponsive to telephone calls. The allotment officers will be contacting several plumbers and instructing a new plumber to do the works going forward.
- This has been a challenging period, Allotment Officer 1 worked alone for 5 months before maternity cover was found, and is catch up on emails and complex matters.
- Jo Whiteman has recently joined the allotment team to cover staff maternity leave.
- Allotment training is being completed, and remains ongoing.
- **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 Fern Long, Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

Email: allotmentofficer1@andovertc.co.uk

Website: www.andover-tc.gov.uk

Appendix D: Allotment Site Application for Bee Keeping

D

Purpose of the Report

- The Allotment Committee to consider a request from a member of the public to keep bees on the Allotment Site at Mylen Road.

Background

- A member of the public currently has a few hives at a location out of Parish, and would like to keep them closer. This person is known by the Bee Keeping Association.
- The applicant originally requested another site but was advised by The Bee Keeping Association that there was already sufficient bee hives in that location and recommended the Mylen Road site instead.
- The applicant was advised to contact us in spring 2021 once Covid regulations allowed for a firmer consideration of the request.
- The applicant is not an Allotment Holder; however, bees are extremely beneficial to Allotment sites therefore it is brought to the Allotment Committee for consideration.

Recommendations:

- To consider the request.
- Officers to inform applicant of decision.
- If application is approved, to consider instructing Officers to draw up a Welfare of Keeping Bees document.

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

Tel: 01264 335592

Email: allotmentofficer1@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Appendix E: Contracts Review

E

Purpose of the Report

- To provide the Allotment Committee with an overview of current contracts, costs, and works descriptions held for the Allotment Sites.

Contracts:

Current Contractors (per annum for all sites):

- **Pest Control - £4,800.**
Contract covers: monthly site visits to highlight any problems e.g. rats, chickens, bee keeping.
If any issues are highlighted, will resolve regardless of time spent.
- **Portaloos - £4,826.50**
Contracted since 2013, reviewed 2020
Includes: Monthly emptying, bi-monthly clean
- **Water - £4,289.06** (claimed back from allotment holders in arrears, varies depending on amount used)
- **Plumber - £1,359**
To turn off and turn on water and any tap and pipe repairs.
- **Grounds Maintenance -** £3,000 for general GM including plot clearance, rubbish clearance etc.
£2,555 for grass cutting
£1935.38 removal of tyres (one off project 2020)
£401.68 Covering for plots (to stop weeds while vacant so ad hoc cost)
- **Allotment Association Contract + Skip Hire - £820.00** (For provision of grass cutting, plot covering and clearance, turning water on and off, tap repairs)
- **Locksmith - £1,183.50**
Lock change + repairs to locks, chains and gates – varies depending on demand.

Recommendation:

- **To review report and instruct Officers on Committee wishes.**

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

Tel: 01264 335592

Email: allotmentofficer1@andovertc.co.uk

Website: www.andover-tc.gov.uk

Appendix F: Allotment Officers' Report

F

This has certainly been a busy period for the Allotment officers, with yet another 'COVID-19 pandemic Lockdown' restriction in place!

Firstly, I would like to welcome Jo Whiteman to the Allotments team. Jo has recently joined the team and already been trained and mastered completing Tenancy agreements and dealing with the new requests which we are still receiving in high number due to Covid 19. I would like to thank Jo for all her help and is enjoying learning about the allotment role.

However, the good news is National Allotment Society and Central Government have eased the Covid 19 restrictions have allowing us to re-start the following: -

- Allocation of new allotment plots- is well underway by both officers and going extremely well, full details can be found on the Vacant and Tenancy report attached.
- Water switched on at all sites now, by the wardens. New plumber going to be obtained.
- Plot inspections – Urgent plot inspections have continued to happen and all site visits and are planned once we have dealt with and completed all the vacant plot tenancies.
- All site gatherings – are currently on hold until further government/NAS guidance is provided
- Communal toilets/facilities – Must still remain CLOSED sadly following recent guidance from NAS and Government. This is because they can not be cleaned throughout the day agreed with Town Clerk.
- Bonfires- are currently allowed in line with current Rules and Regulations and new summer time after 7pm tenants have been informed in the update on 1st April 2020.
- Only existing tenants and their immediate household family members can currently visit the site – this will continue to be reviewed by the officers.
- All 'Eviction Notices completed and sent.
- Emails, issues, day to day tasks, site updates, obtaining quotes, invoicing and Complaints etc have been dealt with by allotment officer 1 allowing, officer 2 to concentrate on the new agreements and new requests.
- Site updates continue to be sent as and when required and the last one on 1st April 2021.
- Tenants reminded that glass bottles are not allowed on site and asked them to remove them immediately from their plots. Only exception is greenhouse glass non- broken.
- Also, reminded all tenants that they must seek approval from the allotment officers to place a greenhouse, poly tunnel or shed on their plot (all new tenants signed up advised too). The officers discuss with the Warden to ensure no shading and position will be ok.
- Ongoing training with Jo Whiteman.

We are hoping to be able to reintroduce the competitions we run normally this year, as sure some of our lovely tenants that like to get involved have been missing these, like the Allotment officers have and seeing and speaking to everyone on sites visits which is an important part of the officer's role. I like you can't wait

to get back to some sort of normal, with the vaccine rolling out now so quickly. Keeping everything crossed this is all going in right direction.

The first competition we hope to hold the end of May/June 2021 will be the 'Scarecrow' competition. So, all tenants please get your thinking caps on and getting working on your ideas please include your children and grandchildren too. We will keep you posted if this can go ahead. We have already received a few requests of people wanting to get involved.

Both officers have completed a number of site visits recently for urgent matters and non-urgent and noted that most plots and site are looking lovely and tidy. All tenants have been reminded to have a general tidy of plots ready to get planting! Before we start doing full site visits again soon.

A big thank you to all the Wardens who assist the Officers in managing the sites who have been especially helpful during the COVID-19 pandemic and recently helping the officers out turning on the water and taking meter readings, very much appreciated.

Thank you.

Fern and Jo

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

Tel: 01264 335592

Email: allotmentofficer1@andover-tc.co.uk

Website: www.andover-tc.gov.uk

Appendix G: Committee Work Programme

G

Date of Meeting	ITEM	Requested by	Purpose of Item
3 February 2021	Allotment Availability on Picket Twenty, Picket Piece and Northern Sites		
14 April 2021	<ul style="list-style-type: none">Review of maintenance across all allotment sitesAndover Town Council Allotment Strategy		
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	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.		