

ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Wednesday 5 October 2022



To the Members of the Allotments Committee:

Cllr K Hughes (Chairman), Cllr N Long (Vice Chairman), Cllr D Coole, Cllr L Gregori and Cllr R Hughes,

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held at **The Lights, Andover on Wednesday 5 October 2022 at 6.30pm**, when it is proposed to transact the following business: -

Victoria Warburton

Victoria Warburton

29 September 2022



ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Wednesday 5 October 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.

**** Please note that only items on the agenda can be discussed during this meeting****

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Item 1: Apologies for Absence

To **receive** and **accept** apologies for absence.

Item 2: Declarations of Interest

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

Item 3: Minutes

To **agree** the Minutes of the Allotments Committee meeting held on Thursday 7 July 2022 – attached at **Appendix A (Page 5)**

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: New Allotments

To note that Saxon Heights Allotment Site, is ready to be handed to Andover Town Council. The final questions posed by the developer are with the Council Solicitors.

To note that no response has been received to emails sent to the developer of the Picket 20 Allotment site.

Item 6: Barlow Lane Gates

To receive and approve the replacement of the gates at the Barlow Lane Allotment Site – report attached at **Appendix B (Page 15)**

Item 7: The Drove Gates

To receive and note the solution proposed for the gates at the Drove Allotment site and to approve the proposed one-way system – report attached at **Appendix C (Page 16)**

Item 8: Allotment Budget 2023/2024

To make considerations for the Allotment Budget 2023/2024 –proposed Budget attached at **Appendix D (Page 17)**

Item 9: Update from the Pest Controller

To **receive** and **note** an update report from the Pest Controller – report attached at **Appendix E (Page 22)**

Item 10: Update on Allotment Plot Uptake

To **note** a report on current Allotment Plot uptake across all sites – report attached at **Appendix F (Page 23)**

Item 11: Allotment Officers Report

To **receive** the Allotment Officer's report – attached at **Appendix G (Page 26)**

Item 12: Committee Work Programme

To **receive** the Committee Work Programme and to make additions or amendments as necessary – attached at **Appendix H (Page 27)**

Item 13: Date of Next Meeting

Members are requested to **note** the date of the next meeting: **Thursday 2 February 2023**, venue to be confirmed.

Item 14: 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 15 due to the confidential nature of the items and to comply with GDPR.

CONFIDENTIAL ITEMS

Item 15: Complaint

To **receive** a complaint from a resident who neighbours an Andover Town Council Allotment site and to **discuss** and **approve** next actions.

Item 16: Eviction Appeal

To **receive** an appeal to an eviction notice and to **discuss** and **approve** next actions.

Item 17: Warden Update

To **receive** an update Warden report.

Item 18: Resources Review

To **review** and **discuss** resources and any actions that are required.

The Chairman of the Committee will close the meeting.

Minutes of Allotments Committee **Surgery**

Time and date

6.30pm on Thursday 7 July 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P)	Cllr N Long (Vice Chairman) (P)	Cllr D Coole (P)
Cllr L Gregori (P)	Cllr R Hughes (P)	

Officers Present:

Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
Fern Long (Allotment Officer)

Allotment Wardens Present:

Tom Beavis – Churchill Way
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove
Tim Stockwell – Old Winton Road

Members of the Public: 4

Allotment Holders Surgery

The Chairman, Councillor K Hughes opened the surgery at 6.30pm and welcomed all attendees.

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

The Drove Warden 1:

Emails - Why is it necessary for all emails sent out by Officers to be entitled "Urgent, please read" when the content is not of an urgent nature?

Uncultivated Plots – The Drove Association has undertaken the cultivation of four plots which were overgrown for a number of months and subject to inspection reports sent in to Andover Town Council. These will require a lot of effort for any incoming tenant to make good before any planting can be achieved successfully.

Why has plot 43a been allowed to get away with non-cultivation?

Why are we not applying rules in a fair and consistent manner?

Fly Tipping – The tenants who confronted the householder responsible for dumping garden waste into the area of The Drove car park, would appreciate feedback for their efforts.

Allotment Officer 1:

The processes are being followed and dealt with confidentiality.

Chairman's Response:

We can provide feedback after the meeting tonight.

Admirals Way Warden:

I would like a total ban on bonfires.

Chairman's Response:

We can put that to the Committee to discuss a ban.

Admirals Way Warden:

Residents are fed up with tenants parking awkwardly on their roads.

Allotment Officer 1:

We will send a reminder email out.

Councillor D Coole:

We could approach Hampshire County Council about painting double yellow lines and report back to the next meeting.

The Chairman closed the surgery at 6.45pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.46pm on Thursday 7 July 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P)
Cllr L Gregori (P)

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

Cllr D Coole (P)

Officers Present:

Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
Fern Long (Allotment Officer)

Allotment Wardens Present:

Tom Beavis – Churchill Way
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove
Tim Stockwell – Old Winton Road

Members of the Public: 4

AC 097/07/22 APPOINTMENT OF CHAIRMAN OF COMMITTEE

It was proposed by Councillor R Hughes and seconded by Councillor N Long that Councillor K Hughes be appointed to the position of Chairman of the Allotment Committee for the Municipal Year 2022/2023.

There were no other nominations.

RESOLVED: That Councillor K Hughes be appointed to the position of Chairman of the Allotment Committee for the Municipal Year 2022/2023.

The Chairman of the Committee thanked the Members for their nominations.

AC 098/07/22 APPOINTMENT OF VICE CHAIRMAN OF COMMITTEE

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Councillor N Long be appointed to the position of Vice Chairman for the Municipal Year 2022/2023.

There were no other nominations.

RESOLVED: That Councillor N Long be appointed to the position of Vice Chairman of the Allotment Committee for the Municipal Year 2022/2023.

AC 099/07/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

AC 100/07/22 DECLARATIONS OF INTEREST

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

AC 101/07/22 MINUTES

An amendment was requested to Minute reference AC 081/04/22.

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the Minutes of the Allotment Committee Meeting, with the amendment, held on Thursday 7 April 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTION - 1

RESOLVED: That the Minutes of the Allotment Committee Meeting, with the amendment, held on Thursday 7 April 2022 be signed by the Chairman as a correct record.

AC 102/07/22 PUBLIC PARTICIPATION

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

The Drove Warden:

The timescales for the Rules and Regulations to be sent out, if the wardens make any suggestions of amendments, they'll have to go back to the Allotment Committee again. But the next meeting isn't until October.

Deputy Clerk response:

We can put another meeting date in.

The Drove Warden:

I note the new procedures refer to the 'Allotment Procedure Policy.'

There is a difference between a policy and a procedure. A procedure is how a policy is carried out. Does the Town Council have an Allotments Policy as I haven't found one?

Procedures need to be precise and not ambiguous.

The recognised practice is for plot inspections in line with the rules and Regulations, to be undertaken on a regular basis by site Wardens and a report made to the Allotment Officer, who should then provide feedback to the Warden of any action taken.

This is where the Warden's Terms of Reference emerge. These were due to be updated some time ago but following a meeting of the Wardens, nothing further has happened.

Wardens' activities should clearly and in a precise way, be part of the procedures.

As far as letters are concerned, there should be standard templates for each of them with minor editing to reflect each particular circumstance. This then ensures all tenants are treated equally.

Who is the relevant person to take action? Reclaiming costs is mentioned in the Works Programme, but I couldn't find the procedure.

The Chairman's response:

Can we coordinate a warden's meeting?

Allotment Officer 1:

Yes, we will arrange one as soon as possible.

The Chairman's response:

Thanks to The Drove Warden for the feedback.

AC 103/07/22 UPDATE ON NEW ALLOTMENT SITES

Members noted that the delay with the solicitors had finally been resolved regarding the Saxon Heights provision. Final checks, confirmation of site plans and drawings were underway with completion approaching.

Members noted that Picket Twenty allotment provision was still waiting for the water to be connected, at which point a final site visit would be undertaken. It was clarified that the delay was due to the waterboard, whom the developer had been chasing for completion.

AC 104/07/22 ALLOTMENT RULES & REGULATIONS

Members noted that the Rules and Regulations had been updated with the amendments agreed at the Allotment meeting of 7 April 2022.

It was also noted that the updated Rules and Regulations would be sent to the wardens for comment.

A Member requested a timetable for the Rules and Regulations to be sent out to the Wardens for review a Warden meeting to be set up and in which Wardens' responses were to be received. It was estimated that the Rules and Regulations would be fully completed by end of August.

The wardens were invited to comment on the timescales of the eviction letters going out to relevant tenants.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Standing Orders be suspended and allow Wardens to speak on the item.

A vote was taken which was unanimous.

RESOLVED: That the Standing Orders be suspended and allow a Member of the Public to speak on the item.

The Old Winton Road Warden suggested that the wording of 3.10 of the Rules and Regulations, be included in the body of the first cultivation letter that is sent out.

Members debated the eviction letters process was too long.

The Allotment Officer clarified that the current eviction letter process had been reduced to 6 to 8 weeks overall as follows:

The first cultivation letter is issued, if no reply is received within 7 days of the date of that letter, the Town Council then allows 4 weeks from the date of the first cultivation letter.

If a response still has not been received, a second cultivation letter is issued to the tenant.

If no improvement has been received within 2 weeks of the date of the second cultivation letter, an eviction letter is then issued.

It was suggested that Officers update the procedures for Enforcement of Rules and Regulations and in particular section 3.10 of the Rules and Regulations with the reduced eviction timescales. These would be brought back to the next Allotment Committee meeting.

It was also suggested that under the "General" section of the Procedures, 4th line, the wording "Chair/Vice Chair of the Allotment Committee" be changed to read "Town/Deputy Clerk".

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

A vote was taken which was unanimous.

RESOLVED: That the Standing Orders be reinstated.

AC 105/07/22 QUOTES FOR WORKS

Members considered quotes for urgent additional works needed to maintain allotment provision, that had been severely impacted and delayed by the global pandemic.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the quotes for job no's 2263 (parts 1 and 2), 2243, 2262 and 2252 be accepted and approved.

A vote was taken which was unanimous.

RESOLVED: That the quotes for job no's 2263 (parts 1 and 2), 2243, 2262 and 2252 be accepted and approved.

Councillor N Long gave his thanks to the Allotment Offices for their efforts in obtaining the quotes and the work involved.

AC 106/07/22 QUOTES FOR FENCING WORKS

Members noted the report and quotes regarding the damaged boundary fence on one part of the Mylen Road allotment site, which had fallen down.

Quote 1:

Option 1: Supply and install: 39m of 1800 mm high green 358 security mesh fencing supported on green coated box section concreted in posts - £6,597.00

Option 2: Supply and install: 39m of 1800 mm high green chainlink supported on galvanised angle iron concreted in posts - £4,333.00

Quote 2:

Option 1: Alternative option 2 using 1800mm high 358 welded mesh fencing supported on suitable posts set .750mm in the ground at suitable centres - £7,300.00

Option 2: Supply and install 39 linear meters of 1800mm high green plastic coated chainlink supported on suitable posts set .750mm in the ground surrounded in concrete at suitable centres - £4,950.00

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that Quote 1, Option 1 be accepted and approved and that the Officers be instructed to get the works carried out with immediate effect.

A vote was taken which was unanimous.

RESOLVED: That Quote 1, Option 1 be accepted and approved and that the Officers be instructed to get the works carried out with immediate effect.

AC 107/07/22 QUOTES TO MOVE GATES AT THE CHURCHILL WAY ALLOTMENT

Members considered a quote to reposition the gates at Churchill Way Allotment site, due to health and safety issues.

Quote 1:

Alter front entrance and add a double leaf and side fencing - £4,373.00

Quote 2:

Supply and install new main entrance gate 1800mm high x 4m wide - £4,900.00

It was proposed by Councillor L Gregori and seconded by Councillor N Long that Quote 1 be accepted and approved and that the Officers be instructed to get the work carried out with immediate effect.

A vote was taken which was unanimous.

RESOLVED: That Quote 1 be accepted and approved and that the Officers be instructed to get the work carried out with immediate effect.

AC 108/07/22 UPDATE FROM THE PEST CONTROLLER

Members noted that an update report had not been received and was to follow.

The Pest Controller's contract was discussed and the point was raised that part of the contract was the regular submission of update reports to the Allotment Committee on works completed, issues, rules and procedures.

A suggestion was made that the Pest controller be invited to attend a future Allotment Committee meeting in person to give a presentation, in the surgery session. Officers were instructed to arrange the invitation.

AC 109/07/22 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted the update report on Allotment Plot uptake.

Members discussed clarity of the report. It was requested that an additional line to be added to reflect how many potential new tenants have put their names down for a plot on multiple allotment sites.

AC 110/07/22 ALLOTMENT OFFICERS REPORT

Members noted the Officers' report.

AC 111/07/22 COMMITTEE WORK PROGRAMME

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

- Policy and Procedure for reclaiming costs
- Pest Controller

AC 112/07/22 DATE OF THE NEXT MEETING

Members noted the date of the next meeting: **Wednesday 5 October 2022, at The Lights, Andover, starting at 6.30pm.**

It was delegated to Officers to research suitable dates for an earlier Allotment Committee meeting.

AC 113/07/22 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to the confidential nature of the items and to comply with GDPR.

A vote was taken which was unanimous.

RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to the confidential nature of the items and to comply with GDPR.

(Members of the Committee Meeting had a 5-minute comfort break at 8.10pm)

CONFIDENTIAL

AC 114/07/22 CONTRACTORS

Members noted the update report on Grounds Maintenance Works across all sites. It was requested that an extra column is added to the report which would show the cost of the works carried out.

AC 115/07/22 APPEAL 14B THE DROVE

Members received and discussed an eviction appeal relating to The Drove Allotment plot 14B.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the appeal be dismissed and a letter be sent to the evicted tenant advising of the Allotment Committee's decision.

A vote was taken which was unanimous.

RESOLVED: That the appeal be dismissed and a letter be sent to the evicted tenant advising of the Allotment Committee's decision.

AC 116/07/22 APPEAL RECEIVED FOR PLOT 21B THE DROVE

Members received and discussed an eviction appeal relating to The Drove Allotment plot 21B.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the appeal be accepted and the situation continue to be closely monitored.

A vote was taken which was unanimous.

RESOLVED: That the appeal be accepted and the situation continue to be closely monitored.

It was proposed by Councillor D Coole and seconded by Councillor N Long that the meeting be extended beyond the two-hour limit, by fifteen minutes.

A vote was taken which was unanimous.

RESOLVED: That the meeting be extended beyond the two-hour limit, by fifteen minutes.

AC 117/07/22 BEE KEEPING POLICY – TENANTS RESPONSE

Members noted the response from the Bee Keeper's following his non-compliance of the Rules and Regulations.

It was proposed by Councillor K Hughes and seconded by Councillor N Long that the Bee Keeping Policy would not be amended and the Bee Keeper be advised to adhere to the Beekeeping Policy and adjust the mesh fencing to a minimum height of 2.0m.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the Bee Keeping Policy would not be amended and the Bee Keeper be advised to adhere to the Beekeeping Policy and adjust the mesh fencing to a minimum height of 2.0m.

AC 118/07/22 COMPLAINT INVESTIGATION REVIEW

Members noted and reviewed the outcome of an investigation of a complaint received by Andover Town Council.

It was proposed by Councillor D Coole and seconded by Councillor K Hughes that the following action points be accepted:

- Review The Drove Allotment Association Contract with Andover Town Council.
- Ensure that it is clear that plots are checked by Wardens after eviction or notice given to quit, before letter of confirmation sent to outgoing tenant. This should allow proper clearing of plots.
- Ensure that the Wardens fully report on any works that have been requested by tenants and or neighbouring residents.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the following action points be accepted:

- **Review The Drove Allotment Association Contract with Andover Town Council.**
- **Ensure that it is clear that plots are checked by Wardens after eviction or notice given to quit, before letter of confirmation sent to outgoing tenant. This should allow proper clearing of plots.**
- **Ensure that the Wardens fully report on any works that have been requested by tenants and or neighbouring residents.**

The Chairman closed the meeting at **8.46pm.**

Chairman

Date

Appendix B: Barlow Lane Gates

B

Purpose of the Report

Following a Health and Safety concern raised in relation to the gates at Barlow's Lane allotment site, officers obtained quotes to move the gates further into site and replace the damaged existing gates.

Background

- Complaints from Allotment Holders have been received about the access issues to the Barlow's Lane site.
- The gates are situated on a bend in the road. The road gets very busy at peak times.
- Tenants accessing the site in their vehicle, block the access to the Rooksbury Mill car park
- In line with the Rules and Regulations tenants are required to stop in the road in front of the gates to unlock the gates and open them.
- There have been previous reports of near misses of people and vehicle collision.

Current Situation

Three Quotes have been requested and two received to move the gates to a safe location further within the site:

Quote 1 – Quote for chain link galvanised finish £4,395.00 plus VAT

Supply and install 1.8m high fencing consisting of 1 of 4m wide pair of gates and 6m of fencing either side to be installed within the allotment entrance. (2 car lengths quoted).

Quote 2 – Quote for chain link galvanised finish £3647.00 Plus VAT

Supply and install 1.8m high fencing consisting of 1 of 4m wide pair of gates and 6m fencing either side to be installed within allotment entrance (2 car lengths quoted).

Recommendations/Future Actions required

- Committee to approve one of the quotations and instruct the officers to get the work carried out to avoid any further incidents.

Note: The person (s) to contact about this report are Fern Long or Jo Whiteman (Allotment Officers), Andover Town Council, Office 108, Incuhive Andover, Chantry Way, Andover, Hampshire. SP10 1LS.

Tel: 01264 335592

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

Website: www.andover-tc.gov.uk

Purpose of the Report

To inform the Committee of concerns received in respect of the level of noise when the main gates are opened, shut, and relocked. A solution has been found to minimise noise levels for tenants and residents. Three quotations have been requested to weld the gates removing the sliding bolt and having just one padlock instead minimising noise levels. Two quotes have been received. This should minimise disturbance to neighbouring residents.

Background

- Complaints have been received regarding noise levels when tenants are unlocking and locking the gates' at Drove site.
- The gates are situated close to residents' back gardens, meaning that ingress and egress to the site in the early mornings and late evenings can cause considerable disturbance to the neighbours, particularly in summer when windows and doors are open.
- A previous complaint was raised with TVBC Environmental health team due to the constant disturbance and the fume smell from cars leaving their cars running whilst unlocking and re locking the gates. This complaint was dealt with in line with guidance from the Town Clerk, a letter was sent to all neighbouring residents and the Drove Association placed buffers on the gates to minimise noise. These measures are no longer working.
- Tenants have been asked to be mindful of neighbouring residents when entering and leaving the site, and when opening and locking the gate, as required by the Rules and Regulations.
- A solution has been sought and it is proposed that the gate is welded together to form one gate, minimizing noise and a one way in and one way out site system put in place, which will limit traffic through the gate. This means traffic would enter the main gates between the bungalows and then exit using the smaller gate at the other side of the allotment site.

Current Situation

- Two quotes have been received:
- **Quote 1 – Fabricate a centre section to bolt to the existing gates together to create one single gate and fabricate a new lock mechanism with rubber bump casing. £150.00 plus VAT**
- **Quote 2 – Fabricate a centre section to bolt the existing gates together to create one single gate and fabricate a new lock mechanism with rubber bump casing. £345.00 plus VAT**

Recommendations

- The Committee to note that Officers will accept quote 1, under delegated authority and will have works completed.
- The Committee to approve the proposed one-way system and instruct the Officers to activate it.

Note: The person (s) to contact about this report are Fern Long or Jo Whiteman (Allotment Officers), Andover Town Council, Office 108, Incuhive Andover, Chantry Way, Andover, Hampshire. SP10 1LS.

Tel: 01264 335592, Email: allotmentofficer1@andovertc.co.uk and allotmentofficer2@andovertc.co.uk

Website: www.andover-tc.gov.uk

DRAFT FINANCIAL BUDGET 2023/2024 (August 2022)

INCOME

	2021/2022	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast 10% Increase)	2025/2026 Forecast (10% Increase)
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Allotments

Net

3050 Allotment Rents

Minute C165/02/22 Allotment Committee to increase the allotment rental increase of 10% per year over the next 4 years.

3050/1	Admirals Way	£1,340.25	£800.00	£0.00	-£800.00	£800.00	£880.00	£968.00	£1,064.80
3050/2	Barlows Lane	£4,970.64	£5,000.00	£97.22	-£4,902.78	£5,000.00	£5,500.00	£6,050.00	£6,655.00
3050/3	Churchill Way	£2,221.85	£2,200.00	£45.41	-£2,154.59	£2,200.00	£2,420.00	£2,662.00	£2,928.20
3050/4	Mylen Road	£1,302.68	£1,200.00	£103.80	-£1,036.20	£1,200.00	£1,320.00	£1,452.00	£1,597.20
3050/5	Old Winton Road	£3,971.59	£3,700.00	£0.00	-£3,700.00	£3,700.00	£4,070.00	£4,477.00	£4,924.70
3050/6	The Drove	£6,387.52	£5,000.00	£57.09	-£4,942.91	£5,000.00	£5,500.00	£6,050.00	£6,655.00
3050/7	Vigo Road	£4,893.78	£5,000.00	£112.10	-£4,887.90	£5,000.00	£5,500.00	£6,050.00	£6,655.00
3050/8	Ox Drove	£243.06	£550.00	£0.00	-£550.00	£550.00	£605.00	£665.50	£732.05
3050/9	Picket Twenty	n/a	£1,300.00	£0.00	-£1,300.00	£1,300.00	£1,430.00	£1,573.00	£1,730.30
3050/10	Saxon Heights	n/a	£504.00	£0.00	-£504.00	£504.00	£554.40	£609.84	£670.82
3050 TOTAL		£25,331.37	£25,254.00	£475.62	-£24,778.38	£25,254.00	£27,779.40	£30,557.34	£33,613.07

3051 Deposits

3052 Deposit Credit Interest	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3053 Deposit Direct Payment	£50.00	£0.00	£0.00	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00
Received Deposits	£0.00	£0.00	£50.00	£50.00	£50.00	£0.00	£0.00	£0.00	£0.00

TOTAL ALLOTMENTS	£25,381.37	£25,254.00	£475.62	-£24,778.38	£25,254.00	£27,779.40	£30,557.34	£33,613.07
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TOTAL INCOME	£396,225.73	£25,254.00	£181,496.44	£163,366.66	£387,175.82	£27,779.40	£30,557.34	£33,613.07
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EXPENDITURE	2021/2022	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
Allotments								
Net								

4500 Allotment Service

4500/1 Allotment Maintenance

4500/1/1 **Admirals Way**

4500/1/1/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/1/2	Grounds Maintenance	£419.20	£800.00	£99.88	£700.12	£800.00	£880.00	£915.20	£960.96
4500/1/1/3	Water Charges	£236.61	£420.00	£65.20	£354.80	£0.00	£462.00	£480.48	£504.50
4500/1/1/4	Repairs & Renewals	£255.00	£158.00	£0.00	£158.00	-£105.00	£173.80	£180.75	£189.79
4500/1/1/5	Equipment	£58.12	£158.00	£0.00	£158.00	£80.00	£173.80	£180.75	£189.79
4500/1/1/6	Sundries	£12.85	£52.00	£2.99	£49.01	£30.00	£57.20	£59.49	£62.46
4500/1/1/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/1	TOTAL	£2,630.96	£3,478.00	£683.35	£2,794.65	£977.00	£3,825.80	£3,978.83	£4,177.77

4500/1/2 **Barlows Lane**

4500/1/2/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/2/2	Grounds Maintenance	£1,138.90	£1,250.00	£202.73	£1,047.27	£1,000.00	£1,375.00	£1,430.00	£1,501.50
4500/1/2/3	Water Charges	£596.82	£1,575.00	£213.69	£1,361.31	£500.00	£1,732.50	£1,801.80	£1,891.89
4500/1/2/4	Repairs & Renewals	£698.75	£400.00	£304.44	£95.66	-£548.75	£440.00	£457.60	£480.48
4500/1/2/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/2/6	Sundries	£12.85	£52.00	£2.99	£49.01	£37.15	£57.20	£59.49	£62.46
4500/1/2/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8	Pest Control	£685.72	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/2	TOTAL	£4,204.66	£5,325.00	£1,239.13	£4,085.97	£1,252.28	£5,857.50	£6,091.80	£6,396.39

4500/1/3 **Churchill Way**

4500/1/3/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/3/2	Grounds Maintenance	£813.90	£1,400.00	£157.73	£1,242.27	£1,000.00	£1,540.00	£1,601.60	£1,681.68
4500/1/3/3	Water Charges	£192.06	£525.00	£73.73	£451.27	£400.00	£577.50	£600.60	£630.63
4500/1/3/4	Repairs & Renewals	£146.67	£158.00	£150.20	£7.80	£3.33	£173.80	£180.75	£189.79
4500/1/3/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/3/6	Sundries	£12.85	£52.00	£2.99	£49.01	£37.15	£57.20	£59.49	£62.46
4500/1/3/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/3/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
03/01/4500	TOTAL	£2,872.78	£4,183.00	£899.93	£3,283.07	£1,704.36	£4,601.30	£4,785.35	£5,024.62

04/01/4500 **Mylen Road**

4500/1/4/1	Services	£1,040.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/4/2	Grounds Maintenance	£1,748.90	£1,300.00	£157.73	£1,142.27	£700.00	£1,430.00	£1,487.20	£1,561.56
4500/1/4/3	Water Charges	£264.11	£630.00	£60.56	£569.44	£200.00	£693.00	£720.72	£756.76
4500/1/4/4	Repairs & Renewals	£180.00	£158.00	£0.00	£158.00	-£30.00	£173.80	£180.75	£189.79
4500/1/4/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/4/6	Sundries	£12.85	£52.00	£2.99	£49.01	£37.15	£57.20	£59.49	£62.46
4500/1/4/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/4/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/4	TOTAL	£3,990.16	£4,188.00	£736.56	£3,451.44	£1,171.03	£4,606.80	£4,791.07	£5,030.63
4500/1/5	Old Winton Road								
4500/1/5/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/5/2	Grounds Maintenance	£1,143.90	£1,300.00	£157.73	£1,142.27	£1,000.00	£1,430.00	£1,487.20	£1,561.56
4500/1/5/3	Water Charges	£286.86	£840.00	£108.24	£731.76	£300.00	£924.00	£960.96	£1,009.01
4500/1/5/4	Repairs & Renewals	£85.00	£158.00	£0.00	£158.00	£65.00	£173.80	£180.75	£189.79
4500/1/5/5	Equipment	£58.12	£158.00	£0.00	£158.00	£91.88	£173.80	£180.75	£189.79
4500/1/5/6	Sundries	£12.90	£52.00	£2.99	£49.01	£37.10	£57.20	£59.49	£62.46
4500/1/5/7	Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/5/8	Pest Control	£685.68	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/5	TOTAL	£3,285.96	£4,398.00	£784.24	£3,613.76	£1,665.98	£4,837.80	£5,031.31	£5,282.88
4500/1/6	The Drove								
4500/1/6/1	Services	£963.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39
4500/1/6/2	Grounds Maintenance	£1,762.86	£1,600.00	£60.00	£1,540.00	£0.00	£1,760.00	£1,830.40	£1,921.92
4500/1/6/3	Water Charges	£3,505.64	£2,500.00	£1,129.27	£1,370.73	-£1,655.79	£2,750.00	£2,860.00	£3,003.00
4500/1/6/4	Repairs & Renewals	£170.00	£158.00	£0.00	£158.00	-£20.00	£173.80	£180.75	£189.79
4500/1/6/5	Equipment	£58.13	£158.00	£0.00	£158.00	£91.87	£173.80	£180.75	£189.79
4500/1/6/6	Sundries	£12.85	£52.00	£3.04	£48.96	£37.15	£57.20	£59.49	£62.46
4500/1/6/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/6/8	Pest Control	£685.78	£735.00	£214.28	£520.72	£72.00	£808.50	£840.84	£882.88
4500/1/6	TOTAL	£7,158.76	£6,358.00	£1,707.59	£4,650.41	-£1,374.77	£6,993.80	£7,273.55	£7,637.23
4500/1/7	Vigo Road								
		2021/2022 Net	Budget 2022/2023	Actual Net @ 22.08.2022	Balance 2022/2023	Projected balance by 31.03.2023	BUDGET 10% INFLATION	2024/2025 Forecast (4% Increase)	2025/2026 Forecast (5% Increase)
4500/1/7/1	Services	£886.50	£1,155.00	£301.00	£854.00	£100.00	£1,270.50	£1,321.32	£1,387.39

4500/1/7/2	Grounds Maintenance	£968.90	£2,000.00	£267.73	£1,732.27	£800.00	£2,200.00	£2,288.00	£2,402.40
4500/1/7/3	Water Charges	£4,238.95	£2,000.00	£0.00	£2,000.00	-£3,238.95	£2,200.00	£2,288.00	£2,402.40
4500/1/7/4	Repairs & Renewals	£523.38	£158.00	£89.00	£69.00	-£373.38	£173.80	£180.75	£189.79
4500/1/7/5	Equipment	£58.13	£158.00	£0.00	£158.00	£91.87	£173.80	£180.75	£189.79
4500/1/7/6	Sundries	£12.85	£52.00	£3.00	£49.00	£37.15	£57.20	£59.49	£62.46
4500/1/7/7	Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8	Pest Control	£685.78	£735.00	£214.32	£520.68	£72.00	£808.50	£840.84	£882.88
4500/1/7	TOTAL	£7,374.49	£6,258.00	£875.05	£5,382.95	-£2,511.31	£6,883.80	£7,159.15	£7,517.11
4500/1/8	Ox Drove								
4500/1/8/1	Services	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00
4500/1/8/2	Grounds Maintenance	£0.00	£500.00	£17.73	£482.27	£0.00	£550.00	£572.00	£600.60
4500/1/8/3	Water Charges	£0.00	£300.00	£0.00	£300.00	£0.00	£330.00	£343.20	£360.36
4500/1/8/4	Repairs & Renewals	£0.00	£0.00	£79.00	-£79.00	£0.00	£0.00	£0.00	£0.00
4500/1/8/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£165.00	£171.60	£180.18
4500/1/8/6	Sundries	£0.00	£60.00	£2.99	£57.01	£0.00	£66.00	£68.64	£72.07
4500/1/8/7	Pest Control	£0.00	£0.00	£100.00	-£100.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£1,010.00	£199.72	£810.28	£500.00	£1,111.00	£1,155.44	£1,213.21
4500/1/9	Picket Twenty								
4500/1/9/1	Services	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00
4500/1/9/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£550.00	£572.00	£600.60
4500/1/9/3	Water Charges	£0.00	£300.00	£0.00	£300.00	£0.00	£330.00	£343.20	£360.36
4500/1/9/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/9/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£165.00	£171.60	£180.18
4500/1/9/6	Sundries	£0.00	£60.00	£0.00	£60.00	£0.00	£66.00	£68.64	£72.07
4500/1/9/7	Pest Control	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
		£0.00	£1,010.00	£0.00	£1,010.00	£500.00	£1,111.00	£1,155.44	£1,213.21
4500/1/10	Saxon Heights								
4500/1/10/1	Services	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/10/2	Grounds Maintenance	£0.00	£500.00	£0.00	£500.00	£0.00	£550.00	£572.00	£600.60
4500/1/10/3	Water Charges	£0.00	£300.00	£0.00	£300.00	£0.00	£330.00	£343.20	£360.36
4500/1/10/4	Repairs & Renewals	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/10/5	Equipment	£0.00	£150.00	£0.00	£150.00	£0.00	£165.00	£171.60	£180.18
4500/1/10/6	Sundries	£0.00	£60.00	£0.00	£60.00	£0.00	£66.00	£68.64	£72.07

£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
£0.00	£1,010.00	£0.00	£1,010.00	£0.00	£1,111.00	£1,155.44
£31,517.77	£37,218.00	£7,125.57	£30,092.43	£3,884.57	£40,939.80	£42,577.39
						£44,706.26

Appendix E: Pest Controller Report

E

Purpose of the Report

To update the Allotment Committee on the Pest Control measures that have been undertaken.

Monthly visits to each allotment site are undertaken as part of the contract in place with Andover Town Council and work undertaken if any signs of rats/pests are found.

Work resulting from reports from tenants/residents/Allotment Officers.

This year I have also dealt with numerous rat problems all of which have been noted by the Town Council via email.

Having discussed this with the Officers I now supply pictures of the problem along with pictures of the location of bait boxes and signage.

Some examples of work recently carried out which were not the fault of the allotment tenants/sites include King George Road where rats were getting into a house from the drove, it was reported that they were coming from the allotment site. I first checked the fence line concerned, and could find no evidence of rats, so I attended the property and after carrying out a thorough inspection found that the rats were getting in via an uncapped sewer which I consequently sealed. I have revisited the house and they have had no further problems.

This is outside my remit and for the hours I was there received no payment.

Another regular problem is Old Winton Road, where a resident feeds the birds and squirrels using bird food and monkey nuts. This of course causes problems on the allotments as the rats nest on the fence line using the rubbish and sheds as harbourage. I would add that every time I deal with a rat infestation, it is a minimum of 3 visits, normally more, if rodenticide is used, to comply with the law.

I have also been called out to a number of wasp nests, which again are not in my remit, but I do them anyway. Most of these are nests in a compost bins, which means the bins are not being used properly, perhaps advice from the committee on how to use compost bins would cut these calls down.

As I've previously stated I'm happy to attend a meeting to explain anything you are not clear on and will liaise with the Officers to make this happen.

Purpose of the Report

- To update the Allotment Committee on the number of plots occupied and vacant on allotment sites

Allotment Site Allocations

ADMIRALS WAY

- Total number of plots: 29
- Capacity: 1 Vacant
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List for new tenants: 11 (Names of potential plot holders given to Warden)

BARLOWS LANE

- Total number of plots: 102
- Capacity: 9 Vacant
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List for new tenants: 31 (Names of potential plot holders given to Warden)

CHURCHILL WAY

- Total number of plots: 45
- Capacity: 2 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 6 (Potential tenants will be contacted by Allotment Officers to arrange viewings)

OLD WINTON ROAD

- Total number of plots: 81
- Capacity: 3 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 4 (Names of potential plot holders given to Warden)

MYLEN ROAD

- Total number of plots: 26
- Capacity: FULL
- Unsuitable Plots: 0
- Waiting List for new tenants: 12

THE DROVE

- Total number of plots: 132
- Capacity: 8 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 20 (Names of potential tenants given to Warden)

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 for new tenants: 26 (Potential tenants will be contacted by Allotment Officers to arrange viewings)

OX DROVE

- Number of plots available: 11 including 2 disabled friendly
- Capacity: 2 Vacant (including 1 disabled friendly plot)
- Unsuitable plots: 0
- Waiting list for new tenants: 19 (Potential tenant will be contacted by Allotment Officers to arrange viewing)

PICKET TWENTY – NOT OPEN YET

- Waiting list: 15

SAXON HEIGHTS – NOT OPEN YET

- Waiting list: 35

EXISTING TENANTS ON THE WAITING LIST FOR A SECOND PLOT

- 2 – Barlows Lane
- 1 – Churchill Way
- 2 – Mylen Road
- 3 – Old Winton Road
- 3 – The Drove

NEW TENANCY AGREEMENTS UPDATE

- 13 – paperwork completed for new tenants across all sites since 24th June 2022

GENERAL UPDATES

- All invoices sent out via post on 31st August 2022
- Billing period change letters sent out via post 31st August 2022
- All tenants notified about change of office address via post and email
- Rental increase letters and toilet surveys are ready to be sent out via post on 30th September 2022
- Processing all payments and sending out Rental Receipts

- Non-Cultivation Letters sent out
 - 1 – Churchill Way
 - 2 – Old Winton Road
 - 1 – The Drove
- Eviction Notices sent out
 - 1 – Admirals Way
 - 2 – The Drove
 - 1 – Vigo Road
- All waiting lists are up to date as date of writing report 27th September 2022.

Please note - Whilst we have an active waiting list, we are not allowing any new 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, Floor 4 Office 108, IncuHive, Chantry House, Andover, Hampshire, SP10 1LS

Tel: 01264 335592

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

Website: www.andover-tc.gov.uk

Appendix G: Allotment Officers Report

G

Please note the following updates:

- Allocation of new allotment plots – 13 new tenancy agreements have been completed since 24th June 2022.
- Plot inspections – The Wardens have assisted Officers by carrying out plot inspections.
- 5 eviction notices have been sent out and 5 non-cultivations letter.
- Best Kept plot competition took place 20th July 2022 and the winner has been notified.
- Allotment Officers acted on the hosepipe ban updates.
- Bonfires need to be assessed.
- Invoices were sent out 31st August 2022, along with the billing period change letters.
- Processing all payments and sending out rental receipts.
- All tenants notified of the new office address via post and email.
- Rules and Regulations emailed to the Wardens.
- Rental increase letters and toilet surveys printed and ready to post on the 30th September 2022.
- Notified the locksmith to change the gate codes as of the 1st November 2022.
- Assess in October when the water will need to be switched off.
- Wardens are contacted on a regular basis and kept up to date with important issues.

The Allotment Officers will need to begin interviews for the wardens' role at Vigo Road and Churchill Way site.

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

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

Andover Town Council, Floor 4 Office 108, IncuHive, Chantry House, Andover, Hampshire, SP10 1LS

Tel: 01264 335592

Email: allotmentofficer1@andoverc.co.uk allotmentofficer2@andoverc.co.uk

Website: www.andover-tc.gov.uk

Appendix H: Committee Work Programme

H

Month of Meeting	ITEM	Requested by	Purpose of Item
	Gate at Churchill Way - gate to be moved and cost from earmarked reserves – awaiting quotes, contractors have visited site.		ON-GOING
	Quotes for fencing at Churchill and Admirals - awaiting quotes, contractors have visited sites.		ON-GOING
	Job no: 2263 (part 1) – Admirals Way vegetation clearance, trim back all the overhanging trees from the ground, barging back brambles, hedges, trees which face into the allotment site back to the fence line. Removal of vegetation clearance from site.		ON-GOING
	Job no: 2263 (part 2) – Admirals Way clearance and removal of all rubbish from back boundary after vegetation clearance, inclusive of an 8-yard skip.		ON-GOING
	Job no: 2243 – Churchill Way vegetation clearance, trim back all the overhanging trees from the ground, barging back brambles, hedges, trees which face into the allotment site back to the fence line. Removal of vegetation waste.		ON-GOING
	Job no: 2262 – Churchill Way clearance and removal.		ON-GOING
	Job no: 2252 – Vigo Road Conifer Tree Works		COMPLETED
	Rules and Regulations Review		ON-GOING and sent to Wardens for comment
	Local Plan – Allotment Site Provision		
	Policy and Procedure for reclaiming costs		COMPLETED AND ATTACHED TO AGENDA. ONGOING.
	Removal of Toilets		SURVEY SENT AS PART OF RENTAL REVIEW