

ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Thursday 7 July 2022



To the Members of the Allotments Committee:

Cllr K Hughes, Cllr N Long, 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 Thursday 7 July 2022 at 6.30pm**, when it is proposed to transact the following business: -

Wendy R Coulter

1 July 2022



ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Thursday 7 July 2022

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

6.30pm SURGERY TIME FOR ALLOTMENT HOLDERS

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

Item No	Item	Page No
1	Election of Chairman of Committee	3
2	Election of Vice Chairman of Committee	3
3	Apologies for Absence	3
4	Declarations of Interest	3
5	Minutes of the Previous Meeting	3
6	Public Participation	3
7	Update on new Allotment Sites	3
8	Allotment Rules and Regulations	4
9	Quotes for Works	4
10	Quotes for Fencing Works	5
11	Quotes to Move Gates at Churchill Road Allotment Site	5
12	Update from Pest Controller	5
13	Update on Allotment Plot Uptake	5
14	Allotment Officers Report	5
15	Committee Work Programme	5
16	Date of the Next Meeting	5
17	Exclusion of the Press and Public	6
	CONFIDENTIAL	
18	Contractors	6
19	Appeal 14B The Drove	6
20	Appeal 21B The Drove	6
21	Bee Keeping Policy – Tenants Responses	6
22	Complaint Investigation Review	6
Appendix A	Minutes of Previous Meeting – 7 April 2022.	7
Appendix B	Rules & Regulations	14

Appendix C	Procedure for Enforcement of Rules and Regulations	22
Appendix D	Quote for Mylen Road Fencing	25
Appendix E	Quote for the Movement of Churchill Way Gate	27
Appendix F	Allotment Plot Uptake Report	28
Appendix G	Allotment Officers Report	31
Appendix H	Committee Works Programme	32

Item 1: Election of Chairman of Committee

To **elect** a Chairman of the Committee for the Municipal Year 2022/2023.

Item 2: Election of Vice Chairman of Committee

To **elect** a Vice Chairman of the Committee for the Municipal Year 2022/2023.

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 Thursday 7 April 2022 – attached at **Appendix A (Page 7)**

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: Update on new Allotment Sites

To **note** that the delay with the solicitors have finally been resolved regarding the Saxon Heights provision and final checks and confirmation of site plans and drawings are underway and completion is imminent. To **note** that Picket 20 allotment provision is still awaiting water connection at which point a final site visit will be undertaken.

Item 8: Allotment Rules & Regulations

To **note** that the amendments as agreed at the Allotment Committee meeting on 7 April 2022 have been made – attached at **Appendix B (Page 14)**

To **note** that as agreed they will be sent to Wardens for comment.

To **note** and **approve** the procedure for enforcing the Rules and Regulations as requested, at the Allotment Committee meeting on 7 April 2022 – attached at **Appendix C (Page 22)**

Item 9: Quotes for works

To **receive** and **approve** the following quotes for additional works that Andover Town Council's approved Contractor needs to carry out to maintain allotment provision. These are works that have been severely impacted by the global pandemic and have been outstanding for some time. There is now some urgency to complete them. (*Financial Regulations - 11.1.h and 11.1.iv*)

Quote for job no. 2263 (part 1) for approval (over £500)

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 £595.00

Subtotal £595.00

S (20.0%) £119.00

Total £714.00

Quote for job no. 2263 (part2) for approval (over £500)

Admirals Way Clearance and Removal Clearance of all rubbish from back boundary after vegetation clearance. We have allowed an 8-yard skip for this. Should there be more waste removal needed, this may incur additional charges.

Subtotal £860.00

S (20.0%) £172.00

Total £1,032.00

Quote for job no. 2243 for approval (over £500)

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. £475.00

Ivy and sapling maintenance on main fence line. Removal of vegetation waste. £30.00

Subtotal £505.00

S (20.0%) £101.00

Total £606.00

Quote for job no. 2262 for approval (over £500)

Churchill Way Clearance and Removal - 2262 Clearance of all rubbish from back boundary after vegetation removal. 1 £475.00 £475.00

Subtotal £475.00

S (20.0%) £95.00

Total £570.00

Quote for job no. 2252 for approval (over £500)

Conifer Tree Works (Vigo Road) reduce height and spread by up to 2m to create a more compact form. Process and remove all arisings from site to a licensed facility. To also cover the handling, ground based operations of setting up and tidying the site after works are completed.

Subtotal £726.00

S (20.0%) £145.20

Total £871.20

Item 10: Quotes for fencing works

To **consider** and **approve** a quote from attached report regarding works on fencing at the Mylen Road site – Attached at **Appendix D (Page 25)**

Item 11: Quotes to move gates at The Churchill Way Allotment Sites.

To **consider** and **approve** a quote from attached report to move the gates at the Churchill Way Allotment site – Attached at **Appendix E (Page 27)**

Item 12: Update from the Pest Controller

To **receive** and **note** any update reports from the Pest Controller – **to follow**

Item 13: Update on Allotment Plot Uptake

To **note** a report on current Allotment Plot uptake across all sites – report attached at **Appendix F (Page 28)**

Item 14: Allotment Officers Report

To **receive** the Allotment Officer's report – attached at **Appendix G (Page 31)**

Item 15: Committee Work Programme

To **receive** the Committee Work Programme and to make additions or amendments as necessary – attached at **Appendix H (Page 32)**

Item 16: Date of Next Meeting

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

Item 17: Exclusion of the Press and Public

To **PASS** a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Item 18 due to the confidential nature of the items and to comply with GDPR.

CONFIDENTIAL ITEMS

Item 18: Contractors

To **receive** an update on Grounds Maintenance Works across all allotment sites. Report sent under separate cover for Members of the Town Council only.

Item 19: Appeal 14B The Drove

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

Item 20: Appeal received for plot 21B The Drove

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

Item 21: Bee Keeping Policy – Tenants Responses

To **note** the response from the Beekeeper not complying with the Rules and Regulations and decide the next steps. Correspondence sent under separate cover for Members of the Town Council only.

Item 22: Complaint Investigation Review

To **note** and **review** the outcome of investigation of a complaint received by Andover Town Council. Correspondence sent under separate cover for Members of the Town Council only.

The Chairman of the Committee will close the meeting.

Minutes of Allotments Committee Surgery

Time and date

6.32pm on Thursday 7 April 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P)	Cllr N Long (Vice Chairman) (P)	Cllr D Coole (A)
Cllr L Gregori (P)	Cllr R Hughes (P)	Cllr B Long (P)
Cllr S Waue (P)		

Officers Present:

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

Allotment Wardens Present:

Glynn Black – Vigo Road
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove

Allotment Warden Apologies:

Mr Tom Beavis – Churchill Way
Mr Tim Stockwell – Old Winton Road

Members of the Public: 4

Allotment Holders Surgery

The Chairman, Councillor K Hughes opened the surgery at 6.32pm and welcomed all attendees.

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

The Drove Warden 1:

The report on allotment uptake states 22 vacant plots on The Drove and 132 on the list in total. Is this current for the whole 7 sites?

Allotment Officer response:

Yes, that is correct.

The Drove Warden 1:

Why are we employing contractors to remove the glass from the allotment sites, when it should be the responsibility of the tenants?

Allotment Officer response:

Due to the large amount of glass that was involved, following the two recent storms, it was thought to be a health and safety concern for members of the public to remove. Therefore, contractors were employed to remove it safely and quickly.

The Drove Warden 2:

It comes back to the issue of whether the Town Council should be paying for the removal of that Glass, when it is the tenant's responsibility.

Councillor L Gregori:

If tenants are reluctant, costs should be recovered from them through the small claims court.

Councillor B Long:

The Rules and Regulations do state that the Town Council will claim back any costs and we should be enforcing that.

The Drove Warden 2:

Are ponds part of the cultivated area of the plot? The National Allotment Association has a policy which states that it expected that 70% of the plot should be fully cultivated. The other 30% can be used for sheds, greenhouses and maybe a small patio area. Allotments are national corridors for wildlife and they don't need further encouragement. With regards to ponds, all the wildlife want is a drinking station.

The Chairman:

My view is that a pond does not come into the 70% cultivated part of a plot, it would have to come under the 30%.

The Vigo Road Warden:

The main gate at Vigo Road is never shut or locked properly. We've had problems with the lock and people are not bothering to shut the gate.

Allotment Officer 1:

We will get reminders sent out to the tenants and the locksmith has been contacted to deal with it.

The Chairman closed the surgery at 6.46pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.47pm on Thursday 7 April 2022

Place

The Lights, Andover

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

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

Cllr D Coole (A)
Cllr B Long (P)

Officers Present:

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

Allotment Wardens Present:

Glynn Black – Vigo Road
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove

Allotment Warden Apologies:

Mr Tom Beavis – Churchill Way

Mr Tim Stockwell – Old Winton Road

Members of the Public: 4

AC 078/04/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

AC 079/04/22 DECLARATIONS OF INTEREST

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

AC 080/04/22 MINUTES

It was proposed by Councillor N Long and seconded by Councillor B Long that the Minutes of the Allotment Committee Meeting held on Thursday 3 February 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION - 1

RESOLVED: That the Minutes of the Allotment Committee Meeting held on Thursday 3 February 2022 be signed by the Chairman as a correct record.

AC 081/04/22 PUBLIC PARTICIPATION

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

The Drove Warden:

You may be aware that the Prince of Wales is the patron of the National Allotment Society and Clarence House has given agreement to a request being made to the Prince of Wales to use the title “Platinum Jubilee Allotments” on any allotment plot, that may be opened this year. They would have to be worthy of that title. The one restriction on that is that there needs to be an Allotment Association on that site and the Allotment Association needs to be affiliated to the National Allotment Society.

We do have 3 sites in Andover that may be operational this year. Are there any thoughts as to whether any of them would be worthy to apply for the label to be put on them? It would be good to have such a plaque on the allotment. There is a strong possibility that the National Allotment Association would fund the plaque.

Councillor B Long:

Ox Drove opened last year, so it would only Saxon Heights and Picket Twenty, however, they haven't been signed over yet.

The Chairman's response:

The issue would be that they would need an Allotment Association at the site and they would need to be affiliated as well. This would be something to discuss going forward.

The Drove Warden:

As long as there is a willingness from the tenants on the chosen allotment site, the setting up of a National Allotment Association does not take long.

We are looking forward to the consultation on the Rules and regulations and also the rent increases. What is the time scale for the consultation?

Deputy Clerk Response:

We intend to inform the tenants of the change in billing time in September. In October they will receive the notification of the rental increase, which will give them a year, which is legally what we have to do. We will use that time between now and then to conduct a consultation with tenants on ways to improve the allotments and to increase where possible, the service that we are delivering and to minimise costings.

AC 082/04/22 UPDATE ON NEW ALLOTMENT SITES

Members noted that the Ox Drove allotment site has been fully allocated with one disabled plot. It was also noted that the final sign off visits were scheduled for the Saxon Heights and Picket Twenty allotment sites. It was anticipated the plot allocation could be started before the growing season was fully underway.

AC 083/04/22 ALLOTMENT RULES & REGULATIONS

Members considered the updated Rules and Regulations.
The following amendments were requested to be made:

Section 3.10 Cultivation – add to the last bullet point:

“If you receive more than 2 letters in a rolling 12-month period, your tenancy will be terminated.”

Section 3.10 Cultivation – add a new bullet point to read:

“70% of the plot should be cultivated and any additional items to the plot must be included within the remaining 30%.”

Section 3.30 Use of Land – add a new bullet point to read:

“A minimum of 70% of the land should be cultivated.”

Section 4.2.3 Termination – Change the sentence to read:

“If that at the end of 30 days written notice given to the tenant by the Council requiring you put the allotment into a good state of cultivation, unless there are strong mitigating circumstances.”

Members discussed the requirement for a policy and procedure for enforcing the Rules and Regulations and for recovering costs back for any action undertaken by the Town Council that should have been completed by the tenant. Officers were delegated to produce a policy and procedure which would be brought to the next Allotment Committee meeting.

A suggestion was made that a separate bullet point entitled "Enforcement" be added which stated "any costs incurred by the Andover Town Council, as a result of a tenant breaking any of these Rules and Regulations, the costs will be sought from the tenant if not paid." It was also suggested that an additional section 5 be added entitled "Reclamation of Costs."

It was proposed by Councillor B Long and seconded by Councillor S Waue that the Rules and Regulations with the amendments and addition of Section 5, "Reclamation of Costs", be accepted.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 2

RESOLVED: That the Rules and Regulations with the amendments and addition of Section 5, "Reclamation of Costs", be accepted.

AC 085/04/22 ANDOVER TOWN COUNCIL CHICKEN KEEPING POLICY

Members received the updated Andover Town Council Chicken Keeping Policy.

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the updated Andover Town Council Chicken Keeping Policy be accepted and recommended to Full Council for approval.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the updated Andover Town Council Chicken Keeping Policy be accepted and recommended to Full Council for approval.

AC 086/04/22 ALLOTMENT RENTAL INCREASE – PROPOSED PLAN

Members noted that the Full Council held on 23 February 2022, approved the Allotment Committee's recommendations and plans regarding the rental increase. It was also noted that the Allotment Officers would implement the plans and report back to a future Allotment Committee meeting.

AC 087/04/22 ALLOTMENT EARMARKED RESERVES

Members reviewed the Allotment Earmarked Reserves.

An amendment was suggested that the £7,000.00 earmarked for "Installation of Toilets on all 7 sites" was removed and added to "Replacement Fencing and Gates on all sites". It was proposed by Councillor B Long and seconded by Councillor R Hughes that the Earmarked Reserves amount of £7,000.00 for Installation of Toilets on all 7 sites, be moved to Replacement Fencing and Gates on all sites.

A vote was taken which was unanimous.

RESOLVED: That the Earmarked Reserves amount of £7,000.00 for Installation of Toilets on all 7 sites, be moved to Replacement Fencing and Gates on all sites.

It was proposed by Councillor L Gregori and seconded by Councillor B long that it be delegated to Officers to produce a programme of works, based on the Allotment Strategy and a report to be brought back to the next Allotment Committee meeting.

A vote was taken which was unanimous.

RESOLVED: That it be delegated to Officers to produce a programme of works, based on the Allotment Strategy and a report to be brought back to the next Allotment Committee meeting.

AC 088/04/22 BEE KEEPING POLICY – TENANTS RESPONSES

Members noted that a letter had been sent to the non-responsive Beekeeper, which reminded them of the Rules and Regulations regarding Bee Keeping. A time frame had also been given for compliance.

AC 089/04/22 PEST CONTROLLER

Members noted that the Pest Controller had been requested to send detailed reports and ensure that the schedules on the noticeboards are kept up to date.

It was requested that an extra item be included on the Allotment Committee agenda entitled "Update from the Pest Controller" for Members to receive an update on the Pest Controller reports at each meeting.

AC 090/04/22 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted the update report on Allotment Plot uptake.
Councillor N Long gave his thanks to the Officers for the report.

AC 091/04/22 ALLOTMENT OFFICERS REPORT

Members noted the Officers' report.

AC 092/04/22 COMMITTEE WORK PROGRAMME

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

- Platinum Jubilee Allotment Plaque
- Policy and Procedure for reclaiming costs
- Removal of Toilets
- 2 Fencing Quotes

AC 093/04/22 DATE OF THE NEXT MEETING

Members noted that the date of the next Allotment Committee meeting would be confirmed after the Annual Mayor making in May 2022.

AC 094/04/22 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 due to the contractual confidential nature 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 Items 17 due to the contractual confidential nature and to comply with GDPR.

CONFIDENTIAL

AC 095/04/22 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 096/04/22 EVICTION APPEAL

Members received and discussed an eviction appeal relating to Vigo Allotment plot 30C.

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the appeal be rejected and a letter be sent to the evicted tenant advising that any costs incurred by the Town Council to make the plot good, if not already done, will be charged to the evicted tenant.

A vote was taken which was unanimous.

RESOLVED: That the appeal be rejected and a letter be sent to the evicted tenant advising that any costs incurred by the Town Council to make the plot good, if not already done, will be charged to the evicted tenant.

The Chairman closed the meeting at **8.38pm**.

Chairman

Date

ANDOVER TOWN COUNCIL

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 Email: allotmentofficer1@andovertc.co.uk or allotmentofficer2@andovertc.co.uk
 Website: www.andover-tc.gov.uk



Rules and Regulations for Allotment Tenants

These Rules and Regulations replace any existing Rules and Regulations and the Council reserves the right from time to time to revise them or update these Rules and Regulations and to send to you a copy of the revised or updated rules which will then replace these Rules and Regulations.

(Issue 8.V2 – March 2017)

1.	Introduction You will only be eligible for an Allotment if you are living in the Andover Parish as set out in Allotment Act 1908 (section 23 (1)) These rules are made pursuant to The Small Holdings and Allotment Act 1908 and the Allotment Acts of 1922 to 1950 and apply to all rented allotment gardens owned by Andover Town Council
2.	Definitions
2.1	Allotment Officer – The nominated member of staff from the Council responsible for the management of the Allotment Sites on behalf of the Council
2.2	Allotment Plot – the area named on the Tenancy Agreement
2.3	Annual Rent – the annual rent payable by the Tenant to the Council for the cost of the Allotment Site to be paid from the 1 October.
2.4	Association Representative – Volunteers who form an allotment association. They act in the interests of and on behalf of tenants for all matters relating to a particular allotment site and its upkeep and development.
2.5	Buildings – that are considered acceptable are sheds, greenhouse, polytunnels.
2.6	Council – Andover Town Council
2.7	Cultivated – the Allotment Plot is planted with crops, seeded or fully prepared for planting or for seeds to be sown.
2.8	Livestock - bees, chickens & rabbits.
2.9	Rules – Rules and Regulations
2.10	Tenancy Agreement – A legally binding written document which records the terms and conditions of letting a particular Allotment Plot to an individual Tenant.
2.11	Tenant – a person who holds an agreement for the tenancy of the Allotment Plot

	2.12	Specialist Service – Qualified Trades people
	2.13	Uncultivated – either fully or partially overgrown or unused, weed or grass is prevalent, insufficient or no crop planting is present and no effort has been made to keep the Allotment Plot clear and tidy
	2.14	Vermin – rats and swarming wasps.
	2.15	Warden – represents Tenants on a specific Allotment Site.

3.	Rules and Regulations for Allotment Plot	
	By signing the Tenancy Agreement, the Tenant of the Allotment Plot agrees to observe all the Rules below. To observe and fully comply with all enactments statutory instrument local parochial or other byelaws orders or regulations affecting the plot.	
	Failure to abide by the Rules will result in termination of the Tenancy Agreement.	
	3.1	Annual Rent and Tenancy Agreement
		<ul style="list-style-type: none"> To pay the Annual Rent for an Allotment Plot in full in one annual payment, within 28 days of receipt of an invoice from the Council in accordance with the Tenancy Agreement Refunds of Annual Rent will not be offered under any circumstances. The Council reserves the right to amend the amount or rent payable. Notice of any change to the rent or tenancy agreement will be given before the 6th April or after 29th September. Occupancy of the Allotment Plot will only be permitted once payment has been received and Tenancy Agreement signed.
	3.2	Alienation
		<ul style="list-style-type: none"> Not to sub-let, assign or part with the possession of the Allotment Plot or any part of it without the prior written consent of the Council. For the purposes of clarification, a transfer of the tenancy falls within this paragraph and is prohibited. The Council may provide prior written approval for a Tenant to have a co-worker under conditions set by the Council, however this cannot be paid work. Joint Tenancy may be permitted at the discretion of the Town Council.
	3.3	Barbed Wire
		<ul style="list-style-type: none"> Barbed wire or similar must not be brought on the Allotment Plot or Allotment Site.
	3.4	Beekeeping
		<ul style="list-style-type: none"> The Council has a Bee-Keeping Policy those that do not adhere to it will be asked to remove their hive from the allotment site, in compliance with this Beekeeping Policy No bees to be kept on the Allotment Plot unless prior written approval is given from the Council.
	3.5	Bonfires/Incinerators
		<ul style="list-style-type: none"> The Tenant shall take into consideration local householders and whether they have left windows open, etc. Smoke from a bonfire may be a nuisance to neighbours by interfering with the use of enjoyment of their garden or property, or could affect the comfort or quality of life of the public, could result in action under the Environment Protection Act 1990. Tenants who light a fire within 50ft (15.24m) of the center of a highway maybe guilty of an offence under the Highways Act 1980. Bonfires should be after 7pm during the Summer months and 4pm in the Winter months. Bonfires must be in a purpose-built galvanized incinerator and supervised at all times. No household rubbish, rubber, plastic (inc. bottles and bags), foam, tyres or oils should be burnt. Incinerators must not be positioned within four feet of any fencing, hedging, sheds or other buildings or within two feet of a pathway. Any tenant found to have caused damage with an incinerator shall be liable for the full costs of repair or replacement. Only dry material should be burnt and wherever possible composting and /or shredding should be used in preference to burning.

		<ul style="list-style-type: none"> Any tenant found to be causing a smoke nuisance by the Environmental Health Department may have their Allotment Tenancy terminated
3.6	Buildings	<ul style="list-style-type: none"> Not to put up any Buildings within the Allotment Plot except for storage or composting or for a purpose relevant to Allotment Plot Activities. All buildings will require prior written consent from the Council. Sheds and greenhouses should not have a floor area exceeding 4.5sq m. (8 x 6ft) The floor area of a Polytunnel should be the lessor of 32sq m, or one quarter of the area of a rented plot. (6 x 5 m). The polytunnel support poles should be dug into the ground a minimum of 2 feet. No concrete bases are permitted under any circumstances. Buildings must be erected on the Allotment Plot and must be at least two feet from any fence, path or track. Any Buildings must be well constructed and maintained. They should not be constructed using hazardous material (e.g. asbestos) In the event of exceptional weather conditions tenants are expected to make sure that any buildings on their plots are made secure. Any buildings put up on the allotment plot must be removed by the tenancy termination date. If the Council is not satisfied with the condition of the structure, you shall either alter or repair it to the satisfaction of the Council or remove it within 1 month of instruction by the Council to do so. If the structure is not removed, the Council may remove it, and you will be charged for the removal. Any polytunnel that is erected requires consent from the Town Council before erection and an Officer will attend site once the polytunnel is in place to ensure it has been safely secured. Chicken coops should not exceed a floor area of 1sqm and the chicken run must not exceed a floor area of 10sqm. (Chicken coups of 1 sqm required investigation as deemed to be too small).
3.7	Change of address or other details.	<ul style="list-style-type: none"> The Tenant must inform the Council immediately of any change of address/contact telephone number. The Tenant should advise the Council of their email address.
3.8	Chemicals	<ul style="list-style-type: none"> Chemicals must only be used and stored in accordance to the manufacturer's instructions in compliance with Department of Food and Rural Affairs. The Tenant shall not take onto the allotment or the allotment site any illegal chemicals, for example creosote, or any poisons or chemicals that may be a danger to animals or birds or which may contaminate underground water or streams or rivers in the vicinity The Tenant shall where possible avoid the use of chemicals for the control of weeds, insects and slugs. If you do use them, you shall use them strictly in accordance with the manufacturer's instructions. Utmost care must be taken to ensure such chemicals do not drift outside the plot. All chemicals should be disposed of correctly.
3.9	Children	<ul style="list-style-type: none"> Children on site should not cause a nuisance or annoyance to Tenants, adjoining landowners or to the occupiers of neighbouring houses. To ensure children are supervised at all times, ball games are not allowed at any time. NO children are allowed on the Allotment site unattended at any time.
3.10	Cultivation	<ul style="list-style-type: none"> A new tenant will cultivate the allotment, to an agreed acceptable standard, 25% within the first 3 months, 50% within 6 months and 100% within the first year of tenancy. Not to obstruct or reduce any path set out by the Council for the use of the occupiers of the allotment. To keep the Allotment Plot clean, cultivated and fertile, maintaining it in a good tidy condition.

		<ul style="list-style-type: none"> • If an Allotment Plot appears to be uncultivated, the Council reserves the right to cut down all weed growth and charge the Tenant for the cost of such work. • If the allotment is persistently uncultivated, following letters (1st letter with 4 weeks to respond, 2nd letter with 2 weeks to respond) from the Council, the Council has the right to evict the tenant following an eviction notice in writing (see 4.2). • If you receive more than 2 letters in a rolling 12-month period, your tenancy will be terminated. • 70% of the plot should be cultivated and any additional items to the plot must be included within the remaining 30%.
	3.11	Disputes
		<ul style="list-style-type: none"> • In the case of a dispute between Tenants of any Allotment plot on the Allotment Site, adjoining landowners or the occupants/s of any nearby houses the matter will be referred to the Council, for further enquiry and the resolution. The Council's resolution shall be final.
	3.13	Dogs
		<ul style="list-style-type: none"> • Dogs are not permitted on the Allotment Site except for an assistance dog (must be kept under control at all times).
	3.14	Duty of Care
		<ul style="list-style-type: none"> • The Tenant has a duty of care to others, including visitors and trespassers even when not on site. • The Tenant shall take care when using strimmers, rotovators, grass cutting machines and the Council cannot be held responsible for any injury caused as a result of use of the equipment. • Tenants to ensure all tools are stored safely. • The Council accepts no responsibility for loss or damage to such items nor any resulting injury however caused. • Not to leave any hole uncovered or unprotected whether as a pond or during any cultivation or construction so as to constitute a hazard. • The Tenant shall remain responsible and liable for any acts or omissions by the tenant or any person under the control of the tenant leading to a personal injury claim. • Andover Town Council expects the Tenant to take out insurance to cover any loss, damage or injury to property, other tenants, members of the public that occurs on the Tenants plot or resulting from any action taken or not taken to secure belongings on their plot.
	3.15	Hedges, fences, paths and gates
		<ul style="list-style-type: none"> • To ensure the paths bordering your Allotment plot are kept clean by cutting the grass and keeping them free of weeds and trip hazards • Allotment Plot paths must remain at the minimum of 60cms. • If the allotment extends into an area that but for extension would have been a shared path then you shall re-create the path if required by the Council. • Main tracks to be minimum of 3 metres • Boundary lines between boundary fence and plot to be 1 meter clear • Boundary fences are to be clear of weeds, stinging nettles and climbers • Not to cut or prune any trees or bushes around the outside of the boundary fence to the site without the prior written consent of the Council. • Not to put up any fence, gate or hedge within the site unless authorised by the Council.
	3.16	Fruit Cages/Raised Beds
		<ul style="list-style-type: none"> • Fruit cages that are located on the Allotment Plot must not exceed 7'6" (2.3m) in height and shall be proportionate, well constructed and maintained and shall not cast shade on adjoining Allotment Plots. No concrete footings are permitted • All fruit cages and raised beds must be removed by the tenant on the termination of Tenancy Agreement.
	3.17	Livestock
		<ul style="list-style-type: none"> • No Animals to be kept on the Allotment Plot unless prior written approval is given from the Council. • A 24-hour contact number must be provided to the Council for the use only in the event of an escape, or an animal in distress.

		<ul style="list-style-type: none"> Should vermin be attributed to your livestock you will be responsible for any pest control costs incurred by Council.
	3.18	Notices
		<ul style="list-style-type: none"> Any consent or notice required to be given by the Council to the Tenant may be validly given by an officer of the Council and may be served on the Tenant either in person or by posting to his or her last known address by first class post or by email or by fixing the same to the Allotment Plot as recorded in this agreement in the conspicuous manner.
	3.19	Nuisance
		<ul style="list-style-type: none"> Abusive, aggressive, threatening or confrontational behaviour towards the Council's representatives, adjoining owners or occupiers of the Allotment Plots will not be tolerated. Any instances of such behaviour may be a breach of criminal law and may be reported to the police for further action. Not to cause any nuisance or annoyance to the occupier of any other Allotment Plot, adjoining landowners or the occupiers of nearby houses Not to enter, take or remove any plants, crops or materials from other Allotment Plots without the Tenant's permission or if a vacant plot without the consent of the Warden. Not to obstruct or reduce the width of any path between the Allotment Plots, or block or obstruct the main track on the Allotment Site
	3.20	Plot Marker
		<ul style="list-style-type: none"> Tenants must ensure their plot is numbered and must keep the plot number clean, readable and displayed in a prominent position at all times. If there is uncertainty as to your plot number see your Tenancy Agreement.
	3.21	Ponds/water storage
		<ul style="list-style-type: none"> The Council must be notified of the location of any ponds. To ensure that all ponds/water storage are clearly visible. Risk assessments may be carried out by the Council. To be filled only by rain water. Any pond should have fencing to ensure no child can fall into the pond. Whatever is put across the pond must be sufficient to take a child's weight. It must meet legal Health & Safety Regulations.
	3.22	Power to inspect
		<ul style="list-style-type: none"> The Council or its appointed Allotment Officer and or Warden is entitled to inspect any Allotment Plot.
	3.23	Rent
		<ul style="list-style-type: none"> If the Tenant does not pay the rent on time the Council will end the tenancy in accordance with paragraph 4.2 in the Rules for Allotment Tenants.
	3.24	Restriction on admittance to Allotment Plot
		<ul style="list-style-type: none"> The Council has the right to refuse admittance to any person other than the Tenant to the Allotment Plot or to the Allotment Site.
	3.25	Security
		<ul style="list-style-type: none"> Each Tenant must ensure that the gate is closed behind them and that the combination code is scrambled. Only the tenant, or a person authorised or accompanied by the tenant is allowed on site. The Tenant shall not give copies of any key or combination lock code issued by the Council to anyone.
	3.26	Special Conditions
		<ul style="list-style-type: none"> Not to take or carry away, or sell any mineral, gravel, clay or sand from the Allotment Site. To observe and undertake any other special condition/s which the Council considers necessary to preserve the Allotment Plot or Allotment Site from deterioration. To advise Council of any damage to fences, water equipment, such as pipes, toilets or to any other aspect of the Allotment Site as soon possible.
	3.27	Toilet
		<ul style="list-style-type: none"> It is the Tenants' responsibility to ensure the toilets remain clean and tidy, if a toilet is provided.

3.28	Traps	<ul style="list-style-type: none"> No tenant may set traps.
3.29	Trees/Fruit Trees	<ul style="list-style-type: none"> Not to cut, prune, lop or interfere with any trees on the Allotment Plot other than the Tenant's own trees without the prior written approval of the Council. Not to plant any trees or bushes other than fruit trees or bushes, which will be subject to removal upon termination of Tenancy. The Tenant shall not allow self-seeded trees to grow on the allotment (especially any growing through a perimeter fence). Fruit Trees/Bushes must be planted away from paths and to ensure they do not shade or allow roots to grow under neighbouring plots. Fruit trees are the only permitted tree to be planted on an allotment. Grown height should not exceed 2m, failure to maintain this height may result in the Specialist Service carrying out the work and the Tenant to pay Specialist's invoice.
3.30	Tyres	<ul style="list-style-type: none"> No tyres are permitted to be on any allotment site.
3.31	Use of Land	<ul style="list-style-type: none"> To use the land as an Allotment Plot as per the Allotments Acts 1908 – 1950. The Tenant are responsible for the health and safety of all persons on the allotment site insofar as any harm is caused to any persons as a result of your keeping of livestock on the allotment. Not to use the Allotment Plot for any illegal, immoral or criminal activity or purpose. The Tenant must use the Allotment Plot for his or her own personal use and not carry out any trade or business or sell produce from the Allotment Plot. Tenants must comply with all reasonable or legitimate directions given by an officer of the Council, or representative, in relation to an allotment plot or site. No overnight stays or use of any Buildings for residential accommodation is permitted Not to bring on to the Allotment Plot or store any items other than for horticultural use. No permanent children's play equipment is to be kept on the Allotment Plot. Construction materials, paving and timber for infrastructure work brought onto the allotment for use upon the allotment must be used within 3 months. Not to erect any notices, advertisements or Flags without the permission from the Council. A minimum of 70% of the land should be cultivated
3.32	Vermin	<ul style="list-style-type: none"> The Tenant should notify the Council of any vermin observed on the Allotment Site. NB Bait and Traps can only be set by authorised Pest Controller employed by Andover Town Council.
3.33	Vehicles	<ul style="list-style-type: none"> All vehicles must be driven carefully and parked sensibly, cause no obstruction or inconvenience to other Tenants. Vehicles are not allowed on Allotment Plots at any time. Strictly NO overnight parking
3.34	Waste	<ul style="list-style-type: none"> No non-compostable material is to be kept on the allotment or on the site. No garden waste, any other material or other waste is to be placed against any fence, hedge or gate Only plant waste may be composted on the Allotment Plots. Composting is only allowed on the Allotment Plot and must be properly maintained to the satisfaction of the Council. All other waste material must be removed from the Allotment Plot and disposed of in an appropriate manner. No cooked food waste is to be brought on to the Allotment Plot. The Tenant shall not bring onto the allotment any rubbish from external sources.
3.35	Water	

		<ul style="list-style-type: none"> • Use of sprinklers is permitted provided that the tenant is present on the Allotment Plot and that other Tenant’s access to the water supply is not unduly restricted. • Any Tenant who observes an active sprinkler, where there is no visible evidence of the Tenant should turn the water off at the relevant tap. • In event of drought or other emergency all Government restrictions will be observed. • The water tap to be turned off immediately after use. • The water is to only be used for any purpose of watering plants on the Allotment Plot. • Damaged or leaking taps must be reported to the Council as soon as reasonably possible. • The water supply is switched off during the winter months (November – March) • If a severe frost is forecast the Council reserve the right to extend this period.
4.	Termination of Tenancy Agreement	
	<p>The tenancy will terminate immediately:</p> <ul style="list-style-type: none"> • If the Tenant dies • If the Tenant transfer or attempt to transfer the tenancy to someone else. • If the Tenant permit someone else to use the allotment for their own use (without written consent from the Council <p>On termination of the Tenancy the Tenant will clear the plot of all fixtures and fittings belonging to the Tenant unless agreed in writing with the Council not to do so, failure to comply will result in the loss of allotment deposit monies and/or charge for the Tenant for the clearance of the plot.</p>	
	4.1	Termination by Tenant
		<ul style="list-style-type: none"> • Termination of Tenancy Agreement must be given in writing to the Council quoting Plot No and Site. Stating the date in which you wish the Tenancy Agreement to cease. • The plot must be left in a clean and tidy condition and clear of any debris and rubbish. • On receipt of termination of the tenancy the Council will inspect the plot
	4.2	Termination by the Council
		<ul style="list-style-type: none"> • The Council may end the Tenancy if the rent is in arrears for 40 days or more. • The Tenancy may be ended by the Council after 1 month if the Council gives you notice in writing <ul style="list-style-type: none"> I) The Tenant have not complied with these Rules & Regulations within 3 months II) That at the date of taking the tenancy the tenant was living within the Parish Boundary and has later moved to more than 1 mile outside of the Parish Boundary. III) If that at the end of 30 days written notice given to the tenant by the Council requiring you put the allotment into a good state of cultivation, unless there are strong mitigating circumstances. IV) The tenancy will also end on a no-fault basis at the end of not less than 12 months ‘written notice given to you by the Council expiring at any time between the 29th September and the following 6th April in any year. V) At the end of less than 3 months’ notice in writing given to The Tenant by the Council that the allotment is required for any statutory purpose other than agriculture or building mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes. VI) If tenant continues to leave a plot uncultivated (see 3.10).
5.	Reclamation of Costs	
	<p>Any costs incurred by the Andover Town Council, as a result of a tenant breaking any of these Rules and Regulations, the costs will be sought from the tenant.</p>	

ALLOTMENT PROCEDURE POLICY

This document outlines the policy / procedures for inspections at any of the Andover Town Council allotment sites.

This policy is in addition to Andover Town Council's Allotment Tenancy Agreement, Rules and Regulations, Bee-Keeping Policy and Chicken Policy.

General

Routine site visits to all the Council's allotment sites will be conducted at regular intervals by a Town Council Allotment Officer/Warden.

In the event of a contentious issue, it may be necessary for a further site visit to be undertaken by the Chair/Vice Chair of the Allotment Committee, accompanied by an Andover Town Council Allotment Officer/Officer/Warden.

The issue **may** have to be discussed by the Allotment Committee before a specific course of action can be taken. Each issue will be reviewed on an individual basis and an appropriate course of action agreed, depending on individual circumstances.

Site Inspection

Inspections of allotments will take place at regular intervals by Andover Town Council Allotment Officers/Wardens, without prior notice. The inspections will cover the following criteria:

- Percentage of the plot not being worked
- Hazardous items present
- Items exceeding size dimensions stated in tenancy agreement/Rules and Regulations.
- Rubbish on plot
- Working within the plot boundary
- Walkway conditions
- Buildings conditions
- General plot condition
- Unauthorised material as stated in tenancy agreement/Rules and Regulations
- Unkempt boundary
- Animals being kept as stated in tenancy agreement/Rules and Regulations

Contravention Procedure

If it is agreed that a Tenant has contravened the Allotment Tenancy Agreement, the Allotment Rules and Regulations, Bee-Keeping Policy and Chicken Policy the following procedure will be adopted: -

- Stage 1 Issue of 1st Warning letterfollowing 1st Formal Inspection
- Stage 2 Issue of 2nd Warning letterfollowing 2nd Formal Inspection
- Stage 3 Issue of Final Warning letter following 3rd Formal Inspection
- Stage 4 Issue of Notice to Quit following Final Formal Inspection

For the purposes of the procedure, any timescale stated in a Warning Letter for rectification work, etc. would commence from the date of the letter.

Stage 1

1st Warning Letter

The Officer will send a 1st Warning Letter to the Tenant within 1 week (7 days) of the issue being highlighted, together, where possible, with photograph of their plot.

The letter will state;

- the reason for writing, outlining area(s) of contravention;
- the rectification action required by the tenant;
- a re-inspection date and timescale for any rectification work to be carried out (normally within 40 days), although a longer or a shorter period can be agreed at the discretion of the Allotment Officers/Town Clerk based on individual circumstances;
- an opportunity for the Tenant to contact the Council to discuss the matter if they are experiencing difficulties or have any queries arising from the letter.

Stage 2

2nd Warning Letter

If the issue(s) outlined in the 1st Warning Letter have not been appropriately addressed, then a 2nd Warning Letter will be issued.

The process for issuing a 2nd Warning Letter is the same format as for Stage 1.

If the issue(s) outlined in the 2nd Warning Letter are not appropriately addressed, then a Final Warning Letter will be issued.

Stage 3

Final Warning Letter

The process for issuing a Final Warning letter is the same format as for Stages 1 and 2. If the issue(s) as outlined in the Final Warning Letter are not appropriately addressed, then a Eviction Notice will be issued.

Stage 4

Eviction Notice

A Eviction Notice accompanied by a covering letter will be sent to the Tenant and will include references to the following: -

- Reason for Eviction Notice as outlined in previous Warning Letters with reference to Rules and Regulations/Tenancy Agreement contravention points;
- a termination date;
- an instruction to the Tenant to remove all personal property;
- an outline of the implications of failing to comply with any special condition imposed by the Council in respect of any clearance/rectification work deemed necessary to restore the Allotment plot to an acceptable condition;
- details of how an agreement the transfer of growing crops, equipment, sheds, or structures, with the incoming tenant can be reached if required/requested.

Once the Eviction Notice has been issued and if no response is received from the Tenant then the Eviction Notice will be posted on the relevant allotment plot, with all personal details removed in line with GDPR UK.

6-Month Rule

Following the issue of a Warning Letter, should a further breach of the Allotment Tenancy Agreement/Rules and Regulations take place within a 6-month period from the date of the original Warning letter, a next stage Warning Letter will be issued. However, if a breach occurs after the 6 -month period from the date of the last Warning letter but within a 12-month period, the Tenant will be issued with an Eviction Notice no matter what Warning Stage they have previously reached.

The tenant is entitled to a final right of appeal which will be considered by the Allotment Committee.

Purpose of the Report

To inform the Committee of the hazard being caused to local residents by the damaged and fallen down 'Boundary fence' on one part of the Mylen Road Allotment site. To note that complaints have been received by residents.

Background

- Over a period of time, complaints have been received about the damaged fence at the Mylen Road Allotment site.
- This affects neighbouring residents and complaints have been received regarding the damaged fence and concrete posts.
- The officers have had the contractor complete 2 x temporary repairs to the fence which held for a while, however, the fence can no longer be 'patched' and the fencing and posts need to be replaced along a section of boundary fencing.
- The officers have advised the residents that quotes for repair are being sought.

Current Situation

- The officers have met on site with contractors to obtain 3 x Quotations.
- The officers have received the 2 x Quotations, below.
- These works are high priority and need to be completed immediately due to health and safety issues.

Quotes:

Quote 1: Option 1

Supply and install: 39 m 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: 39 m 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 centers **£4,950.00**

Recommendations/Future Actions required

- The Committee to approve a quote and option and instruct the officers to get the works carried out immediately.

Note: The person (s) to contact about this report are Fern Long or Jo Whiteman (Allotment Officers),

Andover

Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

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

Website: www.andover-tc.gov.uk

Appendix E: Quote for Movement of Churchill Way Gate

E

Purpose of the Report

To inform the Committee that the current location of the Churchill Way entrance contravenes health and safety and needs repositioning to a safe place within the site.

Background

- The Warden of Churchill Way allotment site has informed the Allotment Officers of his concern regarding the position of the gated entrance to Churchill Way allotments.
- The current location of the gates to this site are only just off the road and do not allow an adequate amount of room for people to safely enter and exit the site.
- Cars and vans often park opposite the gates as there are residential buildings located here and this can cause traffic to position themselves even closer to the entrance to site increasing the risk to tenants entering or leaving the site.

Current Situation

- The current position of the gate is not safe, it is proposed that the gates are moved further into site by at least 1.5 car lengths to allow tenants ample room to enter and exit site safely either within their vehicle or on foot.
- 3 quotations were sought from contractors, only two quotes were received.

Quotes:

Quote 1: Alter front entrance and add a double leaf and side fencing as discussed - **£4,373.00**

Quote 2: Supply and Install New Main Entrance Gate 1800mm High x 4m Wide - **£4,900.00**

Recommendations/Future actions

- Members of the Committee approve one of the 2 quotations received above and instruct Officers to get the work done.

Note: The person (s) to contact about this report are Jo Whiteman or Fern Long (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

ALLOTMENT AVAILABILITY JULY 2022

Purpose of the Report

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

Allotment Site Allocations

ADMIRALS WAY

- Total number of plots: 29
- Capacity: FULL
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List: 11

BARLOWS LANE

- Total number of plots: 102
- Capacity: 7 Vacant
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List: 29 (Names of potential plot holders given to Warden)

CHURCHILL WAY

- Total number of plots: 45
- Capacity: FULL
- Unsuitable Plots: 0
- Waiting List: 0 (Plans are to offer any upcoming vacant plots to those on the waiting list for Admirals Way)

OLD WINTON ROAD

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

- Waiting List: 3

MYLEN ROAD

- Total number of plots: 26
- Capacity: FULL
- Unsuitable Plots: 0
- Waiting List: 9

THE DROVE

- Total number of plots: 130
- Capacity: 1 Vacant (more due to become vacant following given up plots and evictions)
- Unsuitable Plots: 0
- Waiting List: 20 (Names of potential tenants given to Warden)

VIGO ROAD

- Total number of plots: 106
- Capacity: 4 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: 23 (Potential tenants will be contacted by Allotment Officers to arrange viewings)

OX DROVE

- Number of plots available: 11 including 2 disabled friendly
- Capacity: 1 Vacant (1 disabled friendly plot)
- Unsuitable plots: 0
- Waiting list: 18

PICKET TWENTY – NOT OPEN YET

- Waiting list: 15

SAXON HEIGHTS – NOT OPEN YET

- Waiting list: 30

NEW TENANCY AGREEMENTS UPDATE

- 21 – paperwork completed for new tenants across all sites as of 23rd June 2022

General updates

- Non-Cultivation Letters sent out
 - 7 – Barlows Lane
 - 15 – The Drove
 - 3 – Old Winton Road
 - 5 – Vigo Road
 - 4 – Admirals Way
 - 2 – Mylen Road

- Tidy Reminder Letters sent out
 - 4 - The Drove

- Eviction Notices sent out
 - 1 – Churchill Way

6 – The Drove

1 – Old Winton Road

- All waiting lists are up to date as date of writing report 23rd June 2022.

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

Recommendations:

- **To note report**

Note: The persons to contact about this report are Fern Long and Jo Whiteman (Allotment Officers)
Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG Tel: 01264 335592
Email: allotmentofficer1@andovertc.co.uk allotmentofficer2@andovertc.co.uk
Website: www.andover-tc.gov.uk

Appendix G: Allotment Officers Report

G

Please note the following updates:

- Allocation of new allotment plots – 21 new tenancy agreements have been completed since 24th March 2022.
- Allotment Officers have visited all sites to assist with various matters including maintenance issues and residents' complaints.
- Plot inspections – The Wardens have assisted Officers by carrying out plot inspections.
- Eviction Notices have been sent out for non-cultivation.
- 36 non-cultivation letters sent out.
- Following non-cultivation letters, telephone calls have increased significantly.
- Newsletter sent out.
- Scarecrow competition taking place 29th June 2022.
- Best Kept plot competition is taking place 20th July 2022.
- Allotment Officers have been meeting with various contractors to obtain multiple quotes.
- 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 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, 68B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

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

Website: www.andover-tc.gov.uk

Appendix H: Committee Work Programme

H

Date of Meeting	ITEM	Requested by	Purpose of Item
2022	Padlocks and Keys on new sites - feasibility to be added to rental review.		
2022	Barlow's Lane hardstanding		COMPLETED
2022	Gate at Churchill Way - gate to be moved and cost from earmarked reserves - awaiting quotes, contractors have visited site.		ON-GOING
2022	Quotes for fencing at Churchill and Admirals - awaiting quotes, contractors have visited sites.		ON-GOING
2022	Rules and Regulations Review		ON-GOING to be sent to Wardens for comment
2022	Local Plan – Allotment Site Provision		
2022	Platinum Jubilee Allotment Plaque		DUE TO THE DELAY IN HANDOVER OF THE ALLOTMENT SITES IT IS UNLIKELY THE REQUIREMENTS CAN BE FULFILLED IN TIME TO APPLY
2022	Policy and Procedure for reclaiming costs		COMPLETED AND ATTACHED TO AGENDA
2022	Removal of Toilets		TO BE ADDRESSED AS PART OF RENT INCREASE CONSULTATION