

ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Wednesday 8 March 2023



To the Members of the Allotments Committee:

Cllr K Hughes (Chairman), Cllr N Long (Vice Chairman), Cllr D Coole, Cllr L Gregori, Cllr R Hughes
And Cllr E Reynolds. (Copies to all other Members of the Council)

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held in the **Upper Guildhall, Andover on Wednesday 8 March 2023 at 6.30pm**, when it is proposed to transact the following business: -

G Foster

Gail Foster

Town Clerk

2 March 2023



ANDOVER TOWN COUNCIL

Allotments Committee Agenda

Wednesday 8 March 2023

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 2 February 2023 – attached at **Appendix A (Page 6)**

Item 4: Public Participation

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

Item 5: New Allotments

To **note** that the Saxon Heights Allotment Site has been handed over to Andover Town Council. 7 plots have already been taken up, and the remaining 3 have been offered out. Rental payments are starting to come in. A Warden for the site has been identified and a press release has been drafted and will be sent to the Andover Advertiser and placed on the Council’s website and social media accounts once approval has been received from the developer.

To **note** that Officers attended the P20 Allotment Site to check on progress, awaiting meeting with developer to discuss snagging points.

Item 6: Terms of Reference for Wardens

To **receive** and **consider** Terms of Reference for Wardens – attached at **Appendix B (Page 12)**

Item 7: Plot Inspections and Service Manager

To **receive** and **note** a report – attached at **Appendix C (Page 14)**

Item 8: Fly Tipping

To **receive** a verbal update report on Fly Tipping.

Item 9: Allotment Officers report

To **receive** and **note** the Allotment Officer's report – attached at **Appendix D (Page 17)**

Item 10: The Drove – No Man's Land Clearance

To **receive** and **consider** a report – attached at **Appendix E (Page 18)**

Item 11: Tenants Request

To **receive** and **consider** a report – attached at **Appendix F (Page 20)**

Item 12: Committee Work Programme

To **receive** the Committee Work Programme and to make additions or amendments as necessary – attached at **Appendix G (Page 22)**

Item 13: Date of Next Meeting

Members are requested to **note** the date of the next meeting: **Thursday 6 April 2023**, to be held in **The Lights, Andover, starting at 6.30pm.**

Item 14: Exclusion of the Press and Public

To **PASS** a Resolution in accordance with section 1 of The Public Bodies (Admission to Meetings) Act 1960 to exclude the Members of the Press and Public from the Meeting due to the confidential nature of the items 15 and 16 and to comply with GDPR.

CONFIDENTIAL ITEMS

Item 15: Council Solicitors

To **receive** an update from Council's solicitors and to **consider** the recommendation.

Item 16: Review of Legal Position

To **review** the legal position of a request and to **decide** on action.

The Chairman of the Committee will close the meeting.

Appendix A: Minutes of the last meeting

A

Time and date

6.30pm on Thursday 2 February 2023

Place

The Lights, Andover

Cllr K Hughes (Chairman) (A)

Cllr L Gregori (A)

Cllr N Long (Vice Chairman) (P)

Cllr R Hughes (P)

Cllr D Coole (A)

Cllr E Reynolds (P)

Officers Present:

Gail Foster (Town Clerk) (Via zoom)

Tor Warburton (Deputy Clerk) (Taking the notes)

Fern Long (Allotment Officer)

Jo Whiteman (Allotment Officer)

Allotment Wardens Present:

Mike Cantillon – The Drove

Nick Turner-Howe – Vigo Road

Members of the Public: Unknown

Allotment Holders Surgery

In the absence of the Chairman, Councillor K Hughes, the Vice Chairman, Councillor N Long, opened the surgery at 6.30pm and welcomed all attendees.

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

The Drove Warden:

I have a comment on the Minutes from the last meeting, particularly regarding rents and the comment that there are other Allotment sites that charge more than Andover. Newbury charge 38 pence per square metre, Salisbury is 37 pence per square metre and Basingstoke, only 23 pence. If you were to remove the toilets, do you know how much per square metre that would save? It is about 5.5 pence per square metre.

Vice Chairman's Response:

You have picked out the lower rental sites. I will send you a list of some allotment sites that charge £110 for a viable plot.

Member of Public 1:

It is more about the services that are being provided on those more expensive sites. If the Town Council wants to raise the rent, then the Town Council will need to provide the services that the new rates equate to.

Deputy Clerk's Response:

If you refer to the Town Clerk's report, there is a massive overhaul going on regarding what is being delivered, how it will be delivered and the efficiency in which it will be delivered. So I am hoping that in the not so distant future, you will all see a massive change if not in the allotments but certainly in the way it is managed.

The Drove Warden:

One of the key elements is internal practices, that needs to be looked at before pushing up the rents significantly.

Vigo Warden:

I was on my plot and noticed a woman that I had not seen there before. The woman was not a plot holder and was looking for her cat. She accessed the plot via a hole in the fence by her house. I think this needs looking at.

Vice Chairman's Response:

Thank you for doing your job and looking out for the site. There are a few gaps and this will be looked at.

The Vice Chairman closed the surgery at 6.37pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.38pm on Thursday 2 February 2023

Place

The Lights, Andover

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

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

Cllr D Coole (A)
Cllr E Reynolds (P)

Officers Present:

Gail Foster (Town Clerk) (via zoom)
Tor Warburton (Deputy Clerk) (Taking the notes)
Fern Long (Allotment Officer)
Jo Whiteman (Allotment Officer)

Allotment Wardens Present:

Mike Cantillon – The Drove
Nick Turner-Howe – Vigo Road

Members of the Public: Unknown

AC 137/02/23 APOLOGIES FOR ABSENCE

Apologies were received from Councillors D Coole, L Gregori and K Hughes.

AC 138/02/23 DECLARATIONS OF INTEREST

Councillor E Reynolds declared an Interest in Item 7 as he is an Allotment Warden and a plot holder.

AC 139/02/23 MINUTES

It was proposed by Councillor R Hughes and seconded by Councillor E Reynolds that the minutes of the Allotment Committee Meeting, held on Wednesday 5 October 2022 be signed by the Chairman as a correct record.

A vote was taken which was unanimous.

RESOLVED: That the Minutes of the Allotment Committee Meeting, held on Wednesday 5 October 2022 be signed by the Chairman as a correct record.

AC 140/02/23 PUBLIC PARTICIPATION

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

AC 141/02/23 NEW ALLOTMENTS

Members noted that the Saxon Heights Allotment Site will be handed over before middle of February 2023. The contracts have been signed and Officers now await the handover date.

It was also noted that no response had been received to emails sent to the developer of the Picket Piece Allotment Site. Officers will keep chasing a response.

AC 142/02/23 OLD WINTON ROAD PEST REPORT

Members noted a report on squirrel ingress at Old Winton Road Allotment Site.

It was proposed by Councillor R Hughes and seconded by Councillor E Reynolds that the Town Clerk send a strong letter to Environmental Health at Test Valley Borough Council, highlighting the squirrel and rat issue, as well as the nuisance being caused by residents over feeding the animals.

A vote was taken which was unanimous.

RESOLVED: That the Town Clerk send a strong letter to Environmental Health at Test Valley Borough Council, highlighting the squirrel and rat issue, as well as the nuisance being caused by residents over feeding the animals.

It was proposed by Councillor N Long that the Pest Controller be instructed to commence work to cull the squirrels. There was no seconder.

Motion not passed.

AC 143/02/23 THE DROVE GATES

Members noted and considered an update report on the noise situation with The Drove gates following a site inspection.

It was proposed by Councillor N Long and seconded by Councillor R Hughes that it be delegated to the Chairman to write to the complainant advising that all reasonable action has been taken. That Environmental Health were satisfied that the provisions put in place are sufficient. That no further action would be required.

Members agreed unanimously on the proposal.

RESOLVED: That it be delegated to the Chairman to write to the complainant advising that all reasonable action has been taken. That Environmental Health were satisfied that the provisions put in place are sufficient. That no further action would be required.

AC 144/02/23 RULES AND REGULATIONS

Members noted the final amendments to the Rules and Regulations following comments received from the Wardens.

The Vice Chairman gave his thanks to the Officers for their hard work with the amendments. The Deputy Clerk expressed the Chairman's acceptance of the updated Rules and Regulations, in his absence.

It was proposed by Councillor N Long and seconded by Councillor E Reynolds that the updated Allotment Rules and Regulations be approved.

A vote was taken which was unanimous.

RESOLVED: That the updated Allotment Rules and Regulations be approved.

AC 145/02/23 UPDATE FROM THE PEST CONTROLLER

Members received a verbal update from the Pest Controller as follows:

"Regarding the squirrels issue on Old Winton Road. There is a row of bungalows, one of which is an avid bird feeder, particularly kilos of monkey nuts. This has attracted the squirrels and rats. It's a constant food source for the rats, which has resulted in constant visits to try to get rid of the rats as a consequence.

It is not legal to poison the squirrels. Live traps are possible but its time consuming and costly. An option is an A24 Good Nature trap which would take care of them humanely. This would be at no extra cost to the Council. Also, it is possible for the Council to enforce the residents to stop feeding the animals."

AC 146/02/23 UPDATE ON ALLOTMENT PLOT UPTAKE

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

AC 147/02/23 TOWN CLERK'S REPORT

Members received and noted the Town Clerk's report.

AC 148/02/23 ALLOTMENT OFFICERS REPORT

Members received and noted the Allotment Officers Report.

AC 149/02/23 COMMITTEE WORK PROGRAMME

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

- Outcome of the Town Clerk's report.

AC 150/02/23 DATE OF THE NEXT MEETING

Members noted the date of the next meeting: **Wednesday 8 March 2023**, to be held in the **Upper Guildhall, starting at 6.30pm.**

AC 151/02/23 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor N Long and seconded by Councillor R Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda Item 15 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 15 due to the confidential nature of the items and to comply with GDPR.

CONFIDENTIAL

AC 152/02/23 APPEAL

Members received an appeal to an eviction notice.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that it be delegated to the Town Clerk, to send a second cultivation warning letter to the tenant, advising that they have a period of two weeks in which to show compliance of the cultivation rules.

A vote was taken which was unanimous.

RESOLVED: That it be delegated to the Town Clerk, to send a second cultivation warning letter to the tenant, advising that they have a period of two weeks in which to show compliance of the cultivation rules.

The Chairman closed the meeting at **7.18pm**.

Chairman

Date



ANDOVER TOWN COUNCIL Terms of Reference for Allotment Wardens

Wardens are appointed as representatives of the Council and are required to:

1. Report to and liaise with Officers of the Council to help with the smooth running and supervision of the Allotment sites.
2. Comply with the Council's Code of Conduct at all times when representing the Council.
3. To keep all tenants' personal data securely and confidentially in accordance with GDPR training provided.
4. Permit the Council to publish their mobile phone number & email address as per the Privacy Statement.
5. Meet & Greet – Show all new and/or prospective tenants around the site and help with understanding the Tenancy Agreement and Rules and Regulations.
6. Perform cultivation / condition inspections using the latest forms and methods, and with or without an officer present:
 - a. On the whole site at the end of April, June, August and December
 - b. On individual plots at the beginning or cessation of a tenancy.
 - c. On individual plots at other times at the request of Officers.
7. Assist tenants with any problems, and only if an answer is not known, refer them to the Town Council.
8. To report any maintenance problems within 24 hours of being made aware of the problem.
9. **To attend Allotment Committee meetings as required by the Council.**
10. To keep noticeboards tidy and up to date with current information supplied by Officers.
11. **To collect details and photos of events/produce that could be included in the newsletter. (After obtaining permission from plot holders)**
12. **To assist with any Annual Gardening or Allotment related event run by the Council, and to encourage plot holders to take part.**

As acknowledgement of the time and effort required to fulfil this role, Wardens are paid an honorarium of £50 per annum, and are allowed one Allotment plot free of rent, which they are expected to maintain in a well cultivated condition as per the Rules & Regulations.

Any Warden which is unable to comply with the above requirements will be asked to step down as Warden, and will be required to pay for their allotment plot.

Officers of the Council:

Town Clerk: Gail Foster
townclerk@andovertc.co.uk

Allotment Officer1: Fern Long
Allotmentofficer1@andovertc.co.uk

Deputy Town Clerk: Tor Warburton
deputytownclerk@andovertc.co.uk

Allotment Officer2: Jo Whiteman
Allotmentofficer2@andovertc.co.uk

Appendix C: Plot Inspections and Service Manager

C

Background

- Plot inspections have been carried out in the past, but recording the data and keeping track of photographs has been difficult.
- Where contractor jobs are required for a plot, notes could be made in the Allotment database and separate lists were required to keep track of the jobs.
- These lists required updating along with the website, this had led to duplications, errors and omissions.

In Progress.

Two extra modules have been added to the Council's EDGE Database:

1. Service Manager.

This is a job recording application which is being implemented for Allotment related tasks. These are not limited to just maintenance and repairs, but also can include clerical tasks such as "Send reminder letter regarding hosepipe ban", or "Contact plot holder for 7A regarding request to keep Chickens". Jobs can currently be added by the Town Clerk and one Allotment Officer, but all staff will eventually be able to use the dashboard.

Jobs can be:

- Allocated to member of staff to handle.
- Given a deadline.
- Notes can be emailed internally or to 3rd parties.
- Tracked, prioritised and scheduled until completed.
- Sorted into contractor/client lists of outstanding actions.
- Viewed in the scheduled order.

Jobs that are currently recorded for The Drove are below:

Job / Sub Job Number	Date / Time raised	Date Scheduled	Date to complete	Client	Contact	Staff assigned	Staff on job	Job Summary	Job Status	Service Category
111	01/02/23 13:59	01/04/23	01/04/23	Allotment Committee		Gail Fos		TD - Site - No man's Land	Pending Councillors de	Allotment Works - Th
114	01/03/23 15:42	03/03/23	03/03/23	Allotment Committee		Gail Fos		TD - Site - Flytipping	In Progress	Office work
116	15/02/23 13:25	31/03/23	31/03/23	Allotment Committee		Gail Fos		TD - Site - Access Issue	Pending Councillors de	Office work
44	17/02/23 10:37	31/03/23	31/03/23	Allotment Committee		Jo White		TD - 41B/61B/73A/69B - Top soil delivery	Pending Contractor	Allotment Works - Th

Jobs that are currently recorded for Old Winton Road are below:

Job / Sub Job Number	Date / Time raised	Date Scheduled	Date to complete	Client	Contact	Staff assigned	Staff on job	Job Summary	Job Status	Service Category
15	16/02/23 20:11	03/03/23	03/03/23	Allotment Committee		Gail Fos		OWR - Site - Track	Pending Contractor	Allotment Works - Olt
14	16/02/23 20:10	28/02/23	28/02/23	Allotment Committee		Jo White		OWR - Site - Parking Bollard	Not yet started	Allotment Works - Olt
30	21/02/23 12:08	31/05/23	31/05/23	Allotment Committee				OWR - Site - Fencing - take down and repl	Pending Councillors de	Allotment Works - Olt
13	16/02/23 20:09	28/02/23	28/02/23	Allotment Committee		Gail Fos		OWR - 056 - Shed removal		Allotment Works - Olt
12	16/02/23 20:08	03/03/23	03/03/23	Allotment Committee		Gail Fos		OWR - 025 - removal of shed	Quote approved - Penc	Allotment Works - Olt
11	16/02/23 20:08		16/02/23	Allotment Committee		Jo White		OWR - 024 - Plot clearance	Pending Councillors de	Allotment Works - Olt
10	16/02/23 20:07		16/02/23	Allotment Committee		Jo White		OWR - 019 - ?		Allotment Works - Olt
3	16/02/23 20:06	03/03/23	03/03/23	Allotment Committee		Gail Fos		OWR - 004A - Tidy plot and tidy apple tree	Pending Quote	Allotment Works - Olt
3	16/02/23 20:05	06/03/23	06/03/23	Allotment Committee		Gail Fos		OWR - 002A - Remove Apple tree and Bay	Pending Quote	Allotment Works - Olt

Note that the scheduled dates are not yet accurate. The key is getting all outstanding jobs recorded, whilst progressing with them as fast as possible.

2. InspectEDGE.

This is an application specifically to record the condition and safety for each allotment plot. A tablet is provided with the application already installed on it. Simple questions are asked about the plot, and the inspector can make notes, or enter actions that have been or should be taken. Four photos can be taken of the plot at each inspection.

Once the data is uploaded to the EDGEDatabase, the notes can be amended if required.

Crucially, if jobs need to be raised, this can be done from the inspection screen so that the job is recorded immediately, but the staff member can then complete the rest of the inspection reports before starting the jobs.

Once reports are completed, they can be:

1. Emailed directly from EDGE to a Tenant / Warden / Officer or Committee Members.
2. Accessed on the database for anyone with a login.

A condition report for all sites can be prepared for Wardens, Officer and Councillors.

Allotment Inspection

Site	The Drove	Overall condition	Needs improvement
Allotment	00073A		
Inspected by	Gail Foster	Inspected on	22/02/23

Cultivation status Not Cultivated

Plants encroaching neighbouring allotment

Hazards			
Asbestos	<input type="checkbox"/> Boundary	<input type="checkbox"/> Hedges	<input type="checkbox"/> Fencing
Gates	<input type="checkbox"/> Communal paths / roads	<input type="checkbox"/> Refuse	<input type="checkbox"/> Carpets
Water supply	<input type="checkbox"/> Water storage	<input type="checkbox"/> Ponds	<input type="checkbox"/> Trees
Vermin / pest control	<input type="checkbox"/> Fertilisers / chemicals	<input type="checkbox"/> Fuel	<input type="checkbox"/> Bonfires
Compost bins	<input type="checkbox"/> Glass	<input type="checkbox"/> Trip hazards	<input type="checkbox"/> Signs
Fire prevention	<input type="checkbox"/> Structures (sheds/buildings)	<input checked="" type="checkbox"/> Fixtures / fittings	<input type="checkbox"/> Other

Action taken	Action required Needs a tidy up.
Notes New tenant as at 15th Feb 2023. Should allow some time for improvement.	



Allotment Inspection Summary

Site	Allotment	Inspection Date	Overall Condition	Action Required
Churchill Way	00006	25/02/23	Poor	
Churchill Way	00035	25/02/23	Poor	
Churchill Way	00037	25/02/23	Clean and tidy	
Churchill Way	00039	25/02/23	Poor	
Do not use	00001	25/02/23		
Old Winton Road	00005B	24/02/23	Good	removal of fence post spike at front of plot.
Old Winton Road	00012A	24/02/23	Needs improvement	
Old Winton Road	00014B	25/02/23		
Old Winton Road	00024	24/02/23	Clean and tidy	Scaffolding poles to be reoved. Rubbish by compost bins to be burnt/removed.
Old Winton Road	00026	24/02/23	Good	Concrete bits to be removed.
Old Winton Road	00027	24/02/23	Good	Fruit cage to be moved in 1 foot from pathway on both sides.
Ox Drove	00008	01/03/23	Good	
Ox Drove	00008	01/03/23	Good	
The Drove	00073A	22/02/23	Needs improvement	Needs a tidy up.

Currently, the report does not separate by site, but this modification has been requested from the software suppliers.

Recommendations:

- A. That Allotment Officers, the Town Clerk and Allotment Wardens attend NAS society training as soon as can be arranged so that inspections can be done by qualified persons.
- B. To train Wardens with the Tablet as soon as can be arranged.
- C. To purchase another 2 Tablets to allow Wardens / Officers to inspect without constantly passing the one tablet around. (Surrender of plots happening at any time.)
- D. A rota to be put in place so that all Wardens inspect at different times of the month. (To prevent influx of 500 site inspections to officers in the same week.)

For further consideration:

- E. Many plots do not have plot numbers displayed, which makes inspections quite difficult. The revised Rules and Regulations cover this:
3.19.1 – 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 the plot number, see the Tenancy Agreement.
 Some plots still have the concrete blocks supplied by TVBC, some plots have lost these over the years.
Committee to consider if:
 - i. A complete new set of plot numbers should be provided
 - ii. Tenants should be reminded of the Clause and asked to provide their own plot marker if there is not one left on the plot.

Note: The person to contact about this report is Gail Foster (Town Clerk) Andover Town Council.

Appendix D: Allotment Officers Report

D

Please note the following updates:

- Allocation of new allotment plots – 26 new tenancy agreements have been completed since 23rd January 2023.
- Site visits at Barlows Lane, Ox Drove, Old Winton Road, Vigo Road, Churchill Way and The Drove.
- Site visit at Picket Twenty.
- Opening of Saxon Heights site – 7 plots have so far been allocated, and a Warden has been found.
- Letter emailed out to tenants at Vigo Road regarding fence repairs.
- Letter emailed out to tenants at Old Winton Road regarding track update.
- The Wardens have assisted Officers by carrying out plot inspections.
- Scarecrow competition in mid June 2023 – date TBC.
- Best Kept competition plot in July 2023 – date TBC.
- Water switched off – reassess in the Spring.
- Wardens are being contacted on a regular basis and kept up to date with important issues.
- Maintenance jobs are being logged into the EDGE database and which is in the process of being updated.

Data Reporting as at 2nd March:

Site Management Summary							
Site	No. of Allotments	No. Rented	% rented	No. Vacant	Waiting List 1st choice	Waiting List 2nd choice	Waiting List 3rd choice
Admirals Way	29	23	79.31%	6	15	12	8
Barlows Lane	101	93	92.08%	8	23	7	6
Churchill Way	45	45	100.00%	0	7	17	11
Do not use	14	9	64.29%	5	0	0	0
Mylen Road	26	24	92.31%	2	8	4	3
Old Winton Road	81	79	97.53%	2	7	3	2
Ox Drove	11	10	90.91%	1	14	3	0
Picket Twenty	0	0	0.00%	0	22	1	1
Saxon Heights	10	7	70.00%	3	29	1	0
The Drove	131	130	99.24%	1	5	4	7
Vigo Road	106	100	94.34%	6	12	10	10
Total		555					

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

Note: The person to contact about this report is Jo Whiteman (Allotment Officer) Andover Town Council,

Background

- There is an area known as “No-man’s land” alongside the northern fence border of The Drove. It is a high bank covered in dead vegetation, trees and a small amount of rubbish.
- In order for fencing belonging to the neighbouring houses to be maintained, the area needs to be cleared, and some of the banked soil should be pushed back from the houses’ fences to facilitate this.
- The clearance job will take at least a week for a team of workers.
- Dead vegetation could possibly be burned at a later date by The Drove Association, but they would need to identify a plot that could be used. Instead, ideally all waste should be removed from site.
- Over the last couple of years, several Councillors have visited the site to assess the problem, but no solution has been implemented.
- Contractors have been asked to quote for additional fencing to create another boundary to the allotments site, which would screen the problem area. This will hinder efforts to clear the area each year, and hides (but does not solve) the problem.
- The neighbouring houses should be asked to maintain their fences once the access is easier, and then an extra fence will not be necessary.

Proposal

1. To have the area fully cleared, and soil resting against fencing moved away.
2. To arrange for annual maintenance to keep the area clear and rubbish free.

Labour

The cost of contractors is likely to be quite high for a team to work on this area for approx. 1 week, and the benefit of the work does not affect very many residents of Andover. It has been suggested that Community Payback or other local volunteer groups may be able to help. This is being investigated.

Access

A discussion has taken place with the owners of 98 The Drove. The last fence panel of their fence is missing, giving direct access to “No-man’s land” from their garden. The residents would like to replace the fence panel quickly as they will be undertaking a garden makeover in the next few months. They have concerns that the debris on the council’s side of the fence is having a negative effect on the condition of their remaining fence panels and would like the council to act.

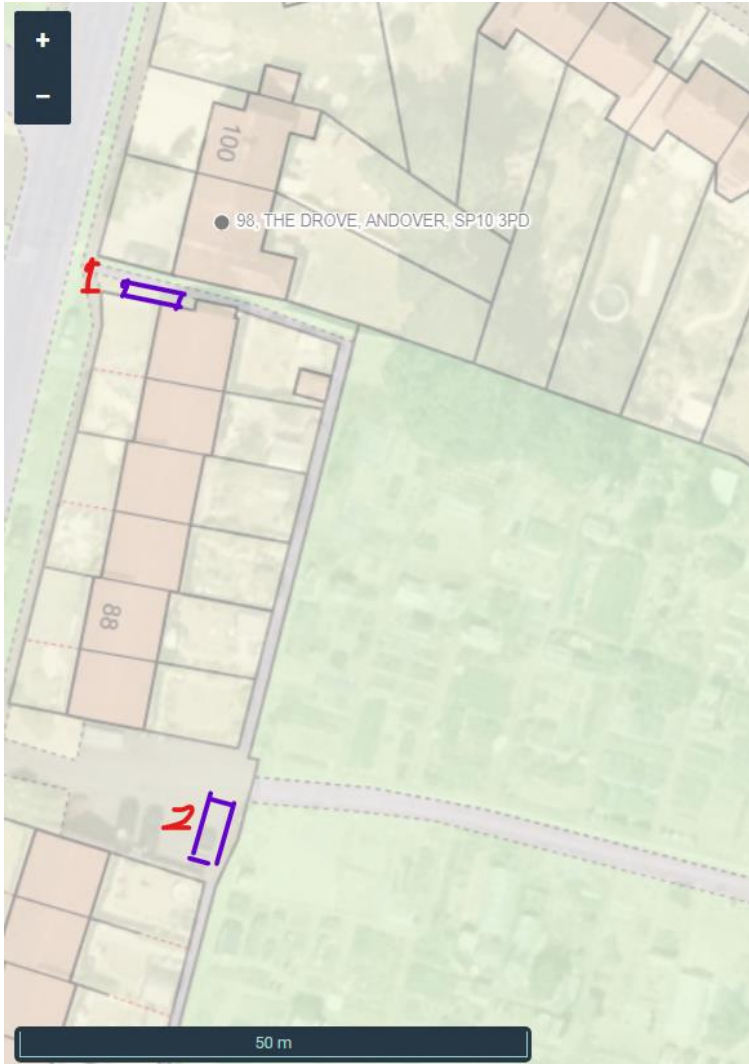


The Town Clerk has explained the issues that the Council are facing in taking on this work. (Cost, Contractor availability, Access, and Waste Removal.)

The owners of no.98 were sympathetic to this, and have offered to help the Council by allowing the use of their garden as an access route for the duration of the clearance works, and have suggested

the green space next to their house is used for mini-skips as this is closer than the allotment site gates. This is only possible if works are to be completed in the next two months, so that their garden makeover is not put on an indefinite hold.

Waste removal options:



1. To place 2 mini-skips (at a time) in the area of the Blue Rectangle no.1, whilst ensuring that there is pedestrian access past them into the alley behind the bungalows along The Drove. The waste can be wheelbarrowed to the skips, via the garden of 98 The Drove.

2. To place a normal sized skip alongside the entrance gate to The Drove on the tarmac hard standing by Blue Rectangle no.2, and wheelbarrow the waste to the skip.

3. To deposit all waste on a plot to be specified by The Drove Association, and to ask a Contractor to remove any unburnable waste, and to request the The Drove Association burn whatever is suitable.

Recommendation:

1. To prioritise the works to take advantage of the offer made by the neighbouring homeowners.
2. To add this area to the list for annual maintenance.

Corresponding Rules and Regulations:

Strategy for Maintenance of Allotment Sites

1.3 - that which undertaken will reduce longer term costs.

1.3 - that which is routine

If Council are minded approve the recommendations, Officers will;

1. Obtain quotes for skips.
2. Look for a team of Volunteers / Community Payback
3. Obtain quotes for labour if no volunteers are available.
4. Contact Aster Living for permission to place skips on their land for a short period.
5. Take any additional actions necessary to facilitate the clear up.
6. To agree that no additional fencing is required if this solution is adopted.

Note: The person to contact about this report is Gail Foster (Town Clerk) Andover Town Council.

Background

- Some questions are asked which are not covered by the Rules and Regulations.
- Some requests are outside of the Rules, but if not considered a problem by the Officers, should be referred to Committee for permission or rejection.

Officers require the Committee's guidance on the following:

1. Fruit Cage positioning - Old Winton Road.

The tenant has moved his fruit cage very recently, and it has been placed adjacent to his plot boundary on two sides. He has been advised that it needs to be 30cm away from the boundary. The Warden, Allotment Officer and Town Clerk met with the tenant and he is prepared to adjust the build of the fruit cage to bring the vast majority of the frame in from the boundary area, but has asked:



A. If 3 scaffolding poles can remain in situ adjacent to the boundary as they are dug in 2 feet deep.

B. That the roof of the structure not be altered, although this will result in an overhang over the pathways, much like a porch on two sides.

Request after action, can permission be granted retrospectively.

2. Bantams - Ox Drove.

The request is for 4/5 Bantams on the plot, in a run the length of the plot and between 1.0-1.5m wide. A chicken house with a solar powered door will be provided. The tenant has asked if this style of chicken wire fencing, backed by the green netting can be erected around the entire plot. The height would be as high as the current posts.

Examples				Actual plot
				

Request prior to action.

3. Gate - Ox Drove.

A tenant has asked if a gate can be fixed at her plot entrance.

Request prior to action.



4. Tomato containers on fence posts - Ox Drove.

A previous tenant has affixed containers with a dedicated watering system to every post/fencing on a particular plot.

Request after action, can permission be granted retrospectively.



5. Wind Turbine - Ox Drove.

- a. A tenant has installed a Wind Turbine on his plot which is attached to his shed on the boundary.
- b. The structure is stabilized by a wire running to and attached to the Council's boundary fence. This is likely to impede any contractor cutting the grass periodically.



Request after action, can permission be granted retrospectively.

Note: The person to contact about this report is Gail Foster (Town Clerk) Andover Town Council.

Appendix G: Committee Work Programme

G

Month of Meeting	ITEM	Requested by	Purpose of Item
	Gate at Churchill Way - gate to be moved and cost from earmarked reserves.		DONE
	Quotes for fencing at Churchill and Admirals - awaiting quotes, contractors have visited sites.		Verbal update in meeting.
	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.		Verbal update in meeting.
	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.		Verbal update in meeting.
	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.		Verbal update in meeting.
	Job no: 2262 - Churchill Way clearance and removal.		Verbal update in meeting.
	Job no: 2252 - Vigo Road Conifer Tree Works		Verbal update in meeting.
	Rules and Regulations Review		On Full Council Agenda - 22nd March.
	Local Plan - Allotment Site Provision		
	Drove Fencing		Action pending Committee decision.
	Policy and Procedure for reclaiming costs		SMALL CLAIMS PROCEDURE TO BE WRITTEN