



To the Members of the **Allotments Committee**:

Cllr Kevin Hughes (Chairman), Cllr Richard Kidd (Vice Chairman), Cllr Alan Cotter, Cllr Barbara Long, Cllr Len Gates and Cllr Luigi Gregori.
(copies to all other Members of the council)

You are hereby summoned to attend a meeting of the **ALLOTMENTS Committee** to be held at **ANDOVER TOWN COUNCIL OFFICES, 68B HIGH STREET, ANDOVER** on **Thursday, 4 April 2019 at 7.00 pm** when it is proposed to transact the following business: -

Wendy Coulter - Town Clerk
29 March 2019

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	Apologies To receive and accept apologies for absence.
2	Declarations of Interest To receive Declarations of Interest relating to items on the agenda as per the Town Council's Code of Conduct.
3	Minutes To approve the Minutes of the Allotment Committee Meeting held on 17 January 2019 – attached at Appendix A.
4	Picket Piece Allotments (Ox Drove) To receive an update report further to recent site visit attached at Appendix B. A representative from David Wilson Homes will be in attendance and will bring updated drawings.
5	Security on all Allotment sites To note report on meeting with Police Officers to gather advice for Allotment Holders on security – Appendix C.
6	Request for Communal Compost heap at Ox Drove Allotment Site To receive a report detailing request with recommendations – attached at Appendix D.
7	Vigo Road replacement gates quotes To receive quotes and approve a contractor to carry out the works on the gates at Vigo Road Allotment Site – attached at Appendix E.
8	Allotment Officer's Report To receive an update from the Allotment Officers – attached at Appendix F.
9	Committee Work Programme

	To note items on the Committee Work Programme and to consider additions as necessary – attached at Appendix G.
10	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 11 due to consideration of Confidential matters under relating to individuals.
11	Individual Allotment Holder Queries Report attached under separate cover for members only.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Notes of Allotment Committee Surgery

Time and date

7.00pm on Thursday, 17 January 2019

Place

Andover Town Council Offices, 68b High Street, Andover

Attendees:

Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr R Kidd – Vice Chairman (P)	Cllr L Gates (P)
Cllr B Long (A)	Cllr L Gregori – (A)	Cllr A Cotter (P)

Officers Present:

Tor Warburton (Deputy Clerk)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Allotment Wardens Present:

2

Members of the Public Present:

2

Allotment Holders Surgery

A member of The Drove Allotment Association presented a written report as follows:

- 1) Can I thank Councillor Kidd for giving up his time to accompany us at The Drove during our last Plot inspection. I am hopeful that this was to a mutual benefit.
- 2) Skip. Due to the sudden death of one of the Plot holders at The Drove, The Drove allotment committee set about clearing the plot of all the rubbish that had been accumulated over very many years. We did request that a skip be paid for by ATC which was appreciated. We have been advised that no further skips could be applied for this year. Are we now being told that should the same situation develop the plot would have to be left? Does that also mean that any clearing up by The Drove Allotment Association is not to the benefit of ATC, in relation to cost.
- 3) Bonfires. We have had another instance where a bonfire was lit and apart from the time aspect that it was lit slightly earlier than the winter allocated time, i.e. 1540hrs and not 1600 hrs and it was in accordance with ATC rules received a complaint from our persistent complainer, who have taken it upon themselves to Police the bonfires on the allotments at The Drove. Where as we appreciate that all complaints have to be investigated

and as long as the rules are being applied, this situation will lead to resentment against these people who incidentally blame all nearby fires on the allotments. This resident also has his shed roofs hanging over the car park which ATC have been made aware of.

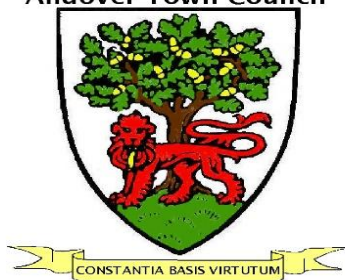
- 4) Rubbish. Left on plots. Can we in the next news letter encourage plot holders to be tidier with regards to unwanted pallets and carpets etc being left on plots. This will only allow our rodent population to flourish.

The Vice Chairman asked if anyone had any suggestions, questions or concerns.

No responses were received.

Surgery Closed 7.10pm

Andover Town Council



Minutes of Allotments Committee

Time and date

7.11pm on Thursday, 17 January 2019

Place

Andover Town Council Offices, 68b High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P)	Cllr R Kidd – Vice Chairman (P)	Cllr L Gates (P)
Cllr B Long (A)	Cllr L Gregori – (A)	Cllr A Cotter (P)

Officers Present:

Tor Warburton (Deputy Clerk)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Allotment Wardens Present:

2

Members of the Public Present:

2

AC 01/19	Apologies
	Apologies were received and accepted from Cllr L Gregori and Cllr B Long
AC 02/19	Declarations of Interests
	There were no Declarations of Interest.
AC 03/19	Minutes
	It was proposed by Cllr R Kidd and seconded by Cllr A Cotter that the Minutes of the Allotment Committee meeting held on 4 October 2018 be accepted and 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 the 4 October 2018 be accepted and signed by the Chairman, as a correct record.
AC 04/19	Picket Piece Allotments (Ox Drove)
	The report which was received and noted (attached to record minutes).
AC 05/19	Gardening Fair
	Members noted that as previously agreed at Full Council, Andover Town Council will be participating in the Gardening Fair 2019.
AC 06/19	Security on all Allotment sites
	This item has been moved to the next Allotment Committee meeting.
AC 07/19	Allotment Officer's Report
	Members noted that Andover Town Council had received a resignation from one of the Allotment Officers. Interviews are currently being held for a replacement.

	<p>A report was received and noted (attached to record minutes). The report was discussed and one member raised the following point:</p> <ul style="list-style-type: none"> • Is it necessary to have two Allotment Officers on site visits? <p>A fellow member responded by stating that Andover Town Council has a duty of care towards the Health & Safety of its members of Staff and it was agreed by Full Council that it was necessary to have two members of staff on a site visit. If in the event that there were not enough officers to attend a visit then for Operational Purposes, the option of a Councillor to attend in place, would be looked at.</p>
AC 09/19	Vigo Road replacement gates quote
	<p>Members noted that two quotes had already been received and awaiting on a third a third quote from a supplier, whom are in high demand at this time of year.</p> <p>A Committee member commented that all other Committees have an agenda item entitled “Committee Work Programme” and that it would be good to add this as an agenda item going forward, for the Allotment Committee. This would include expenses, budgets and reviews on income from each site. Members agreed to the addition of an agenda item starting with effect from 4 April 2019.</p>

The Chairman closed the meeting at 7.31pm.

Chairman:

Date:



ANDOVER TOWN COUNCIL

B

OX DROVE ALLOTMENTS

Purpose of Report

- To provide the Allotment Committee with an update on the Ox Drove Allotment Site following recent site visit.
- To approve the work to be completed on the site.
- To recommend to P & R to instruct solicitors to draw up agreement for transfer of land as Statutory Allotment provision.

Background

Officers and Councilors have been working with the developers of Picket Piece to agree an appropriate standard for the new allotment site prior to transfer to Andover Town Council. Following the last Allotment Committee meeting a site visit was arranged to review the site with the developers. The developers had met with the National Allotment Association representative and some substantial changes have been proposed. New drawings to follow.

Meeting outcome:

The following questions/statements were sent to the developer following the meeting – responses in red:

1. Developer is happy to organize the mirror on the opposite side of the road opposite the entrance to the allotment. The developer will notify Officers to come pick up the mirror and ATC will keep the mirror safe until it is ready to go up. – I can confirm the mirror is on site in safe storage.
2. ATC to confirm the height need for the agreed bifold entrance gates. – noted we will work on a bases of similar to fence height until notified
3. Concrete Boards and Posts will be put used in the terracing of the allotments and a knee high rail fence put in for safety. This will need to be included in the Corporate Risk Assessment. The developer to confirm how deep the posts on bank terraces are to be dug. - this will be part of our construction works and advice from structural engineer will be obtained.
4. All services to be reviewed – steps up to allotments to be non-slip concrete. – timber steps to be removed and replaced
5. All paths to be compacted aggregate as per car park. - agreed
6. Ducting to be laid under the wheelbarrow pathway this can be used to run hose pipe or electric through. - agreed
7. The water trough will be replaced shortly before Allotment opens and dug in. - agreed

8. It was agreed that either wiring or concrete slab will go under compost bins, that developer has agreed to supply, to stop vermin - **agreed**
9. Boundary trees will be cut back so not over hanging the plots/site. - **agreed**
10. Comfrey bush will be identified and removed for safe keeping – ATC to organize. - **agreed**
11. Buddleia needs to be properly dug out on pathway the developer has advised this will be done. - **agreed**
12. Updated set of drawings and specs to be sent to ATC for inclusion in Allotment Agenda – 4 April 2018 – **I'll try**
13. The developer's representative is happy to attend Committee meeting to answer any questions from the Committee – he will peg out the plot and be able to bring pictures with him to show Committee. – **agreed**

The following has been agreed:

1. It was agreed that the material for the steps needs to be changed - the final material is to be determined and the developer will report back as to the options.
2. It was agreed that the gates would be changed to a bi-fold/concertina gate that opened inwards rather than outwards, but the gate posts could be reused/remain – the developer to request a metal gate and to ensure that there is a catch mechanism in place to hold the gates once they are open.
3. It was agreed that there would be an access path on one side of each allotment plot (it was discussed that this could be a grass path to be maintained by the allotment holders).
4. It was agreed that the plots would be marked out, (three sides would be covered by the terracing and path, fourth side to be delineated by markers).
5. It was agreed that one of the parking bays would be sacrificed (parking bay 1) for a portaloo and a bike rack. Developers to provide hard standing for portaloo and bike provision.
6. It was agreed that each plot would be provided with hard standing for a shed.
7. It was agreed that the plot orientation would be changed by turning them 90 degrees to run along the gradient as opposed to down it.
8. It was agreed that the site would be terraced. Gradients to be confirmed as appropriate and allotment patches to be stepped (see above).
9. It was agreed that the developers will provide a compost bin for each plot.
10. It was agreed that the boundary fence would be run along the line of the allotments 1 metre in from the tree/hedgerow line. Please see above, further to the site visit it does not appear that any hedgerow is closer than 1 m but any other plants/root growth to be removed if closer.
11. It was agreed that the developers would provide a hair-pin path to the left-hand side of the car park (with back to housing development) for wheelbarrow access - Engineers to review best way to achieve this.

Recommendation

- To approve the work to be completed on the site.
- To recommend to P & R to instruct solicitors to draw up agreement for transfer of land as Statutory Allotment provision.

Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Date of Report: 19 March 2019



ANDOVER TOWN COUNCIL

C

SECURITY ON ALL ALLOTMENT SITES

Purpose of the Report

- The Allotment Officers to report back on 'Crime Prevention' within the Allotment sites.

Background

- Over the previous year we have had a number of break ins at various sites including locks, sheds etc, and trespassers have been reported using the site as a cut through.
- All incidents reported to Andover Town Council were then reported to the Police and Crime Reference numbers given and extra patrols promised by the Neighborhood police controlling the local area.
- The Allotment Committee requested the Allotment Officers looked into 'Crime Prevention' with the Police.

Current situation

- The Allotment Officers put in a request to receive information from the Police on 'Crime Prevention'. In January 2019 the Allotment Officers had a meeting with the local PCSO at Andover Town Council offices. The Allotment Officers received the following valuable information following this meeting.
- The Allotment Officers were advised that the UK's National Property Register is free to register and called 'Immobilise' and can be used by Allotment Holders to register their items held in their secure sheds. Immobilise helps the police identify the owners of recovered property. All that is needed is to register an account with them online and input items, then upload photos to the site. Immobilise also suggest that an ultraviolet pen is used to mark property, if this property is unfortunately stolen and then found it can be identified. Even if our allotment holders do not sign up to this scheme it's a good idea to mark their property in the same way.
- The PCSO also advised that ideally allotment holders place two locks on their sheds and black out their windows.
- Prickly bushes were also recommended as a deterrent.
- It was suggested that the Warden's do regular visits whenever possible.
- The Allotment Officers requested guidance on using 'Wildlife' cameras on the allotment sites and the PCSO confirmed that these are allowed to be used as long as they are not facing the Public Highway and 'Warning signs' that recording is taking place are put up. Alternatively, just 'Warning signs' could be put up again as a deterrent and even dummy cameras can be purchased very reasonably.
- Sensor lights can also be purchased and are a good deterrent.
- The Allotment Officers also asked if the local PCSO would attend a meeting with Allotment Holders it was agreed he would be happy to do this with enough advanced notice.

Further Actions completed

- Following from the meeting the Allotment Officers sent out the Newsletter in January 2019 detailing all this information. It was also asked if any Allotment Holder would be interested in attending a meeting with the PSCO about 'Crime Prevention' and to date no phone calls, emails or letters have been received responding to the offer.

Recommendations:

The Allotment Committee to approve that no further action is required at this time by the Allotment Officers as no interest in having a further meeting has been received to date.

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers), Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

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

Website: info@andovertc.co.uk



ANDOVER TOWN COUNCIL

D

COMMUNAL COMPOST BIN

Purpose of Report <ul style="list-style-type: none">To inform the Allotment Committee of a request from the public and to formulate a response.
Background <ul style="list-style-type: none">In February 2019, Officers received an email from a member of the public requesting that the Committee consider installing a Communal Compost bin on the new Ox Drove Allotment Site.
Current information: <ul style="list-style-type: none">Most gardens in the Picket Piece have small gardens and are unable to accommodate compost bins. Having a community facility nearby would be a great resource for the village, and also helpful for those with allotment plots.Committee members are reminded that all Allotment sites are locked for security and all Allotment Holders are given an access code when they sign their tenancy agreement and pay for their allotment. This is changed throughout the year and if there is a security breach.
Security of Allotment Site: <ul style="list-style-type: none">If a Communal Compost bin is considered, an alternative security measure will be required to maintain the safety of the Allotment Holders and Allotment Site as stipulated within the Rules and Regulations and our Risk Assessments.It would be very difficult to police the type of waste that would be deposited as hazardous waste could potentially be left with no recourse.
Recommendation <ul style="list-style-type: none">To consider report and formulate decision on communal compost bin.

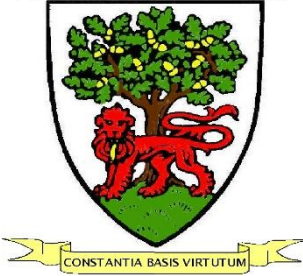
Note: The person to contact about this report is Tor Warburton (Deputy Town Clerk), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Date of Report: 19 March 2019



INSTALLMENT OF NEW GATES VIGO ROAD

<p>Purpose of the Report</p> <ul style="list-style-type: none"> To note that replacement gates are required at the Vigo Road Allotment site. To consider proposed works and costings.
<p>Background</p> <ul style="list-style-type: none"> The gates at Vigo Road require replacement. Currently when a car is parked while the allotment holder unlocks the gates, the car obstructs the pavement and 'hangs out' onto the highway. This often leads to the gates being left open.
<p>Current situation</p> <ul style="list-style-type: none"> Improving the gate access will help improve safety and obstruction of the highway and public footpath. The Allotment Officers have now obtained 3 quotes for the gates to be moved further back into the allotment site to prevent the allotment holders having to park their car in the road while getting out and un-locking the gates, using the New Specification Criteria drawn up at a previous committee meeting. <p>The Allotment Officers have prepared and sent out to three companies 'Andover Town Council's Required Specification' for the replacement gates. Three quotes using our required specification are as follows: -</p> <p>1 – Removal and disposal of existing metal gates, posts and any concrete and full breakdown of all costs.</p> <p>2- Move the gates into the Allotment site from existing gates to where the new gates need to be installed is approximately 27FT. Install new gate system consisting off a fabricated (Double Gate) 2m High, welded mess gate lockable sliding lock with drop bolt. With a shark tooth top to stop climbing. Finished in Window Grey Powder Coat finish. Gates to be hung on 2 x posts concreted into the ground. Supply and erect a 2m high close board fence either side of the gate to secure the area in treated soft wood. Area to be left clean and tidy afterwards. Full breakdown of all costs.</p> <p><u>Additional Notes</u></p> <p>Quote to include all equipment hire, materials delivery and labour, removal of all rubbish and waste. Please also include VAT on the quote.</p> <ul style="list-style-type: none"> Quote 1 total costs as specification above £1318.65 (Excluding 20% VAT) Quote 2 total costs as specification above £2,750.00 (Excluding 20% VAT) Quote 3 total costs as specification above £5,093.00 (Excluding 20% VAT)
<p>Additional work to improve the appearance/safety of the entrance to the site.</p> <p>The Allotment Officers obtain a further three quotes at a later date for additional tarmacking required to enable the right of the main gates, the wasteland area, to potentially be turned into 1 or 2 parking spaces and prevent waste being dumped due to the gates being moved further into the allotments.</p>

Recommendations:

The Allotment Committee to consider and approve one of the quotations and instruct the Allotment Officers to initiate work carried out to remove and replace the existing gates as soon as possible.

Note: The people to contact about this report are Fern Long and Nikki Barber (Allotment Officers), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1NG

Tel: 01264 335592

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

Website: info@andovertc.co.uk



ANDOVER TOWN COUNCIL

F

Allotment Officers Report April 2019

Our new Allotment Officer has now started
It has been a busy period; our new Allotment Officer has now been here for a few weeks and her training is going very well.
Warden's Meeting Update
There Warden's meeting on 30 th January 2019 which the majority of our Allotment Warden's kindly attended together with Councilor Kevin Hughes and Richard Kidd. The feedback from everyone who attended was positive and we now intend on holding these every few months and a few weeks prior to the next Allotment Committee Meeting. We discussed a variety of items and the Wardens were able to pick up new ideas going forward. The next Warden's meeting has already been scheduled for 20 th March 2019 at 7pm prior to the Allotment Committee meeting on 4 th April 2019.
Invoicing – Update on Payments Received and Outstanding Payments
By September 2018 we had received 80% of our allotment payments. We still had a few outstanding invoices but over the last few months we are now only down to a handful of outstanding payments and we are following the rules and regulations in order to resolve these. The other great news is we have been receiving a number of new requests for allotments since January 2019 and overall, we now only have approximately 15 plots left vacant. At Admirals Way and Mylen Road there are no plots left
Sunflower Competition
We are planning to Judge the Sunflower competition the first week in June 2019 following the half term break at the end of May. This will allow our holders to get involved and prepared. We will be sending a reminder out on the next newsletter, which is going out shortly, on how Allotment Holders can enter etc. We are hoping we will get the great turn out we had last year and a number of our new Allotment Holders are looking to get involved. If any of the Allotment Committee would like to help with judging please let us know.
Gardening Fair on 30th June 2019
The Allotment Officers are planning to get involved again and have a stall representing Andover Town Council Allotments this year. This was a great success last year and every one gave us wonderful feedback on our stall and the day overall. We are hoping that our Allotment Holders will be happy to help us again, with their lovely cakes plants and produce etc. The Allotment Officers will try and come up with some fresh

ideas this year. Again, if any of the Allotment Committee would be prepared lend a hand on the day we would be very grateful.

APPENDIX G

ALLOTMENTS WORK PROGRAMME: 4 April 2019

Date of Meeting	ITEM	Requested by	Purpose of Item	Expected Outcome
11 July 2019	Report on Gardening Fair 2019 (30 June 2019)			
11 July 2019	Report on Scarecrow Competition (May 2019)			
	Allotment invoices go out (31 August 2019)			
	Start of new Allotment Year (1 September 2019)			
12 December 2019	Report on invoicing			
12 December 2019	Report on Pumpkin Competition			
12 December 2019	Report on Sunflower Competition			