



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

Cllr Kevin Hughes (Chairman), Cllr Alan Cotter (Vice Chairman), Cllr Carol Bartholomew, Cllr R Kidd, Cllr Barbara Long, Cllr Veronika Pond 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, 66C HIGH STREET, ANDOVER** on **Thursday, 18 January 2018 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
12 January 2018

## 7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	<b>Apologies</b> To receive and accept apologies for absence.
2	<b>Declarations of Interest</b> To receive Declarations of Interest relating to items on the agenda as per the Town Council's Code of Conduct
3	<b>Minutes</b> To approve the Minutes of the Extraordinary Allotment Committee Meeting held on 14 September and the Allotment Committee meeting held on 5 October 2017– attached at <b>Appendix A.</b>
4	<b>Associations</b> To review information on setting up Associations for the Allotment sites wishing to do this. Attached at <b>Appendix B.</b>
5	<b>Allotment standards and specifications</b> To consider a standard set of requirements for all new allotment sites. To consider a strategy to bring current allotment sites up to the same standard.
6	<b>Picket Piece and Picket Twenty Allotments</b> To receive an update report. <b>Report to follow.</b>
7	<b>Town Centre Management proposed Spring plant/garden festival.</b> To update committee on proposals and request support for the event. <b>Report to follow.</b>
8	<b>Allotment Officer's Report</b> To receive an update from the Allotment Officer.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Minutes Extraordinary Allotment Committee Meeting

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### Time and date

6.30pm on Thursday, 14<sup>th</sup> September 2017

### Place

Town Council Office, High Street, Andover

### Attendees:

#### Town Council Representatives

CLlr K Hughes – Chairman (P)	CLlr A Cotter – Vice Chair (P)	CLlr V Pond (P)
CLlr B Long (P)	CLlr C Bartholomew (P)	CLlr R Kidd (P) 6.40pm
CLlr L Gregori (P)		

### Officers Present:

Wendy Coulter (Town Clerk) (P)

Lisa Laing (Allotment Officer) (P) (Taking the Minutes)

### Other Town Councillors Present:

CLlr L Gates

### Borough Councillors:

0

### Allotment Wardens Present:

0

### Allotment Holders Present:

0

### Members of the Public Present:

1

### The Chairman

CLlr K Hughes (Chairman) opened the meeting at 6.30pm and welcomed all attendees.

### Question time for members of the Public

Although, not listed as an item on the Agenda, as meeting was an Extraordinary Meeting, the Chairman granted permission for members of the Public to ask questions.

Mr N Long asked why the poly-tunnel was being discussed again and how many Community groups did the Council plan to allow.

The Chairman explained that no decision was made as the previous meeting had not been quorate for the vote, the decision was made at the previous meeting to hold an Extraordinary Meeting to make a decision on the Poly-Tunnel.

The Chairman explained Community groups using Allotments needed to be considered in more detail as currently there were no specific policies in place. The Chairman asked that a review into creating a policy and guidelines for Community Groups should be added to the next Full Allotment Committee meeting on the 5<sup>th</sup> October 2017.

Members of the Public were thanked for their time and the meeting to discuss the items on the Agenda resumed.

<b>AC 14/17</b>	<b>Apologies</b>	<b>Action</b>
	No apologies	
<b>AC 15/17</b>	<b>Declarations of interest</b>	<b>Action</b>
	<p>Cllr B Long declared an interest as she is a Trustee of Andover Trees United. She stated that she would speak to the item but not vote.</p> <p>Cllr C Bartholomew declared an interest as she volunteers for Andover Trees United. It was agreed that she would vote on the decision as she had no pecuniary interest.</p>	
<b>AC 16/17</b>	<b>Andover Trees United Poly-tunnel</b>	<b>Action</b>
	<p>Cllr Long read out the report from Andover Trees United (ATU) and informed the Committee that the reason a large poly-tunnel was needed was to accommodate 10 workers over 4 work stations. Also, as part of their funding and inclusion of all sectors of the community, disabled access was required. Cllr Long expressed disappointment that the exact sizing of the Poly-tunnel and the reasons it was required along with a site plan had only just been produced and submitted to the committee.</p> <p>Cllr Pond requested to know if the sizing provided within the Appeal was now within the Rules &amp; Regulations. Cllr Long and Cllr Cotter had checked the sizing earlier and confirmed that the poly-tunnel was within the current guidelines.</p> <p>Cllr Gregori asked what height the tunnel was. Cllr Long believed it to be the standard 6ft as it is a standard poly-tunnel design. Cllr Long also confirmed that where ATU planned to place it on their plot would not cause any shadowing to any neighbouring plots or properties.</p> <p>The Chairman asked if it was agreed that the poly-tunnel met the required sizing guidelines within the Rules and Regulations. Cllr Long confirmed it did. The Chairman then requested that it be stated in the rules &amp; regulations that tunnels be no higher than 6ft to avoid any future misunderstandings.</p> <p>Cllr Gregori proposed Andover Trees United's tunnel now be given approval.</p> <p>The Chairman seconded the proposal.</p> <p>All those eligible to vote, all voted in favour of permission being granted.</p>	Allotment Officer to write to Andover Trees United informing them of the Committee's decision.

	<p>The Chairman asked the Allotment Officer to inform Andover Trees United they tunnel had been approved, however it was to be noted that although the additional information had now been provided which enabled the Committee to make a decision, all future projects needed to ensure the information was available to the Committee and that under no circumstances must funding be applied or spent prior to an agreement from the Committee.</p> <p>The Committee wished it to be noted that the threat of funding being withdrawn if permission wasn't given, especially as all the facts had not been presented in the original application, was unacceptable.</p> <p>Cllr Long also requested that the Allotment Officer include in the letter to ATU that if they ever give up their plot they are to have the tunnel removed and that it is returned back to the Council in a clear and clean condition.</p>	
<b>AC 17/17</b>	<b>Allotment Flags</b>	<b>Action</b>
	<p>The committee discussed the issue of flags. It came to the conclusion that changes to the rules on planning concerning the need to raise a planning application for each additional flag per site (over the allowed baseline of one) meant that the Town Council regrettably had to insist that all current flags were removed.</p> <p>The Chairman thanked everyone for the thoughts and asked if there were any further questions or points regarding the flags. As there were none the Chairman thanked everyone again and closed the meeting.</p>	

The Chairman closed the meeting at. 7.02pm

Chairman

Date



# ANDOVER TOWN COUNCIL

# A

## Notes of Allotment Committee Surgery

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### Time and date

7.00pm on Thursday, 5 October 2017

### Place

Upper Guildhall, High Street, Andover

### Attendees:

#### Town Council Representatives

CLlr K Hughes – Chairman (P)	CLlr A Cotter – Vice Chair (P)	CLlr V Pond (A)
CLlr B Long (A)	CLlr C Bartholomew (P)	CLlr R Kidd (A)
CLlr L Gregori – (A)		

### Officers Present:

Tor Warburton (Committee Officer) (P) (training, taking the minutes)

Lisa Laing (Allotment Officer)

### Other Town Councillors Present:

0

### Borough Councillors:

CLlr Z Brooks

### Allotment Wardens Present:

0

### Allotment Holders Present:

0

### Members of the Public Present:

6

### Allotment Holders Surgery

CLlr K Hughes (Chairman) opened the surgery at 7:00pm and welcomed all attendees.

### The Chairman

Asked if anyone had any suggestions, questions or concerns.

There were no questions from the public.



# ANDOVER TOWN COUNCIL

# A

## Minutes Allotment Committee Meeting

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### Time and date

7.17pm on Thursday, 5 October 2017

### Place

Upper Guildhall, High Street, Andover

### Attendees:

#### Town Council Representatives

Cllr K Hughes – Chairman (P)	Cllr A Cotter – Vice Chair (P)	Cllr V Pond (P)
Cllr B Long (P)	Cllr C Bartholomew (P)	Cllr R Kidd (P) arrived 7.33pm
Cllr L Gregori (A)		

#### Officers Present:

Tor Warburton (Committee Officer) (training, taking the minutes) (P)

Lisa Laing (Allotment Officer) (P)

#### Other Town Councillors Present:

0

#### Borough Councillors:

Cllr Z Brooks

#### Allotment Wardens Present:

0

#### Allotment Holders Present:

0

#### Members of the Public Present:

6

#### The Chairman

Cllr K Hughes (Chairman) opened the meeting at 7.17pm and welcomed all attendees.

AC 18/17	Apologies	Action
	Apologies for absence were received and accepted from Cllr L Gregori	
AC 19/17	Declarations of interest	Action
	No declarations of interest were received.	

AC 20/17	Minutes	Action
	<p>The Chairman withdrew the minutes of the meeting held on 14 September and they will be brought back to the next meeting for approval.</p> <p>The Minutes of the Allotments Committee meeting held on the 6 July 2017 were received and accepted as a true record. Proposed by Cllr K Hughes and seconded by Cllr Barbara Long. A vote was taken which was unanimous.</p> <p><b>RESOLVED: That the Minutes of the Allotments Committee meeting held on the 6 July 2017 be agreed and signed by the Chairman as a correct record.</b></p>	
AC 21/17	Budgets	Action
	<p>The report was received and noted.</p> <p>Concern was shown for the overspend. It was agreed that a way needs to be found that delivers the same service for less money.</p> <p>Cllr R Kidd arrived at 7.33pm.</p> <p>Cllr C Bartholomew proposed and Cllr K Hughes seconded that the Committee recommends the proposed Budget to Policy and Resources but looks further into the breakdown at subsequent meetings.</p> <p>Cllr B Long expressed concern over the figures, which Cllr C Bartholomew acknowledged.</p> <p>A vote was taken:</p> <p>For: 5, Abstention: 1</p> <p><b>RESOLVED: that the Committee recommends the proposed Budget to Policy and Resources but looks further into the breakdown at subsequent meetings.</b></p>	
AC 22/17	Tree Quotes	
	<p>Members noted that all the quotes appear to be quoting for different works.</p> <p>Cllr V Pond noted that Quote 3 does not state that the company complies with British Standards. That the quote seemed a bit 'wishy washy'.</p> <p>It was agreed to defer item until further information is received.</p> <p>Cllr K Hughes suggested that a quote template be drawn up so that all companies are quoting on same work.</p>	
AC 23/17	Associations	
	<p>Ted Reynolds from the Association at The Drove spoke on the benefits of having an Association running the allotment site. Mr Reynolds stated that The Drove Association saves money as they are allotted £1000 per annum and they then carry out all the works necessary on the allotments on The Drove. The Drove Association was started after an invitation from TVBC to all the Allotment sites to consider starting an Association. The</p>	

	<p>Drove was the only site to take them up on the offer. The Drove charges £6 a year to each Association member, initially 80% of The Drove allotment holders were members but now it is far less. All new tenants are invited to join The Association. The Association is able to get things done more quickly and it empowers the allotment holders on the site.</p> <p>The Allotment Officer will find out the legal requirements to setting up Associations and include invite for comments in the next newsletter and will report feedback at the next Allotment Committee Meeting.</p>	
<b>AC 24/17</b>	<b>Picket Piece Allotments</b>	
	It was agreed that this needs to be driven forward. Cllr B Long agreed to approach the developers with the Allotment Officer and the Warden from Admirals Way Allotment site.	
<b>AC 25/17</b>	<b>Allotment Officer's Report</b>	
	The Allotment Officer delivered her report which was received and noted.	

The Chairman closed the meeting at. 8.18pm

Chairman

Date



# ANDOVER TOWN COUNCIL

# B

## Update on Associations

### **Purpose of the Report**

To provide Allotment Holders the opportunity to have Associations

### **Current Situation**

- Due to spiraling Maintenance costs the Town Clerk provided the Councillors with an Excel Spreadsheet listing current costs and the predicted costs by 2020.
- This information was sent to Allotment Holders via the newsletter. They were asked to look at the costs and to suggest ways they felt the Council could save money.
- The Allotment Holders were asked if they would like to form Associations like the one on The Drove Allotment Site.
- To employ a dedicated Maintenance Contractor.
- Sub Contract a work person via current Contractor, ensuring the correct skillset were already achieved.

### **Update on Purposed Report**

- Both Councillors & Allotment holders requested a more detailed breakdown of costs eg all costs in association by Site. It was explained, to those that asked, that it was a time-consuming process to be undertaken by the Town Clerk this would be completed asap.
- Of the Allotment holders who did take the time to respond, the majority said no they were not interested as they were not prepared to be 'bossed' around or do the work of someone who couldn't be bothered.
- The 2 that said that they would be interested enquired whether they would be paid or be allowed their plots for free.
- Unfortunately, the point of having associations was to save money and it was felt having Associations could end up costing the Council more money.
- It was also, felt that although The Drove Association works really well, we do still have access to a Contractor for any jobs Allotments holders were unable to carry out such as weed killing, the pruning of trees etc.
- The Allotment Wardens met to discuss this proposal and all agreed the employing of a dedicated maintenance person would cost the Tax Payer unnecessary costs for training someone to be able to carry

out general tree surgery, weed spraying etc. On top of this cost would be the purchasing of a van, tools etc. Once qualified the wardens felt the individual would leave and get a higher paid job.

- A more ideal solution to the problem was seen to be that for the Contractor employ someone whose main responsibility was to ensure the upkeep of all of the Allotments. The budget doesn't allow for 'wish list' type work to be carried out. Therefore, this would mean the person would some days have lots of work and other days none. This would be very difficult for the Contractor to manage and more importantly very difficult to maintain a positive work environment ensuring continued Job Satisfaction.
- It was felt by those that responded or took part in discussions, Associations, and/or employees were not the answer.
- Tougher measures to be taken on those not following the rules & regulations was the overall message received.

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11<sup>th</sup> January 2018

Note: The person to contact about this report is Lisa Laing (Allotment Officer), Andover Town Council, 66C High Street, Andover, Hampshire. SP10 1NG

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