

ANDOVER TOWN COUNCIL

Allotments Committee Agenda
Wednesday 19 February 2020



To the Members of the Allotments Committee:

Councillors A. Watts (Chairman), M. James (Vice Chairman), L. Banville, A. Buckenham, G. Davis, D. Treadwell & R. Rowles.

You are hereby summoned to attend a meeting of the ALLOTMENTS Committee to be held in the **TOWN COUNCIL OFFICES, 68b, High Street, Andover** on **Wednesday 19 February 2020 at 6.00pm** when it is proposed to transact the following business: -

A handwritten signature in blue ink, appearing to read 'Wendy R Coulter'.

Wendy R Coulter

11 February 2020

ANDOVER TOWN COUNCIL

Allotments Committee Agenda
Wednesday 19 February 2020



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.

5.30pm SURGERY TIME FOR ALLOTMENT HOLDERS

The Allotment Committee meeting will start at 6pm.

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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 of the Last Meeting

To agree the Minutes of the Allotments Committee meeting held on Friday 13 December 2019 – attached at **Appendix A**.

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: Request for Allotments – North Side of Andover

The Town Council has received a request to provide an allotment site at the North Side of Andover. At the previous Allotment Committee meeting it was agreed that Officers would investigate 106 Agreements and availability of land. An update report is attached **Appendix B**.

Item 6: Removal of Tyres

There are a large number of tyres across all the Allotment Sites. Officers have been working to obtain quotes for the cost of having them removed – a report and quotes are attached at **Appendix C**.

Item 7: Old Winton Re-Fencing

At the previous Committee it was agreed that Officers would start to obtain quotes for the start of the re-fencing project for the allotment sites, starting with Old Winton Road. An update report is attached at **Appendix D**.

Item 8: Allotment Earmarked Reserves

At the last Budgets & Staffing Committee meeting, Earmarked Reserves were considered. The Allotment Committee is requested to consider the Earmarked Reserves set aside for Allotments and to consider whether they are still required for the same purposes. The Allotments committee is further required to set up a programme of works for the use of the Earmarked Reserves. The Earmarked Reserves for Allotments are attached at **Appendix E**.

Item 9: Allotment Officer's Report

To receive the Allotment Officer's report – attached at **Appendix F**.

Item 10: Committee Work Programme

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

Item 11: Date of Next Meeting

Members are requested to note the date of the next meeting: **Wednesday 27 May 2020 at 6pm**, in the **Town Council Offices, Andover**.

Item 12: 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 13 due to the confidential nature of the Item to consider Appeals which contain personal information which come under GDPR and Data Protection Act 2018.

CONFIDENTIAL ITEMS

Item 13: Consideration of Appeals

To consider 2 appeals which have been sent under separate cover for Members of the Committee only.

Appendix A: Minutes of the last meeting

A

Minutes of Allotments Committee Surgery

Time and date

5.30pm on Friday 13 December 2019

Place

The Rendezvous, Union Street, Andover

Cllr A Watts (Chairman) (P)

Cllr M James (Vice Chairman) (P)

Cllr L Banville (P) (Arrived 5.34pm)

Cllr G Davis (A)

Cllr R Rowles (A)

Cllr D Treadwell (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Nikki Barber (Allotment Officer)

Allotment Wardens Present: 3

Members of the Public: 4

Allotment Holders Surgery

Cllr A Watts (Chairman) opened the surgery at 5.30pm and welcomed all attendees.

The Chairman

Asked if anyone had any suggestions, questions or concerns.

A question was raised regarding why there had been no water charges for The Drove Allotment Site in September 2019.

The Town Clerk replies that the water company had overcharged during 2018/2019, which had already been charged to allotment holders. Once the balance had been recouped, the allotment holders would again be charged. It was anticipated that there would be a charge from September 2020.

At the previous Allotment Committee meeting a question was asked as to whether the Town Council would fund and organise a gardening competition. The question was asked as to why it did not appear in the list of events in the officers' report.

The Chairman responded that the funding had been included in the Town Councils draft Budget 2020/2021. However, as the funding had not yet been approved, it would not yet appear in the list of events. However, it was due to be discussed at the Allotment meeting in February and was on the Committee Work Programme.

The Chairman of the Allotment Committee asked if there were any other questions or comments.

As there were none it was agreed to start the Committee meeting early.

The surgery finished at 5.40pm



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

5.40pm on Friday 13 December 2019

Place

The Upper Guildhall, High Street, Andover

Cllr A Watts (Chairman) (P)

Cllr M James (Vice Chairman) (P)

Cllr L Banville (P)

Cllr G Davis (A)

Cllr R Rowles (A)

Cllr D Treadwell (P)

Officers Present:

Wendy Coulter (Town Clerk)

Michelle Young (Committee & GDPR Officer) (Taking the Minutes)

Nikki Barber (Allotment Officer)

Allotment Wardens Present: 3

Members of the Public: 4

Members of the Press: 1 (arrived at 5.57pm)

AC 55/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr G Davis.

Cllr A Watts gave apologies from Cllr R Rowles which were accepted.

AC 56/19 DECLARATIONS OF INTEREST

There were no declarations of interest.

AC 57/19 MINUTES

It was proposed by Cllr D Treadwell and seconded by Cllr M James that the Minutes of the

Allotment Committee Meeting held on Friday 11 October 2019 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 Friday 11 October 2019 be signed by the Chairman as a correct record.

AC 58/19 PUBLIC PARTICIPATION

Member of Public 1:

With reference to item 6, Provision of Allotments on the North Side of Andover, clarification was asked as to whether Test Valley Borough Council (TVBC) had confirmed whether there were allotment sites included in the 106 Agreement for Augusta Park development. If they had not been included to date, the Town Council should insist that allotment sites be provided.

The Chairman confirmed that the Town Council was seeking clarification on the 106 Agreements.

Member of Public 2:

Showed Members of the Committee plans of a proposed allotment site near Augusta Park which stated that 10 plots would be provided. It was stated that following the 1969 Thorpe Report, there should be 45 plots for Romans Ward.

Other sites were shown to the Committee which would provide more allotment plots, they were located by Smannell Park, including a small patch of wooded area.

Member of Public 1:

Pointed out that the areas of land being discussed were owned by multiple land owners, including Hampshire County Council.

The Town Clerk explained that as the Town Council was the Allotment Authority it would have to investigate all possibilities and report back to the Committee.

The Chairman of the Committee confirmed that the issue would be discussed further under Item 6 of the Agenda.

AC 59/19 PICKET PIECE ALLOTMENTS (OX DROVE)

Members noted an update report on the transfer of the Picket Piece allotment site.

The Town Clerk confirmed that since the time of writing of the report she had seen a first draft of the agreement. It was further confirmed that it would need to be agreed by full Council and it was anticipated that the agreement would be submitted to full Council in either January or February 2020.

AC 60/19 REQUEST FOR ALLOTMENTS – NORTH SIDE OF ANDOVER

Members received a report on the duties of the Town Council following a submission for a request for Allotments on the North Side of Andover.

Members discussed the request for the provision of additional allotment plots on the North Side of Andover. Questions were asked as to whether the small areas of land suggested could be consolidated into one.

The Town Clerk explained that landowners would have to be consulted and would depend upon whether they were willing to sell the land.

The Town Clerk further commented that the Town Council did not have any money in its Budget to purchase any allotment land.

Discussions continued as to whether monies should be taken from Reserves or a public works board loan.

The Town Clerk reminded Members that much research would need to take place before any submissions could be made.

The Chairman called for the Committee to take a vote on the Options contained within the report.

It was proposed by Councillor L Banville and seconded by Cllr D Treadwell that both options 1 & 2 be agreed. A vote was taken which was unanimous.

RESOLVED: That Options 1 & 2, as follows, be agreed:

Option 1

The Town Council has already been approached by a developer to consider an allotment site at the old East Anton School site. This should be further investigated as this may provide allotments under a 106 Agreement in the Northern Area of Andover. This would mean that the Town Council would not need to purchase the land, it would be transferred under a 106 Agreement.

Option 2

Officers investigate possible potential allotment sites and approach landowners to establish whether they would be willing to sell any land to the Town Council.

Officers investigate land costs in the Andover area. Currently the Town Council has no budget or specific monies set aside for the purchase of allotment land, as the Town Council already provides the required number of allotment plots for the number of households.

Investigation into costs would be required for the Council to make an informed decision into fair costs for the purchase of any land.

Officers would also need to investigate the cost of the Town Council setting up a new site, for example contractors installing fencing, laying out paths and plots and the provision of a water supply and sheds.

AC 61/19 ALLOTMENT OFFICERS REPORT

Members noted the Allotment Officers' report.

AC 62/19 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

Additional Items were requested to be included:

Britain in Bloom

Compostable Toilets

C 063/19 DATE OF THE NEXT MEETING

Members noted that the next Council meeting would take place on **Friday 14 February 2020, Upper Guildhall, High Street, Andover**, starting at **5.30pm**.

The Chairman closed the meeting at 6.18pm.

Chairman

Date

REQUEST FOR ALLOTMENTS IN NORTH EAST ANDOVER

Purpose of the Report

To inform the Committee and residents of the outcome of investigations looking into whether or not land was put aside for an allotment in the major development area on East Anton Land also known as Augusta Park. To answer the residents who have put together a petition to grant them an allotment in this area of Andover.

Background

- In the October 2019 Allotment Committee meeting Andover Town Council were presented with a petition from Members of the Public residing in Andover who wish to be provided with an allotment site
- The residents ran the petition using the legislation act 'Small Holdings and Allotments Act 1908' which entitles residents an allotment if 6 or more people wish to have an allotment.
- There have been conversations about the location, size and potential number of plots however we have not been able to advise on any of the above due to lack of readily available information.
- Officers were requested to carry out investigations into the section 106 agreements, which were put in place when the major development was at planning stage.
- Officers were requested to investigate whether the development site had allocation for allotments from the developer.
- If 106 Agreements were not in place, Officers were requested to investigate the option of procuring land from land owners in the East Anton area and potential cost implications.

Current Situation

- Having investigated and located the section 106 agreement for this development, Officers are able to confirm there is an allocated piece of land which will be used as allotments for the East Anton development.
- It is located adjacent to the railway line on the Saxon Heights/The Atrium part of Augusta Park.
- The piece of land is being modelled on the Picket Piece allotment site and will have 9 plots. 8 of those plots will be roughly 125 square meters in size whilst 1 will be larger in size and roughly 140 square meters. There will be the possibility to split the plots to create more plots for residents at a smaller, more manageable size. There will be 4 car parking spaces at the site and water and top soil will be provided. Further information on the allotments 'finish' will be provided at a later date.
- The current area in which the allotment will be situated, is still being built and the allotment will not be handed over to Andover Town Council until all building work has been completed in this area. An estimate of 24 months has been given, however this is subject to change.

Future work

- The Allotment Officers will open a waiting list for this allotment site so people who are interested in an allotment in the North East of Andover can register their interest early.
- We will continue to liaise with the planning team at Test Valley Borough Council to obtain relevant updates on the continued progress on this major development site.
- The Allotment Officers will keep the public informed of any changes and updates, which will be issued accordingly as and when they are received.
- Allotment Officers will continue to investigate other sites and 106 agreements and report back to the next Committee meeting.

Recommendations/Future actions

- Members of Public residing in Andover register their interest for the new site via email to either officer as per below. They will then be added to the waiting list along with their contact details and address in order for us to confirm they are eligible in line with their council tax bill.
- Once the area is in a condition to be viewed, Allotment Officers will arrange a meeting with the developer and Councillors to visit the site and discuss the basic layout of the proposed allotment site.

Note: The person (s) to contact about this report are Nikki Barber 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

REMOVAL OF ALL TYRES ON ALLOTMENT SITES ACROSS ANDOVER

Purpose of the Report

- To inform the Committee of the intention to remove all tyres which have accumulated over the years on the allotment sites.
- To outline the benefits of the removal of tyres across all the sites.
- To present 3 quotes for the Committee to choose from in order to remove the tyres from the sites by the Spring.

Background

- Historically tyres have accumulated on the allotment sites, brought on by tenants and previous contractors to help keep the weed suppressing membrane down on vacant plots.
- Some tyres which have been used to plant in, been used as storage have now been left obsolete which causes a nuisance, has negative implications for the integrity of the soil and also looks unsightly.
- Tenants across all sites have been very supportive of this proposal and would like to see their allotments 'rubber free'.
- The Rules & Regulations do not advise tenants that tyres are prohibited, therefore the number of tyres has risen steadily over the years.

Current Situation

- There are in excess of 700 tyres across all 7 sites.
- 3 quotes have been obtained from 3 separate companies who can collect and dispose of the tyres from all 7 sites.
- All tenants will be contacted to ask for their help in moving tyres from their plots to an agreed designated area within each site. This request will be put out in the weeks leading up to the collection date.
- The Town Councils maintenance contractor will be instructed to move all remaining tyres to the designated collection area for each site. This cost is factored into each of the 3 quotes presented.

Implications for the environment

- Tyres have potential for causing harmful smoke if set on fire which would adversely affect tenants and neighbours of the allotment sites.
- Tyres decompose very slowly and are made of chemicals which are not suitable for human consumption.
- Tyres are made up of heavy metals such as zinc, cadmium and lead which when absorbed into the environment or into a water will contaminate the area.

Recommendations/Future actions

- The Committee is requested to approve one of the 3 quotations provided, so that the tyres can be removed from the allotment sites.
- Approval to add to the Rules & Regulations banning the use of tyres on the allotments. Any tyres which are bought onto site will result in the Town Council charging the tenant for the removal of the tyre/tyres and possible eviction for the breach of agreement if deemed appropriate.

Quotation 1: £1.60 + VAT per tyre collection & disposal (720 tyres) = £1,152.00 + VAT.

Contractor quote to collect all tyres & move to central location in preparation for collection by third party, will also help to load on day of collection £625.00 + VAT.

Gross amount: £2132.40

Quotation 2: £2.00 + VAT per tyre collection and disposal (720 tyres) = £1,440.00 + VAT.

Contractor quote to collect all tyres & move to central location in preparation for collection by third party, will also help to load on day of collection £625.00 + VAT.

Gross amount: £2,478.00

Quotation 3: £3.50 + VAT per tyre collection and disposal (720 tyres) = £2,520 + VAT.

Contractor quote to collect all tyres & move to central location in preparation for collection by third party, will also help to load on day of collection £625.00 + VAT.

Gross amount: £3,806.40

Note: The person (s) to contact about this report are Nikki Barber 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

RE-FENCING OF OLD WINTON ROAD ALLOTMENT

Purpose of the Report

- To update the Committee and public on progress being made to re-fence the whole of Old Winton Road allotments.

Current Situation

- The Allotment Officers have sourced 3 different contractors who are going to tender for the work with reference Old Winton Road allotments. The 3 separate contractors vast experience in this type of work and have been specifically sourced for their expertise.
- We are in the process of meeting with each Contractor to discuss the needs of this site, to outline the work which will be required and obtain a competitive quote from each.

Ongoing work

- Due to the required height of the fencing, over 6ft for security, a planning application will have to be submitted.
- Neighbouring houses which will be directly and indirectly affected by the work will need to be consulted prior to work taking place.
- A full survey of the trees, services, public highways and public footpaths surrounding Old Winton Road will need to take place to factor the findings into the fencing work.
- Provide support to the tenants who are on the plots which will be affected by the work such as providing skips to assist tenants who need to remove items from the fence line.
- To present to the Committee 3 tender options which detail the cost implications including the initial planning application, tree surgery, consultations, provision of any skips to remove materials, the provision of the fencing and labour to construct.

Note: The person (s) to contact about this report are Nikki Barber 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

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Appendix E: Allotment Earmarked Reserves

E

| Minute No | Title of Earmarked Reserve | Purpose | Management & Control | | | | | | Balance (£) |
|-----------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------|----------------|---------------------|-----|-----------|----------|-------------|
| | | | Amount set aside (£) | Date set aside | Date of expenditure | TN | Amount | Supplier | |
| | Allotments - Removal of non-essential Hedges | One off cost to remove non-essential hedges and trees around boundaries of allotment sites | £7,000.00 | 25.01.2018 | | | | | £7,000.00 |
| | Allotments - Replacement Fencing and gates on all sites | To replace and upgrade all fencing and gates on all 7 allotment sites to improve security | £70,000.00 | 25.01.2018 | | | | | |
| AC 16/19 | | Replacement of entry gates at Vigo Road Allotments | | | 16.09.2019 | 312 | £1,744.98 | Bawden | £68,255.02 |
| | Allotments - Upgrade access roads/tracks | To upgrade all tracks/access roads on allotment sites | £4,800.00 | 25.01.2018 | | | | | £4,800.00 |
| | Allotments - Upgrade piping/water supplies | To upgrade piping/water supplies on all allotment sites | £7,000.00 | 25.01.2018 | | | | | £7,000.00 |
| | Allotments - Installation of toilets on all 7 sites | To install permamnt toilets on all allotment sites | £7,000.00 | 25.01.2018 | | | | | £7,000.00 |
| | Allotments - Upgrade of car parking facilities on all sites | To upgrade car parking facilities on all allotment sites | £4,000.00 | 25.01.2018 | | | | | £4,000.00 |
| | Allotments - Installation of security systems | To install security systems on allotment sites to minimise theft and ensure safety of allotment holders | £200.00 | 25.01.2018 | | | | | £200.00 |

£98,255.02

Allotment Officers Report 19th February 2020

Allotment's Update

It has been another busy period for the Allotment Officers as we have been dealing with the knock-on effect of the 'Eviction Notices' served before Christmas due to Non-Payment of fees or Non-Cultivation of plots. We have worked closely with the Town Clerk ensuring that our procedures were followed correctly and reminder notifications were sent at the appropriate times, before an 'Eviction Notice' was issued.

We have definitely become much stricter on our tenants that have not correctly followed the Rules and Regulations they must adhere to as part of their Tenancy agreement. The Allotment Officers have also been working closely with our contractors to ensure that the appropriate plots have been cleared and tidied and now covered for the winter period before new tenants arrive. This has been a great team effort and would we would like to say thank you to all involved.

Since December/January there has been an exceptionally good uptake of new tenants at all sites. This has meant the 'Waiting List' has been reduced in size with only a handful now waiting. Again because of this we have started to advertise our Allotment sites and plots so people are aware and will ensure this are also displayed at all sites too.

Picket Piece Allotment site update

The Allotment Officers have recently contacted potential new tenants who have previously registered for this new site, some requests go back as far as 2015. We have asked them to confirm if they still wish to be put forward for a plot and provide all their contact details or if they wish to be removed. We have given them until the 28th February 2020 to respond with their decision and if we do not hear back, we will remove them from our waiting list which they been informed. Until we have received everyone's responses and the cut-off date has been reached, we will not be able to tell people registered where they are on the waiting list. We have also informed everyone that there will only be 11 plots at the site including 2 disabled friendly ones. As soon as everything has been signed off between both Solicitors, we will be in a position to offer out the allotment plots. Again, we will inform everyone on the waiting list if they have or haven't been successful in obtaining a plot.

Deposit Refund payments project

The Allotment Officers have recently started a 'Deposit Refund Project' this is being done to ensure that if a current or previous tenant who initially paid a £50.00 (in most cases) deposit to us this is now refunded back to them. This is because the guidelines changed and we no longer take a deposit from new tenants. As you can imagine there is a large number of cases to consider and we have designed a work sheet to help us work through these cases from the spreadsheet we already hold. We will ensure that every case is looked at individually to see if the deposit refund amount should be returned to the person or if this should be retained by Andover Town Council Allotments as the plot was left un-cultivated and our contractor was contracted to clear the plot. There will be some cases where we no longer hold the person's contact details after 6yrs so these

will be held back and if we are ever contacted by the previous tenant, we will of course refund them the amount if this is still due.

Scarecrow Competition Update

The Scarecrow Competition will be judged on Wednesday 3rd June 2020 following the half term break by the Allotment Officers. Hopefully there will be a good uptake again this year for the competition and we would like ask everyone to get involved. Of course, we will hold our annual ceremony where prizes, awards and certificates will be given out and the children from Icknield School will be asked to get involved as normal with judging which we know they really enjoy doing.

Removal and Ban of all Tyres at all allotment sites

The Allotment Officers have been working with the site Wardens to establish on how many spare tyres we have at each site. One site alone has 250 tyres and approximately in total we've worked out there are about 800. As you can imagine these tyres are expensive to dispose of in the past have been very handy in holding down weed covering on vacant plots. However, new evidence suggests that the tyres are not beneficial to use at allotment sites and can cause toxins from the tyres to go into the soil and then the produce people eat. The Allotment Officers have decided it's time for these to be banned and removed from all sites. We've also advised tenants that they no longer should be using them to grow things in either. The Allotment Officers are in the process of obtaining 3 quotes for their correct removal and disposal and to bring to the next committee meeting.

Sunflower and Pumpkin Competitions

The Allotment Officers will assess if we have enough take up to carry on these competitions in spring. We will send out a reminder to every tenant on our next newsletter due to ask if they still wish to partake. We always see lots of lovely sunflowers and pumpkins when out on site but don't always get tenants to provide their plot numbers to check and judge them. The Allotment Officers are more than happy to carry on judging as long as we get enough uptake.

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: www.andover-tc.gov.uk

Appendix G: Committee Work Programme

G

ALLOTMENTS WORK PROGRAMME: 19 February 2020

| Date of Meeting | ITEM | Requested by | Purpose of Item |
|------------------|--------------------------------------------------------------------------------------------------------------------|--------------|-----------------|
| 19 February 2020 | Update on Allotment provision North Side of Andover | | |
| 27 May 2020 | Report on Ox Drove Site | | |
| 27 May 2020 | Gardening Competition preparation | | |
| May 2020 | Gardening Competition update | | |
| July 2020 | Preparation for invoicing | | |
| July 2020 | Update on summer events/trips | | |
| July 2020 | Consideration of additional works to allotments to be included in the Budget 2021/2022 | | |
| September 2020 | Allotment Budget 2021/2022 | | |
| December 2020 | Review of the Allotment Year and consideration of any additional works to be carried out during the winter months. | | |