

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, 17 January 2019 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk  
11 January 2019

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**7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS**

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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 Allotment Committee Meeting held on 4 October 2018 – attached at <b>Appendix A</b> .
4	<b>Picket Piece Allotments (Ox Drove)</b> To receive an update report on recent site visit attached at <b>Appendix B</b>
5	<b>Gardening Fair</b> To note that the Allotment Officers will participate in the Gardening Fair again in 2019, and that a pitch has been reserved.
5	<b>Security on all Allotment sites</b> To note report on meeting with Police Officers to gather advice for Allotment Holders on security – to follow.
6	<b>Allotment Officer's Report</b> To receive an update from the Allotment Officers – attached at <b>Appendix D</b> .
7	<b>Vigo Road replacement gates quotes</b> To note quotes are being sought, suppliers are in high demand.

The Chairman will close the meeting.



# ANDOVER TOWN COUNCIL

# A

## Notes of Allotment Committee Surgery

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### Time and date

7.00pm on Thursday, 4 October 2018

### Place

Andover Town Council Offices, 68b High Street, Andover

### Attendees:

#### Town Council Representatives

Cllr K Hughes – Chairman (P) (arrived at 7.07pm)	Cllr R Kidd – Vice Chairman (P)	Cllr L Gates (P)
Cllr B Long (P)	Cllr L Gregori – (P) (arrived at 7.03pm)	Cllr A Cotter (P)

### Officers Present:

Tor Warburton (Deputy Clerk)  
Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)  
Kelly Matthews (Allotment Officer)  
Fern Long (Allotment Officer)

### Allotment Wardens Present:

1

### Members of the Public Present:

2

### Allotment Holders Surgery

The Vice Chairman (in the absence of a Chairman) opened the surgery at 7:00pm and welcomed all attendees.

### The Vice Chairman

Asked if anyone had any suggestions, questions or concerns.

A member of The Drove Allotment Association raised the following concerns:

Why is there another set of new rules to sign? It doesn't appear to be professional.

People are not attending plots once they have been covered with black plastic, which is rendering many of the plots overgrown. Allotments plots are becoming a sea of black plastic.

A sensitive matter concerning a resident from nearby housing, has been seen dumping rubbish onto the allotment.

Allotment Officer responded:

Water costs have increased which had meant new tenancy agreements needed to be signed. Allotment Officer details will be included on the back of the agreements.

Discussions are due to be held with tenants regarding their attendance on their allotment plots.

(Vice Chairman Cllr K Hughes arrived at meeting 7.07pm)

Site visits will resume once the invoicing period is complete.

The member from The Drove Allotment Association offered The Association's assistance to the allotment holders with their overgrown plots, however, they would not do it for them. The Association will keep in touch with the Allotments Officers and it will be dealt with on a case by case basis.

The sensitive matter concerning the resident seen to be dumping rubbish onto the allotment will be monitored by the wardens. Evidence is required to find out who is the person responsible.

It was suggested that Allotment holders to keep reporting incidents to the police.

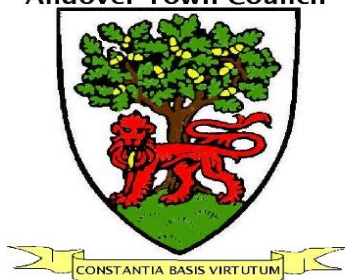
Allotment Officer added that the Police have already responded and confirmed that the advice is to continue reporting all incidents.

The warden asked for another Warden's meeting in the near future namely, November 2018.

Member of the public, asked, "Why does it take four Officers to attend the Allotment Committee meetings?"

The Deputy Clerk confirmed a response to the question would be sent via email.

Surgery Closed 7.18pm



## Minutes of Allotments Committee

**Time and date**

7.19pm on Thursday, 4 October 2018

**Place**

Andover Town Council Offices, 68b High Street, Andover

**Attendees:**

Cllr K Hughes – Chairman (P) (arrived at 7.07pm)	Cllr R Kidd – Vice Chairman (P)	Cllr L Gates (P)
Cllr B Long (P)	Cllr L Gregori – (P)	Cllr A Cotter (P)

**Officers Present:**

- Tor Warburton (Deputy Clerk)
- Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)
- Kelly Matthews (Allotment Officer)
- Fern Long (Allotment Officer)

**Allotment Wardens Present:**

1

**Members of the Public Present:**

2

<b>AC 14/18</b>	<b>Apologies</b> There were no apologies for absence
<b>AC 15/18</b>	<b>Declarations of Interests</b> Cllr L Gates, as an Allotment Holder, declared an interest in Item 5 of the agenda.
<b>AC 16/18</b>	<b>Minutes</b> It was proposed by Cllr L Gates and seconded by Cllr B Long that the Minutes of the Allotment Committee meeting held on 5 July 2018 be accepted and signed by the Chairman, as a correct record. A vote was taken which was unanimous.  <b>Resolved: That the Minutes of the Allotment Committee meeting held on the 5 July 2018 be accepted and signed by the Chairman, as a correct record.</b>
<b>AC 17/18</b>	<b>Picket Piece Allotments (Ox Drove)</b> The report which was received and noted (attached to record minutes). Members discussed the report and the following points were raised: <ul style="list-style-type: none"> <li>• To write to the Hampshire County Council to find out where their boundary ends.</li> <li>• Clarification about reducing the plot size until the hedgerows are in control.</li> <li>• Set up a meeting with the developers regarding the plot size and amount of hedge to be cut away. Cllr B Long to attend.</li> </ul>

	<ul style="list-style-type: none"> <li>Clarification as to whether the developers had considered the mesh or paving slabs to go under the compost bins.</li> </ul> <p>It was proposed by Cllr B Long and seconded by Cllr K Hughes that a site visit be arranged to obtain further answers to the questions raised. A vote was taken which was unanimous.</p> <p><b>Resolved: That a site visit would be arranged to obtain further answers to the questions raised.</b></p>
<b>AC 18/18</b>	<b>Budgets</b>
	<p>The Draft Budget was received and noted (attached to record minutes) Members discussed the Draft Budget and:</p> <p>Cllr K Hughes proposed and Cllr R Kidd seconded that the Budget be recommended to the Policy and Resources Committee for inclusion in the Council's Budget 2019/2020. A vote was taken which was 3 for, 1 against and 2 abstentions. (Cllr L Gates did not vote)</p> <p><b>Resolved: That the Budget be recommended to the Policy and Resources Committee for inclusion in the Council's Budget 2019/2020.</b></p>
<b>AC 19/18</b>	<b>Bonfires</b>
	<p>Members noted the report (attached to record minutes)</p> <p>It was proposed by Cllr K Hughes and seconded by Cllr L Gates that the recommendation within the report be accepted:</p> <ul style="list-style-type: none"> <li>To delegate to the Allotment Officers to send out an update to allotment holders to confirm Bonfires can resume as stated in the report.</li> </ul> <p>A vote was taken, 3 for, 1 against with 2 abstentions</p> <p><b>Resolved: That the recommendation of the report be accepted:</b></p> <ul style="list-style-type: none"> <li><b>To delegate to the Allotment Officers to send out an update to allotment holders to confirm Bonfires can resume as stated in the report.</b></li> </ul>
<b>AC 20/18</b>	<b>Site Security</b>
	<p>A report was received and noted (attached to record minutes). Members discussed the report and the following points were made:</p> <ul style="list-style-type: none"> <li>To delegate to Officers to contact the Police to arrange site visits, speak to the allotment holders and wardens and issue Identification pens for use on their equipment and property on the allotments.</li> <li>To delegate to Officers to inform allotment holders via the newsletter and email, that they can become members of the National Association Insurance for cover on their property.</li> <li>Crime Prevention officers to inform allotment holders of the wide-ranging advice on crime prevention methods for the allotment sites.</li> </ul>
<b>AC 21/18</b>	<b>Invoicing</b>
	<p>Members noted the report (attached to record minutes)</p> <p>Members commented on the progress updates and commended the Allotment Officers' efforts in introducing the new Card Machine and continuing to improve the invoicing procedure as a whole.</p>
<b>AC 22/18</b>	<b>Vigo Road Allotment</b>
	<p>Members received and noted the quotes for the potential siting of new gates on Vigo Allotment site (attached to record minutes) and the following points were raised:</p> <ul style="list-style-type: none"> <li>The quotes are not clear and need to be re-submitted with V.A.T. to be included on all three.</li> </ul>

	<p>It was proposed by Cllr L Gates and seconded by Cllr K Hughes to agree to instruct the Allotment Officers to write a specification list and obtain three quotes for gates and tarmacadam on the waste ground to the right of the entrance gates separately. A vote was taken which was unanimous.</p> <p><b>Resolved: That to agree to instruct the Allotment Officers to write a specification list and obtain three quotes for gates and tarmacadam on the waste ground to the right of the entrance gates separately.</b></p> <p>It was proposed by Cllr B Long and seconded by Cllr R Kidd to call for an Extraordinary Allotment Meeting when all three quotes have been received, if appropriate. A vote was taken which was unanimous.</p> <p><b>Resolved: To call for an Extraordinary Allotment Meeting when all three quotes have been received, if appropriate.</b></p>
<b>AC 23/18</b>	<b>Allotment Officers Report</b>
	The Allotment Officers delivered their report which was received and noted.
<b>AC 24/18</b>	<b>Exclusion of the Press and Public</b>
	<p>It was proposed by Cllr K Hughes and seconded by Cllr B Long that the Members of the Press and Public be excluded from the Meeting at Agenda Item 12 due to consideration of an appeal.</p> <p>A vote was taken which was unanimous.</p> <p><b>Resolved: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 12 due to consideration of an appeal.</b></p>



# 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.

### Background

Officers and Councilors have been working with the developers of Picket Piece to agree an appropriate standard for the new allotment site to be in before Andover Town Council will agree to take it over. Following the last Allotment Committee meeting a site visit was arranged to review the site with the developers.

### Meeting outcome:

1. ATC to ask Kevin Harrington at TVBC about getting a mirror positioned opposite the turning into the allotment site now they have taken on responsibility.
2. Small tree (at the top of the right-hand corner) to be removed as will be on the allotment boundary fence line.
3. Developers to ensure TVBC and ATC boundaries are defined (as appears on current map). Ensure that the root growth of any hedgerow plant is at least 1 metre from the ATC allotment boundary.
4. Developers to confirm that TVBC have appropriate access without coming across the Allotment land (as you enter the gate to the left-hand side to complete their maintenance)?
5. The tree on the neighbours boundary line is over hanging into the allotment site, developers to confirm that this will be cut back ie branches.?
6. Developers to check with the National Allotment Society contact and their engineer that the correct gradient is being used and confirm that the allotment plots will be in 3 stepped sites going up to make them slightly flatter.
7. Developers to confirm in writing that a snagging list will still be operational after the site has been back to Committee and signed off?
8. Developers to peg out the ATC boundary lines for a further visit- to be arranged in January 2018.
9. Developers to confirm if drainage can be considered at the bottom/start of the site either a small hump in the ground or a drainage channel.
10. It was noted that Buddleia was growing profusely throughout the site but specifically on the paths – developers to confirm if a membrane been laid down to prevent this? The Buddleia must be removed prior to handover.

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 note the update.

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](mailto:deputyclerk@andovertc.co.uk)

Website: [www.andover-tc.gov.uk](http://www.andover-tc.gov.uk)

Date of Report: Friday 14 September 2018





# ANDOVER TOWN COUNCIL

# D

## Allotment Officers Report January 2019

<p><b>Warden’s Meeting Update</b></p> <p>This has been organized for the end of January 2019 and will be reported back to the next Allotment meeting in April 2019.</p>
<p><b>Crime Prevention meeting update</b></p> <p>The Allotment Officers have been working closely over the previous year with Hampshire Police ensuring all thefts and crimes at our various sites have been correctly recorded. The Allotment Officers spoke to the Police Liaison team in December 2018, asking if they could arrange for a ‘Crime Prevention Officer’ to attend a meeting for our Allotment Holders and Wardens to provide invaluable advice on preventing crime and theft at our Allotment Sites, all Allotment Holders and Wardens will be invited when this has been confirmed</p>
<p><b>Councilor site visits</b></p> <p>We welcome all interest from this Committee and as requested, Councilor Kidd attended one of the Allotment Officers site visits in November 2018. This was found to be both beneficial to The Drove Association Wardens and to Cllr Kidd. We will be planning other Site Visits in the new year and any committee members are welcome to join us.</p>
<p><b>Suspicious Activity at Barlow’s Lane</b></p> <p>We received a report from a fellow Allotment Holder of suspicious activity in the road and layby by the Allotment site at Barlow’s Lane. This was reported to the Police by the Allotment Officers and the Police thanked us for reporting, gave a Crime Reference Number and requested the local Neighborhood Police to patrol the surrounding area.</p>
<p><b>Invoicing – Update on Payment Received and Outstanding Payments</b></p> <p>A few of our Allotment Holders have sadly had to give up their allotments plots in September 2018 but we are now starting to receive a number of new requests for allotments. At a number of our sites we only have two vacant plots left on each and less than ten vacant plots at other sites. The Allotment Officers are planning to put up adverts in our notice boards and then dispatch to various suitable outlets in the town. We’ve had a great uptake and received at least 85% of payments. The Allotment Officers have followed up most Allotment holders who have still not paid by telephone, email and in writing. We have approximately 35 plots left which have not yet been paid.</p>