

# ANDOVER TOWN COUNCIL

## Allotments Committee Agenda

Thursday 2 February 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 at **The Lights, Andover on Thursday 2 February 2023 at 6.30pm**, when it is proposed to transact the following business:

-

G Foster

Gail Foster

Town Clerk

27 January 2023



# ANDOVER TOWN COUNCIL

## Allotments Committee Agenda

Thursday 2 February 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 Wednesday 5 October 2022 – attached at **Appendix A (Page 5)**

## 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 will be handed over before the middle of February 2023 – it is hoped that the exact date can be given in the meeting.

To **note** that no response has been received to emails sent to the developer of the Picket 20 Allotment site.

## Item 6: Old Winton Road Pest Report

To **note** and **consider** a report on squirrel ingress at Old Winton Road Allotment Site – Attached at **Appendix B (Page 13)**

## Item 7: The Drove Gates

To **receive** and **consider** an update on the noise situation with the Drove Gates following a site inspection, as recommended at the Allotment Committee Meeting on 5 October 2022 – Attached at **Appendix C (Page 14)**

## Item 8: Rules and Regulations

To **receive** and **approve** the final amendments to the Rules and Regulations after comments from Wardens were received – attached at **Appendix D (Page 15)**

## Item 9: Update from the Pest Controller

To **receive** a verbal update report from the Pest Controller.

## Item 10: Update on Allotment Plot Uptake

To **note** a report on current Allotment Plot uptake across all sites – report attached at **Appendix E (Page 22)**

## Item 11: Town Clerk's Report

To **receive** and **note** the Town Clerk's report – attached at **Appendix F (Page 25)**

## Item 12: Allotment Officers Report

To **receive and note** the Allotment Officer's report – attached at **Appendix G (Page 26)**

## Item 13: Committee Work Programme

To **receive** the Committee Work Programme and to make additions or amendments as necessary – attached at **Appendix H (Page 27)**

## Item 14: Date of Next Meeting

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

## Item 15: 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 15 due to the confidential nature of the items and to comply with GDPR.

## CONFIDENTIAL ITEMS

## Item 16: Appeal

To **receive** an appeal to an eviction notice.

To **agree** next steps and instruct Officers to carry them out.

The Chairman of the Committee will close the meeting.

## Minutes of Allotments Committee Surgery

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### Time and date

6.30pm on Wednesday 5 October 2022

### Place

The Lights, Andover

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Cllr K Hughes (Chairman) (P)

Cllr N Long (Vice Chairman) (P)

Cllr D Coole (P)

Cllr L Gregori (P)

Cllr R Hughes (P)

Cllr E Reynolds (P)

### Officers Present:

Karen Ross (Locum Town Clerk) (Taking the Minutes)

Tor Warburton (Deputy Clerk)

### Allotment Wardens Present:

Tim Stockwell – Old Winton Road

### Allotment Wardens Apologies:

Mike Cantillon – The Drove

**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.***

### Member of Public 1:

Price increase by 10% for the next four years. How can you justify that because that means in four years' time, I will be paying £73.79 for the plot.

**Vice Chairman's response:**

If you look at other allotment sites in and around Hampshire, people are paying more for their allotment plots than the people in Andover. We are not meeting the costs of what we are doing on the allotment sites, we are actually losing money. We should at least be breaking even on what we provide.

**Member of Public 1:**

Have you got some figures on the cost of The Drove allotment site?

**Vice Chairman's response:**

We can provide you with figures by letter or email. The figures are also online to view.

**Member of Public 2:**

I wish to dispute about email addresses. For many years I have asked the Allotment Officers to send mail to my email address but they don't. I have had 6 letters this year. That's 87pence a time. You're talking about overspend, you can save a lot of money there.

**Vice Chairman's response:**

This has been looked at and things have been put in motion to rectify this going forward.

**Member of Public 3:**

I was very surprised at the access consideration being proposed on The Drove with the proposal of a one-way system. I've invested heavily on my plot in wood and materials to build a base for my shed. Placed an order with a local company, agreed a certain date for delivery on which the gate would be open. They got stuck. I've googled mapped the area which is basically a mud bath for the whole of the winter. So, we had to use scalpings off the van to dig it out. So how cars and Icknield school van is supposed to get around there is beyond me.

**Vice Chairman's response:**

No decision has actually been made on that item as yet. It is on the agenda at item 7 to be discussed.

**Member of Public 4:**

I represent Icknield School. Regarding the one-way system on The Drove, our buses would not be able to turn the tight corners and we would be restricted.

**Member of Public 5:**

I would like to add to the discussion about The Drove gate in that it will be heavy, ladies will struggle and some elderly gentlemen. You'll increase the amount of trouble going on that site. It won't cut down any noise, you'll actually increase it, as all the vehicles will go in one gate and come out one gate.

**Member of Public 6:**

My concern is security. We have had a number of thefts on The Drove. On the north side, there is very little fencing in some places. Are there any proposals to do something about this considering you do have an emergency funds which you can use to do other things?

**Vice Chairman's response:**

If I could ask the warden of that area to take some photos and send them in to the Officers, we can have a look into it and decide what we can do to improve it.

**Member of Public 7:**

The notice came up saying there were problems with noise at the gates. But what is the noise? Is it the clanging of the gates? Is it the running of cars near the gate? Is it people talking near the gates? If it's just the clanging, would it be a solution to put rubber around some of the areas on the gates so they don't clang?

**Vice Chairman's response:**

That is part of the discussion at item 7.

**Old Winton Road Warden:**

Concerning the price increase, some tenants at Old Winton Road, feel in the last two years, particularly with the removal of the 50% subsidiary for the over 65's and the proposed price increase over the two years, that they are being targeted as cash cows.

**Vice Chairman's response:**

If you do your homework and look at what some of the other Councils are charging, Andover is charging cheaply and we are not breaking even.

**Member of Public 8:**

The water charges seem to have doubled this year. We had a year which was free with no charges because it was said that the water company owed us money. This year where it is normally £10 to £15, its now £30. With the rent going up as well, it's not going to help people.

**Vice Chairman's response:**

Water is metered on individual sites. The fairest way to sort it, is to divide the amount by the number of plot holders on the site.

**Interim Town Clerk:**

The Drove is an anomaly this year, as last year the water bill did not come in time to be added to your bills.

**Member of Public 8:**

We were told it was free and that the water company owed us.

**Councillor L Gregori:**

Who told you it was free?

**Member of Public 8:**

Allotment Officer 1

**Vice Chairman's response:**

Have you got the email advising you of that?

**Member of Public 8:**

I will check and provide it to you.

**Member of Public 5:**

Just to comment about the emails, I get emails in block capitals telling me off, but I don't get my bills via emails.

**Interim Town Clerk:**

I will look into this.

**Member of Public 5:**

Also, regarding the 10% price increase every year for four years, maybe once the toilets have gone, you may find that you are in a better state.

**Councillor R Hughes:**

The Council did have a choice, either to increase the prices by 40% in one go or to spread the increase over four years.

**Member of Public 9:**

Notices regarding the hosepipe ban. These were written in capitals, punctuation mistakes, spelling mistakes and always carried a threat of eviction in them. It has to stop.

**Vice Chairman's response:**

This will be investigated. We have a new person at the helm, please be patient.

The Vice Chairman closed the surgery at 6.55pm and handed the meeting over to the Chairman, Councillor K Hughes.





# ANDOVER TOWN COUNCIL

## Minutes of Allotments Committee

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### Time and date

6.56pm on Wednesday 5 October 2022

### Place

The Lights, Andover

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

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

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

### Officers Present:

Karen Ross (Locum Town Clerk) (Taking the Minutes)  
Tor Warburton (Deputy Clerk)

### Allotment Wardens Present:

Tim Stockwell – Old Winton Road

### Allotment Wardens Apologies:

Mike Cantillon – The Drove

**Members of the Public:** Unknown

### AC 119/10/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

### AC 120/10/22 DECLARATIONS OF INTEREST

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

## **AC 121/10/22 MINUTES**

It was proposed by Councillor D Coole and seconded by Councillor L Gregori that the Minutes of the Allotment Committee Meeting, held on Thursday 7 July 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 Thursday 7 July 2022 be signed by the Chairman as a correct record.**

## **AC 122/10/22 PUBLIC PARTICIPATION**

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

**The following questions were asked:**

1. How many complaints about noise on The Drove have been received in comparison to all sites?
2. Has the noise level been measured?
3. How will the noise problem be solved if the Town Council has no money?
4. Are there more people entering the South Gate and is this why there is an increase in the noise?

Councillor L Gregori suggested an idea of a letter going to all allotment holders regarding the donation of surplus vegetables and fruit, to the Andover Foodbank. The letter should be drafted by an Allotment Holder, who is also an Andover Foodbank volunteer. The Crisis Centre was also mentioned as a potential beneficiary.

## **AC 123/10/22 NEW ALLOTMENTS**

Members **noted** that the Saxon Heights Allotment Site was ready to be handed to Andover Town Council. The final questions posed by the developer are with the Council's solicitors.

Members also **noted** that no response had been received to emails that had been sent to the developer regarding the Picket Twenty Allotment Site.

## **AC 124/10/22 BARLOW LANE GATE**

Members received the report for the replacement of the gates at Barlow Lane Allotment Site.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that Quote 2 funded from Earmarked Reserves, be recommended to Full Council for approval.

A vote was taken which was unanimous.

**RESOLVED: That that Quote 2 funded from Earmarked Reserves, be recommended to Full Council for approval.**

## **AC 125/10/22 THE DROVE GATES**

Members received the report outlining the proposed solution for the gates at The Drove Allotment Site.

It was proposed by Councillor N Long and seconded by Councillor D Coole that the quotes be dismissed and a site visit take place with all those concerned including Councillors.

Councillor R Hughes proposed an amendment was then tabled to dismiss the quotes and a site visit be arranged for all those concerned. Seconded by Councillor L Gregori. A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

**RESOLVED: That the quotes be dismissed and a site visit be arranged for all those concerned.**

**AC 126/10/22 ALLOTMENT BUDGET 2023/2024**

Members received the Allotment Budget 2023/2024.

It was proposed by Councillor K Hughes and seconded by Councillor L Gregori that the Allotment Budget 2023/2024 be accepted as presented.

A vote was taken:

FOR – 3, AGAINST – 2, ABSTENTIONS – 1

**RESOLVED: That the Allotment Budget 2023/2024 be accepted as presented.**

**AC 127/10/22 UPDATE FROM THE PEST CONTROLLER**

Members noted an updated report from the Pest Controller.

**AC 128/10/22 UPDATE ON ALLOTMENT PLOT UPTAKE**

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

**AC 129/10/22 ALLOTMENT OFFICERS REPORT**

Members received the Allotment Officers Report.

**AC 130/10/22 COMMITTEE WORK PROGRAMME**

The following items were requested to be added to the Committee Work Programme: No items were requested to be added to the Work Programme. A request was made that the work programme should only include work being commissioned by the Committee.

**AC 131/10/22 DATE OF THE NEXT MEETING**

Members noted the date of the next meeting: **Thursday 2 February 2023**, venue to be confirmed.

**AC 132/10/22 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor D Coole 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 133/10/22 COMPLAINT

Members noted the complaint received from a resident who neighboured an Andover Town Council Allotment site.

It was proposed by Councillor K Hughes and seconded by Councillor N Long that the complaint would continue to be dealt with under vexatious complaints policy, their email address would be blocked and any correspondence filed without acknowledgement.

A vote was taken which was unanimous.

**RESOLVED: That the complaint would continue to be dealt with under vexatious complaints policy, their email address would be blocked and any correspondence filed without acknowledgement.**

### AC 134/10/22 EVICTION APPEAL

Members received an appeal to an eviction notice.

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the appeal be dismissed and the eviction process be continued.

A vote was taken which was unanimous.

**RESOLVED: That the appeal be dismissed and the eviction process be continued.**

### AC 135/10/22 WARDEN UPDATE

Members received a verbal updated Warden's report.

### AC 136/10/22 RESOURCES REVIEW

The Resources Review was received with the current findings noted.

- Management and maintenance of the Allotments needed to be more professional
- Rules and Regulations have been issued.
- Warden meetings should be arranged.
- Waiting lists should be monitored.
- Communication with tenants needs improving with the preferred method of contact being email.
- Multiple letters to individual tenants should be avoided.
- Thanks went to the interim Town Clerk.

The Chairman closed the meeting at **8.50pm**.

Chairman

Date

## Purpose of the Report

- To inform the Allotment Committee of the issue with squirrels on Old Winton Road.

## Background

- Officers have received numerous complaints from the Allotment Holders at Old Winton Road Allotment Site regarding squirrel ingress.
- Officers have been informed by the Pest Controller that the squirrels are being attracted by bird food left in the gardens of neighbouring properties.
- Damage is being caused to Allotment Holders' property and produce.
- Letters were sent to neighbouring residents informing them of the consequences of leaving out food for birds.
- The Allotment Officers, Site Warden and Pest Controller have worked together to try and resolve this issue.
- 'No feeding the squirrel signs' have been placed along the Allotment boundary.

## Recommendations/Future Actions:

- To agree to either cull the squirrels or leave alone.

***If culling is approved as a solution, the Committee/Council should consider public perception to this course of action.***

Note: The person (s) to contact about this report are Fern Long or Jo Whiteman (Allotment Officers), Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

Email: [allotmentofficer1@andovertc.co.uk](mailto:allotmentofficer1@andovertc.co.uk) and [allotmentofficer2@andovertc.co.uk](mailto:allotmentofficer2@andovertc.co.uk)

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

## Purpose of the Report

- To inform the Allotment Committee of further investigations into the allegation of excessive noise from the gate at The Drove Allotment Site

## Background

- Following the decision made by the Allotment Committee (date etc) to further investigate the complaint and potential solution to the noise created by the gate at The Drove Allotment Site a site inspection was carried out.
- As requested by the Allotment Committee (date, etc) the Environmental Health report that was completed after a previous complaint by the resident was found and the conclusion the team felt that the provisions put in place were sufficient was noted.

## Recommendation:

- **To note that reasonable adjustments have been made to accommodate the resident's complaint.**
- **Noise softening equipment has been put in place and is monitored regularly for wear and tear. It is replaced when necessary.**
- **To note that the Environmental Health report compiled following a previous complaint by the residents, is satisfied that the provisions put in place are sufficient.**
- **Committee to decide if further action is required.**

Note: The person (s) to contact about this report are Jo Whiteman or Fern Long (Allotment Officers), Andover

Town Council, Office 108, Incuhive Andover, Chantry House, Chantry Way Andover SP10 1LS

Tel: 01264 335592

Email: [allotmentofficer1@andoverc.co.uk](mailto:allotmentofficer1@andoverc.co.uk) and [allotmentofficer2@andoverc.co.uk](mailto:allotmentofficer2@andoverc.co.uk)

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

## Rules and Regulations for Allotment Tenants

These Rules and Regulations replace any existing Rules and Regulations and the Council reserves the right from time to time to revise them or update these Rules and Regulations and to send to ~~you~~ Tenants a copy of the revised or updated rules which will then replace these Rules and Regulations.

(Issue 8.V4 – June 2022)

<b>1.</b>	<b>Introduction</b> You will only be eligible for an Allotment if you are living in the Andover Parish as set out in Allotment Act 1908 (section 23 (1)) These rules are made pursuant to The Small Holdings and Allotment Act 1908 and the Allotment Acts of 1922 to 1950 and apply to all rented allotment gardens owned by Andover Town Council
<b>2.</b>	<b>Definitions</b>
<b>2.1</b>	<b>Allotment Officer</b> – The nominated member of staff from the Council responsible for the management of the Allotment Sites on behalf of the Council
<b>2.2</b>	<b>Allotment Plot</b> – the area named on the Tenancy Agreement
<b>2.3</b>	<b>Annual Rent</b> – the annual rent payable by the Tenant to the Council for the cost of the Allotment Site to be paid <del>from</del> <u>on</u> the 1 October.
<b>2.4</b>	<b>Association Representative</b> – Volunteers who form an allotment association. They act in the interests of and on behalf of tenants for all matters relating to a particular allotment site, <del>and</del> its upkeep and development <u>and liaise with the Council</u> .
<b>2.5</b>	<b>Buildings</b> – that are considered acceptable are sheds, greenhouse, polytunnels.
<b>2.6</b>	<b>Council</b> – Andover Town Council
<b>2.7</b>	<b>Cultivated</b> – the Allotment Plot is planted with crops, seeded or fully prepared for planting or for seeds to be sown.
<b>2.8</b>	<b>Livestock</b> - bees, chickens & rabbits.
<b>2.9</b>	<b>Rules</b> – Rules and Regulations
<b>2.10</b>	<b>Tenancy Agreement</b> – A legally binding written document which records the terms and conditions of letting a particular Allotment Plot to an individual Tenant.
<b>2.11</b>	<b>Tenant</b> – a person who holds an agreement for the tenancy of the Allotment Plot
<b>2.12</b>	<b>Specialist Service</b> – Qualified Trades people
<b>2.13</b>	<b>Uncultivated</b> – either fully or partially overgrown or unused, weed or grass is prevalent, insufficient or no crop planting is present and no effort has been made to keep the Allotment Plot clear and tidy
<b>2.14</b>	<b>Vermin</b> – rats and swarming wasps.
<b>2.15</b>	<b>Warden</b> – <u>a Tenant who</u> represents Tenants <u>and assists the Council in the management</u> on a specific Allotment Site.

<b>3.</b>	<b>Rules and Regulations –for Allotment <del>Plot</del> <u>Tenants</u></b>
	By signing the Tenancy Agreement, the Tenant of the Allotment Plot agrees to observe all the Rules below. To observe and fully comply with all enactments statutory instrument local parochial or other byelaws orders or regulations affecting the plot.  Failure to abide by the Rules will result in termination of the Tenancy Agreement.
<b>3.1</b>	<b>Annual Rent and Tenancy Agreement</b>

		<ul style="list-style-type: none"> <li>• <del>3.1.1</del> <u>3.1.1</u> To pay the Annual Rent for an Allotment Plot in full in one annual payment, within 28 days of receipt of an invoice from the Council in accordance with the Tenancy Agreement</li> <li><del>3.1.13.1.2</del> <u>3.1.13.1.2</u> Refunds of Annual Rent will not be offered under any circumstances.</li> <li><del>3.1.23.1.3</del> <u>3.1.23.1.3</u> The Council reserves the right to amend the amount <del>or of</del> rent payable.</li> <li><del>3.1.33.1.4</del> <u>3.1.33.1.4</u> Notice of any change to the rent or <del>tenancy</del> <u>Tenancy agreement Agreement</u> will be given before the 6th April or after 29th September.</li> <li><del>3.1.43.1.5</del> <u>3.1.43.1.5</u> Occupancy of the Allotment Plot will only be permitted once payment has been received and Tenancy Agreement signed.</li> </ul>
	<b>3.2</b>	<b>Alienation</b>
		<ul style="list-style-type: none"> <li><u>3.2.1</u> Not to sub-let, assign or part with the possession of the Allotment Plot or any part of it without the prior written consent of the Council. For the purposes of clarification, a transfer of the tenancy falls within this paragraph and is prohibited.</li> <li><del>3.2.13.2.2</del> <u>3.2.13.2.2</u> The Council may provide prior written approval for a Tenant to have a co-worker under conditions set by the Council, however this cannot be paid work.</li> <li><del>3.2.23.2.3</del> <u>3.2.23.2.3</u> Joint Tenancy may be permitted at the discretion of the Town Council.</li> </ul>
	<b>3.3</b>	<b>Barbed Wire</b>
		<ul style="list-style-type: none"> <li>• Barbed wire or similar must not be brought on the Allotment Plot or Allotment Site.</li> </ul>
	<b>3.4</b>	<b>Beekeeping</b>
		<ul style="list-style-type: none"> <li>• The Council has a Bee-Keeping Policy <del>that Tenants must comply with, those that do not adhere to it will be asked to remove their hive from the allotment site, in compliance with this</del> <u>Beekeeping Policy</u></li> <li>• No bees to be kept on the Allotment <u>Plot-Site</u> unless prior written approval is given from the Council.</li> </ul>
	<b>3.5</b>	<b>Bonfires/Incinerators</b>
		<ul style="list-style-type: none"> <li>• <u>Bonfires are allowed for the burning of materials from the Allotment Plot only, ie diseased plants and dried out organic material that will burn without smoke or hazardous residue.</u></li> <li><del>• The Tenant shall take into consideration local householders and whether they have left windows open, etc. Smoke from a bonfire may be a nuisance to neighbours by interfering with the use of enjoyment of their garden or property, or could affect the comfort or quality of life of the public, could result in action under the Environment Protection Act 1990. Tenants who light a fire within 50ft (15.24m) of the center of a highway may be guilty of an offence under the Highways Act 1980.</del></li> <li>• Bonfires should be after 7pm during the Summer months and 4pm in the Winter months.</li> <li>• Bonfires must be in a purpose-built <del>galvanized</del> incinerator and supervised at all times.</li> <li>• No household rubbish, rubber, plastic (<del>including</del> bottles and bags), foam, tyres or oils should be burnt.</li> <li>• Incinerators must not be positioned within four feet of any fencing, hedging, sheds or other buildings or within two feet of a pathway.</li> <li>• Any tenant found to have caused damage <del>with an incinerator</del> <u>from a bonfire</u> shall be liable for the full costs of repair or replacement.</li> <li><del>• Only dry material should be burnt and wherever possible composting and /or shredding should be used in preference to burning.</del></li> <li><del>• Any The tenant-Tenant must not allow a bonfire to cause a nuisance to neighboring residents or other plotholdersTenants. found to be causing a smoke nuisance by the Environmental Health Department may have their Allotment Tenancy terminated</del></li> <li>• <u>Tenants who light a bonfire within 50 feet (15.24m) of the center of a highway may be guilty of an offence under the Highways Act 1980</u></li> <li>• <u>Tenants whose bonfire causes a smoke nuisance may result in action under the Environment Protection Act 1990.</u></li> </ul>
	<b>3.6</b>	<b>Buildings</b>
		<ul style="list-style-type: none"> <li>• <u>The Tenant shall not without written consent of the Council erect any building on the Allotment and consent shall not be unreasonably withheld for the erection of a shed, greenhouse or polytunnel. Not to put up any Buildings within the Allotment Plot except for</u></li> </ul>



		<p><del>storage or composting or for a purpose relevant to Allotment Plot Activities. All buildings will require prior written consent from the Council.</del></p> <ul style="list-style-type: none"> <li>• Sheds and greenhouses should not have a floor area exceeding 4.5sq m. (8ft x 6ft)</li> <li>• The floor area of a Polytunnel should be the lessor of 32sq m, or one quarter of the area of a rented plot. (6m x 5-m approx). <del>The polytunnel support poles should be dug into the ground a minimum of 2 feet.</del></li> <li>• No concrete bases are permitted under any circumstances.</li> <li>• Buildings must be erected on the Allotment Plot and <del>must-should</del> be at least <del>two-feet</del>30 cm from any <del>fence</del>, path or track.</li> <li>• Any Buildings must be well constructed and <del>maintained</del>kept in a good state of repair to the satisfaction of the Council. They should not be constructed using hazardous material (e.g. asbestos)</li> <li>• <del>In the event of exceptional weather conditions tenants are expected to make sure that any buildings on their plots are made secure.</del></li> <li>• Any buildings put up on the allotment plot must be removed by the <del>tenancy</del>Tenancy termination date.</li> <li>• If the Council is not satisfied with the condition of the structure, <del>you-the Tenant</del> shall either alter or repair it to the satisfaction of the Council or remove it within 1 month of instruction by the Council to do so. If the structure is not removed, the Council may remove it, and <del>you-the Tenant</del> will be charged for the removal.</li> <li>• <del>Tenants should erect polytunnels in accordance with the manufacturer's instructions and ensure that the structure, and that of other buildings, is adequately secured to minimize the potential damage from adverse weather conditions. Any polytunnel that is erected requires consent from the Town Council before erection and an Officer will attend site once the polytunnel is in place to ensure it has been safely secured.</del></li> <li>• Chicken coops should not exceed a floor area of 1sqm and the chicken run must not exceed a floor area of 10sqm.</li> </ul>
	<b>3.7</b>	<b>Change of address or other details.</b>
		<ul style="list-style-type: none"> <li>• The Tenant must inform the Council immediately of any change of address/contact telephone number.</li> <li>• The Tenant should advise the Council of their email address.</li> </ul>
	<b>3.8</b>	<b>Chemicals</b>
		<ul style="list-style-type: none"> <li>• <del>Only commercially available C</del>chemicals <del>must-only</del>may be used and <del>they must be</del> stored <del>and disposed of</del> in accordance <del>to-with</del> the manufacturer's instructions <del>in compliance with Department of Food and Rural Affairs.</del></li> <li>• The Tenant shall not take onto <del>the allotment or the A</del>allotment <del>S</del>site any illegal chemicals, for example creosote, or any poisons or chemicals that may be a danger to animals or birds or which may contaminate underground water or streams or rivers in the vicinity</li> <li>• The Tenant shall where possible avoid the use of chemicals for the control of weeds, insects and slugs. <del>Any use of chemicals must be if you do use them, you shall use them</del> strictly in accordance with the manufacturer's instructions.</li> <li>• Utmost care must be taken to ensure such chemicals do not drift outside the <del>Tenant's</del> plot.</li> <li>• <del>All chemicals should be disposed of correctly.</del></li> </ul>
	<b>3.9</b>	<b>Children</b>
		<ul style="list-style-type: none"> <li>• Children on site should not cause a nuisance or annoyance to <del>other</del> Tenants, adjoining landowners or to the occupiers of neighbouring houses.</li> <li>• <del>To ensure C</del>Children <del>must be are</del> supervised at all times, <del>and</del> ball games are not allowed at any time.</li> <li>• <del>NO C</del>Children <del>must not be left unattended at any time are allowed</del> on the Allotment <del>s</del>Site <del>unattended at any time.</del></li> </ul>
	<b>3.10</b>	<b>Cultivation</b>
		<ul style="list-style-type: none"> <li>• A new <del>T</del>tenant will cultivate the allotment <del>plot</del>, to an agreed acceptable standard, 25% within the first 3 months, 50% within 6 months and 100% within the first year of tenancy.</li> </ul>

		<ul style="list-style-type: none"> <li>• <del>Not to obstruct or reduce any path set out by the Council for the use of the occupiers of the allotment.</del></li> <li>• <del>The Tenant shall</del> keep the Allotment Plot <u>in a clean and tidy condition</u>, cultivated and fertile, <u>maintaining it in a good tidy condition</u>.</li> <li>• If an Allotment Plot appears to be uncultivated, the Council reserves the right to cut down all weed growth and charge the Tenant for the cost of such work.</li> <li>• <del>If the allotment is persistently uncultivated, following letters (1<sup>st</sup> letter with 4 weeks to respond, 2<sup>nd</sup> letter with 2 weeks to respond) from the Council, the Council has the right to evict the tenant following an eviction notice in writing (see 4.2).</del></li> <li>• <del>If you receive more than 2 letters in a rolling 12 month period, your tenancy will be terminated.</del></li> <li>• <u>A minimum of 70%</u> of the plot should be cultivated and any <u>sheds and paths additional items to the plot must should</u> be included within the remaining 30%.</li> </ul>
	<b>3.11</b>	<b>Disputes</b>
		<ul style="list-style-type: none"> <li>• In the case of a dispute between Tenants <u>of any Allotment plot</u> on the Allotment Site, adjoining landowners or the occupants/s of any nearby houses, the matter will be referred to the Council, for further enquiry and <del>the</del> resolution. The Council's resolution shall be final.</li> </ul>
	<b>3.13</b>	<b>Dogs</b>
		<ul style="list-style-type: none"> <li>• Dogs are not permitted on the Allotment Site except for an assistance dog (must be kept under control at all times).</li> </ul>
	<b>3.14</b>	<b>Duty of Care</b>
		<ul style="list-style-type: none"> <li>• The Tenant has a duty of care to others, including visitors and trespassers even when not on site.</li> <li>• The Tenant shall take care when using strimmers, rotovators, grass cutting machines and the Council cannot be held responsible for any injury caused as a result of use of the equipment.</li> <li>• Tenants to ensure all tools are stored safely.</li> <li>• The Council accepts no responsibility for loss or damage to such items nor any resulting injury however caused.</li> <li>• Not to leave any hole uncovered or unprotected whether as a pond or during any cultivation or construction so as to constitute a hazard.</li> <li>• The Tenant shall remain responsible and liable for any acts or omissions by the <u>T</u>enant or any person under the control of the <u>T</u>enant leading to a personal injury claim.</li> <li>• Andover Town Council expects the Tenant to take out insurance to cover any loss, <u>or</u> damage <u>or injury</u> to <u>personal</u> property, <u>and, any third party claim against the Tenant other tenants, members of the public</u> that occurs <u>as a result of on the Tenants plot or resulting from</u> any action taken or not taken <u>to secure belongings on their plot by the Tenant</u>.</li> </ul>
	<b>3.15</b>	<b>Hedges, fences, paths and gates</b>
		<ul style="list-style-type: none"> <li>• <u>The Tenant must keep all pathways</u> <del>To ensure the paths</del> bordering <del>your the</del> Allotment <u>P</u>lot <u>properly cut, trimmed and maintained up to the nearest half width between adjoining plots and they must be kept</u> <del>are kept clean by cutting the grass and keeping them</del> free of <del>weeds and</del> trip hazards.</li> <li>• Allotment Plot paths must remain at the minimum of 60cms.</li> <li>• If the <u>A</u>llotment <u>P</u>lot extends into an area that but for <u>the</u> extension would have been a shared path, <u>the Tenant then you</u> shall re-create the path if required by the Council.</li> <li>• Main tracks to be minimum of 3 metres.</li> <li>• Boundary lines between boundary fence and plot to be 1 <del>meter</del> <u>metre and must be kept</u> clear.</li> <li>• <del>Boundary fences are to be clear of weeds, stinging nettles and climbers</del></li> <li>• Not to cut or prune any trees or bushes around the outside of the boundary fence to the site without the prior written consent of the Council.</li> <li>• Not to put up any fence, gate or hedge within the site unless authorised by the Council.</li> </ul>
	<b>3.16</b>	<b>Fruit Cages/Raised Beds</b>
		<ul style="list-style-type: none"> <li>• Fruit cages that are located on the Allotment Plot must not exceed 7'6" (2.3m) in height and shall be proportionate, <del>well-constructed</del> <u>well-constructed</u> and maintained and shall not cast shade on adjoining Allotment Plots. No concrete footings are permitted</li> </ul>

		<ul style="list-style-type: none"> <li>All fruit cages <a href="#">timber plot edging</a> and raised beds must be removed by the tenant on the termination of Tenancy Agreement.</li> </ul>
	<b>3.17</b>	<b>Livestock</b>
		<ul style="list-style-type: none"> <li>No Animals to be kept on the Allotment Plot unless prior written approval is given from the Council.</li> <li>A 24-hour contact number must be provided to the Council <a href="#">and displayed on the housing</a> for the use <a href="#">only</a> in the event of an escape, or an animal in distress.</li> <li>Should vermin be attributed to your livestock <del>you</del> <a href="#">the Tenant</a> will be responsible for any pest control costs incurred by <a href="#">the</a> Council.</li> </ul>
	<b>3.18</b>	<b>Notices</b>
		<ul style="list-style-type: none"> <li>Any <del>consent or</del> notice required to be given by the Council to the Tenant <del>will be in writing may be validly given by an officer of the Council and delivered by hand or sent by recorded delivery post may be served on the Tenant either in person or by posting to his or her</del> <a href="#">the Tenant's</a> last known <del>home address or address or</del> <a href="#">by fixing to the Tenant's Allotment Plot in a conspicuous location by first class post or by email or by fixing the same to the Allotment Plot as recorded in this agreement in the conspicuous manner.</a></li> <li><a href="#">A notice may be sent by email if a confirmatory copy is delivered by hand or sent by recorded delivery post on the same day.</a></li> </ul>
	<b>3.19</b>	<b>Nuisance</b>
		<ul style="list-style-type: none"> <li>Abusive, aggressive, threatening or confrontational behaviour towards the Council's representatives, adjoining owners or occupiers of the Allotment Plots will not be tolerated. Any instances of such behaviour may be a breach of criminal law and may be reported <a href="#">by the aggrieved</a> to the police for further action.</li> <li>Not to cause any nuisance or annoyance to the occupier of any other Allotment Plot, adjoining landowners or the occupiers of nearby houses.</li> <li>Not to enter, take or remove any plants, crops or materials from other Allotment Plots without the Tenant's permission or if a vacant plot without the consent of the Warden.</li> <li>Not to obstruct or reduce the width of any path between the Allotment Plots, or block or obstruct the main track on the Allotment Site.</li> </ul>
	<b>3.20</b>	<b>Plot Marker</b>
		<ul style="list-style-type: none"> <li>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 <del>your</del> <a href="#">the</a> plot number see <a href="#">your</a> <del>the</del> Tenancy Agreement.</li> </ul>
	<b>3.21</b>	<b>Ponds/water storage</b>
		<ul style="list-style-type: none"> <li><a href="#">The surface area of any pond must not exceed 0.135 square metres (12" x 18" approx.)</a></li> <li><a href="#">The pond must be protected by a metal grid of sufficient strength to support the weight of a child.</a></li> <li>The Council must be notified of the location of any ponds.</li> <li><del>The Tenant should</del> <a href="#">To</a> ensure that all ponds <del>water storage</del> are clearly visible.</li> <li>Risk assessments may be carried out by the Council.</li> <li><del>Ponds must To be filled</del> <a href="#">only be filled</a> by rain water.</li> <li><del>Any pond should have fencing to ensure no child can fall into the pond. Whatever is put across the pond must be sufficient to take a child's weight. It must meet legal Health &amp; Safety Regulations.</del></li> <li><a href="#">The Tenant shall practice sensible water conservation, collect water from sheds and other buildings and consider mulching as a water conservation practice.</a></li> <li><a href="#">All water storage receptacles must be covered.</a></li> </ul>
	<b>3.22</b>	<b>Power to inspect</b>
		<ul style="list-style-type: none"> <li><del>The Council, or</del> its appointed Allotment Officer <del>and</del> <a href="#">or</a> Warden is entitled to <a href="#">inspect enter</a> any Allotment Plot <a href="#">for inspection of the state of cultivation and general condition of the plot.</a></li> <li><a href="#">If during a plot inspection a plot is considered to be in an unacceptable condition, the Council shall write (first letter) to the Tenant shall be written to (first letter) and giving 28 days in which to respond with any mitigating circumstances and produce a timescale to rectify the failings.</a></li> </ul>

		<ul style="list-style-type: none"> <li>• <a href="#">A further plot inspection will take place 28 days after the first letter and if no action has been taken by the Tenant a second letter shall be sent, by the Council, to the Tenant giving 14 days in which to respond.</a></li> <li>• <a href="#">Failure to satisfactorily respond to the second letter will result in a written Notice of Eviction being served on the Tenant by the Council.</a></li> </ul>
	<b>3.23</b>	<b>Rent</b>
		<ul style="list-style-type: none"> <li>• If the Tenant does not pay the rent on time the Council will end the <del>T</del>tenancy in accordance with paragraph 4.2 in the <a href="#">se Rules for Allotment Tenants and Regulations</a>.</li> </ul>
	<b>3.24</b>	<b>Restriction on admittance to Allotment Plot</b>
		<ul style="list-style-type: none"> <li>• The Council has the right to refuse admittance to any person other than the Tenant to the Allotment Plot or to the Allotment Site.</li> </ul>
	<b>3.25</b>	<b>Security</b>
		<ul style="list-style-type: none"> <li>• Each Tenant must ensure that the gate is closed behind them and that the combination code is scrambled.</li> <li>• Only the <del>tenant</del>Tenant, or a person authorised or accompanied by the <del>tenant</del>Tenant is allowed on site.</li> <li>• The Tenant shall not give copies of any key or combination lock code issued by the Council to anyone.</li> </ul>
	<b>3.26</b>	<b>Special Conditions</b>
		<ul style="list-style-type: none"> <li>• Not to take or carry away, or sell any mineral, gravel, clay or sand from the Allotment Site.</li> <li>• To observe and undertake any other special condition/s which the Council considers necessary to preserve the Allotment Plot or Allotment Site from deterioration.</li> <li>• To advise Council of any damage to fences, water equipment, such as pipes, toilets or to any other aspect of the Allotment Site as soon possible.</li> </ul>
	<b>3.27</b>	<b>Toilet</b>
		<ul style="list-style-type: none"> <li>• It is the Tenants' responsibility to ensure the toilets remain clean and tidy, if a toilet is provided.</li> </ul>
	<b>3.28</b>	<b>Traps</b>
		<ul style="list-style-type: none"> <li>• <del>No tenant</del> <a href="#">Tenants must not may</a> set traps.</li> </ul>
	<b>3.29</b>	<b>Trees/Fruit Trees</b>
		<ul style="list-style-type: none"> <li>• Not to cut, prune, lop or interfere with any trees on the Allotment <del>Plot</del>Site other than the Tenant's own trees without the prior written approval of the Council.</li> <li>• Not to plant any trees or bushes other than fruit trees or bushes, which will be subject to removal upon termination of Tenancy.</li> <li>• The Tenant shall not allow self-seeded trees to grow on the allotment (especially any growing through a perimeter fence).</li> <li>• Fruit Trees/Bushes must be planted away from paths and to ensure they do not shade or allow roots to grow under neighbouring plots.</li> <li>• Fruit trees are the only permitted tree to be planted on an <del>allotment</del>Allotment Plot. Grown height should not exceed 2m, failure to maintain this height may result in the Specialist Service carrying out the work and the Tenant to pay Specialist's invoice.</li> </ul>
	<b>3.30</b>	<b>Tyres</b>
		<ul style="list-style-type: none"> <li>• No tyres are permitted to be on any allotment site.</li> </ul>
	<b>3.31</b>	<b>Use of Land</b>
		<ul style="list-style-type: none"> <li>• <del>The Tenant shall</del> <a href="#">To</a> use the land as an Allotment Plot <a href="#">only</a> as per the Allotments Acts <del>1908–1950</del>1922 (that is to say wholly or mainly for the production of vegetable, fruit and flower crops for consumption or enjoyment by the Tenant and family) and for no other purpose.</li> <li>• The Tenant are responsible for the health and safety of all persons on the allotment site insofar as any harm is caused to any persons as a result of your keeping of livestock on the allotment.</li> <li>• Not to use the Allotment Plot for any illegal, immoral or criminal activity or purpose.</li> <li>• The Tenant must use the Allotment Plot for his or her own personal use and not carry out any trade or business or sell produce from the Allotment Plot.</li> <li>• Tenants must comply with all reasonable or legitimate directions given by an officer of the Council, or representative, in relation to an <del>allotment</del>Allotment plot-Plot or siteSite.</li> </ul>

		<ul style="list-style-type: none"> <li>No overnight stays or use of any Buildings for residential accommodation is permitted.</li> <li>Not to bring on to the Allotment Plot or store any items other than for horticultural use.</li> <li>No permanent children's play equipment is to be kept on the Allotment Plot.</li> <li>Construction materials, paving and timber for infrastructure work brought onto the <del>allotment</del> <u>Allotment Site</u> for use <del>upon the allotment</del> <u>by the Tenant</u> must be used within 3 months.</li> <li>Not to erect any notices <u>or</u> advertisements <del>or</del> <u>Flags</u> without the permission from the Council.</li> <li><del>A minimum of 70% of the land should be cultivated</del></li> </ul>
	<b>3.32</b>	<b>Vermin</b>
		<ul style="list-style-type: none"> <li><u>The Tenant should notify the Council of any vermin observed on the Allotment Site.</u></li> <li><u>Bait and traps can only be set by an authorised Pest Controller employed by the Council.</u></li> <li><del>NB Bait and tTraps can only be set by an authorised Pest Controller employed by the Andover Town Council.</del></li> </ul>
	<b>3.33</b>	<b>Vehicles</b>
		<ul style="list-style-type: none"> <li>All vehicles must be driven carefully and parked sensibly, cause no obstruction or inconvenience to other Tenants. Vehicles are not allowed on Allotment Plots at any time.</li> <li>Strictly NO overnight parking</li> </ul>
	<b>3.34</b>	<b>Waste</b>
		<ul style="list-style-type: none"> <li>No non-compostable material is to be kept on the <del>allotment</del> <u>Allotment Plot</u> or on the <del>site</del> <u>Site</u>.</li> <li>No garden waste, any other material or other waste is to be placed against any fence, hedge or gate</li> <li>Only plant waste may be composted on the Allotment Plots.</li> <li>Composting is only allowed on the Allotment Plot and must be properly maintained to the satisfaction of the Council.</li> <li>All other waste material must be removed from the Allotment Plot and disposed of in an appropriate manner.</li> <li>No cooked food waste is to be brought on to the Allotment Plot.</li> <li>The Tenant shall not bring onto the <del>allotment</del> <u>Allotment Site</u> any rubbish from external sources.</li> </ul>
	<b>3.35</b>	<b>Water</b>
		<ul style="list-style-type: none"> <li><u>The use of water is only permitted for watering plants on a Tenant's Plot.</u></li> <li><u>The Use-use of a sprinklers or soaker hose connected to a hosepipe is permitted provided that the tenant is present on the Allotment Plot, and that other Tenant's access to the water supply is not unduly restricted.</u></li> <li>Any Tenant who observes an active sprinkler <u>or soaker hose</u>, where there is no visible evidence of the Tenant, should turn the water off at the relevant tap.</li> <li>In event of drought or other emergency <del>all</del> Government restrictions will be observed.</li> <li>The water tap <del>to</del> <u>must</u> be turned off immediately after use.</li> <li><del>The water is to only be used for any purpose of watering plants on the Allotment Plot.</del></li> <li>Damaged or leaking taps must be reported to the Council as soon as reasonably possible.</li> <li>The water supply is switched off during the winter months (November – March)</li> <li>If a severe frost is forecast the Council reserve the right to extend this period.</li> </ul>
<b>4.</b>	<b>Termination of Tenancy Agreement</b>	
	<p>The tenancy will terminate immediately:</p> <ul style="list-style-type: none"> <li>If the Tenant dies</li> <li>If the Tenant transfers <u>s</u> or attempts <u>s</u> to transfer the <del>tenancy</del> <u>Tenancy</u> to someone else.</li> <li>If the Tenant permits <u>s</u> someone else to use the <del>allotment</del> <u>Allotment Plot</u> for their own use (without written consent from the Council)</li> </ul> <p>On termination of the Tenancy the Tenant will clear the plot of all fixtures and fittings <del>belonging to the Tenant</del> unless agreed in writing with the Council not to do so, <del>;-</del> failure to comply will result in <u>a the loss of allotment deposit monies and/or</u> charge <u>for to</u> the Tenant for the clearance of the plot.</p>	
	<b>4.1</b>	<b>Termination by Tenant</b>
		<ul style="list-style-type: none"> <li>Termination of Tenancy Agreement must be given in writing to the Council quoting Plot <u>Number</u> and Site, <del>;-</del> <u>Stating</u> <u>stating</u> the date <u>in on</u> which <del>you wish</del> the Tenancy Agreement <u>is wished</u> to cease.</li> </ul>

		<ul style="list-style-type: none"> <li>The plot must be left in a clean and tidy condition and clear of any debris and rubbish.</li> <li>On receipt of termination of the <del>tenancy</del><u>Tenancy</u> the Council will inspect the plot</li> </ul>
	<b>4.2</b>	<b>Termination by the Council</b>
		<ul style="list-style-type: none"> <li>The Council may end the Tenancy if the rent is in arrears for 40 days or more.</li> <li>The Tenancy may be ended by the Council after 1 month if the Council gives <del>you</del> notice in writing <ul style="list-style-type: none"> <li>I) The Tenant <del>have</del><u>has</u> not complied with these Rules &amp; Regulations within 3 months</li> <li>II) That at the date of taking the <del>tenancy</del><u>Tenancy</u> the <del>tenant</del><u>Tenant</u> was living within the Parish Boundary and has later moved to more than 1 mile outside of the Parish Boundary.</li> <li>III) If that at the end of 30 days written notice given to the tenant by the Council requiring <del>you</del><u>the Tenant to</u> put the allotment into a good state of cultivation, unless there are strong mitigating circumstances.</li> <li>IV) The <del>tenancy</del><u>Tenancy</u> will also end on a no-fault basis at the end of not less than 12 months 'written notice given <del>to you</del> by the Council expiring at any time between the 29<sup>th</sup> September and the following 6<sup>th</sup> April in any year.</li> <li>V) At the end of less than 3 months' notice in writing given to The Tenant by the Council that the allotment is required for any statutory purpose other than agriculture or building, mining or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.</li> <li>VI) If <del>the T</del><u>the Tenant</u> continues to leave a plot uncultivated <del>(see 3.10)</del>.</li> </ul> </li> </ul>
<b>5.</b>		<b>Reclamation of Costs</b>
		<p><u>If in the considered opinion of the Council remedial work is required on a Tenant's building or the plot is, or has not been left in a satisfactory condition, any work carried out to return a building or plot to a satisfactory condition shall be charged to the Tenant. (Allotments Act 1950 s4)</u> <del>Any costs incurred by the Andover Town Council, as a result of a tenant breaking any of these Rules and Regulations, the costs will be sought from the tenant.</del></p>

## Purpose of the Report

- To update the Allotment Committee on the number of plots occupied and vacant on allotment sites

## Allotment Site Allocations

### ADMIRALS WAY

- Total number of plots: 29
- Capacity: 4 Vacant
- Unsuitable Plots: 2. Reason; soil contamination with cement and tree roots which make the ground unworkable. Also, very shaded.
- Waiting List for new tenants: 14 (Names of potential plot holders given to Warden)

### BARLOWS LANE

- Total number of plots: 102
- Capacity: 7 Vacant
- Unsuitable Plots: 1. Reason; car park area which is concrete. Toilet is sited on this area.
- Waiting List for new tenants: 30 (Names of potential plot holders given to Warden)

### CHURCHILL WAY

- Total number of plots: 45
- Capacity: 2 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 7 (Names of potential plot holders given to Warden)

### OLD WINTON ROAD

- Total number of plots: 81
- Capacity: 6 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 2 (Names of potential plot holders given to Warden)

### OX DROVE

- Number of plots available: 11 including 2 disabled friendly
- Capacity: 4 Vacant (including 1 disabled friendly plot)
- Unsuitable plots: 0
- Waiting list for new tenants: 15 (Allotment Officers meeting with potential tenants 25<sup>th</sup> January 2023)

### MYLEN ROAD

- Total number of plots: 26
- Capacity: 2 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 10 (Names of potential plot holders given to Warden)

### **THE DROVE**

- Total number of plots: 133
- Capacity: 4 Vacant
- Unsuitable Plots: 0
- Waiting List for new tenants: 3 (Names of potential tenants given to Warden)

### **VIGO ROAD**

- Total number of plots: 106
- Capacity: 5 Vacant
- Unsuitable Plots: 4. Reason 2 are used as carparking spaces and are covered in concrete – very small areas which would not work to grow on. 1 has contaminated ground and the produce would not be fit for human consumption. 1 is hopefully going to be reinstated in the winter once the weeds have died and the soil has rejuvenated.
- Waiting list for new tenants: 26 (Names of potential tenants given to Warden)

### **PICKET TWENTY – NOT OPEN YET**

- Waiting list: 33

### **SAXON HEIGHTS – NOT OPEN YET**

- Waiting list: 47

### **EXISTING TENANTS ON THE WAITING LIST FOR A SECOND PLOT**

- 1 – Barlows Lane
- 1 – Churchill Way
- 2 – Mylen Road
- 4 – Old Winton Road
- 3 – The Drove

### **NEW TENANCY AGREEMENTS UPDATE**

- 29 – paperwork completed for new tenants across all sites since 27<sup>th</sup> September 2022

### **GENERAL UPDATES**

- Total of 8 eviction notices sent out
  - 2 – Admirals Way
  - 2 – Barlows Lane
  - 1 – Churchill Way



1 – Old Winton Road

1 – Ox Drove

1 – Vigo Road

- All waiting lists are up to date as date of writing report 23<sup>rd</sup> January 2023.

**Please note** - Whilst we have an active waiting list, we are not allowing any new tenants second plots in accordance with our procedures and guidance from the Town Clerk.

**Recommendations:**

- **To note report.**

Note: The persons to contact about this report are Fern Long and Jo Whiteman (Allotment Officers)  
Andover Town Council, Floor 4 Office 108, IncuHive, Chantry House, Andover, Hampshire, SP10 1LS

Tel: 01264 3355

Email: [allotmentofficer1@andovertc.co.uk](mailto:allotmentofficer1@andovertc.co.uk) [allotmentofficer2@andovertc.co.uk](mailto:allotmentofficer2@andovertc.co.uk)

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

# Appendix F: Town Clerk Report

# F

## Purpose of the Report

- To inform the Allotment Committee of work being undertaken by the Town Clerk and Officers which is not covered elsewhere on the agenda.

## Background

- Councillors have advised that a review is needed of all internal processes relating to administration of the allotments.
- Officers find current processes longwinded and unclear. Data is stored in different systems.

## Currently Under Review / Development / Progress:

Already completed:

- **Link between EDGE Allotment Invoicing system and EDGE Finance System.**
- **Elimination of invoice double entry requirement = Time & Error reductions.**
- **Faster access to Plot Holder information in Allotment System.**

Expected to be completed by end of February.

- **Tidy up of Contact details for Plot Holders and Wardens.**
- **Additions to enable email correspondence to Plot Holders.**
- **Review of Plot Holders requiring posted hard copy correspondence. (no email)**
- **Incorporation of electronic headed paper into standardised correspondence.**
- **Templated letters for standard processes. (New Tenant, Non-cultivation, Eviction etc.)**
- **Fact-finding meeting with Allotment Wardens & Councillors. (15 Feb, 7pm, TBC)**

Expected to be completed by end of March

- **Review of Cllr Long's Report on Allotments.**
- **Review of Cllr Gregori's Maintenance Strategy.**
- **Review of Job Maintenance Tracking facility in EDGE. (inc. debt chasing.)**
- **Review of reports from EDGE for use by Officers, Wardens and Committee.**
- **Presentation of EDGE capability to Wardens and Councillors.**
- **Officer Training in EDGE additional uses and tasks.**

**Councillors and Wardens are encouraged to email the Clerk with ideas of what information they would like to be provided with on a regular basis. All other ideas and requests can be discussed at the Fact-finding meeting.**

Note: The person to contact about this report is Gail Foster (Town Clerk), Andover Town Council, Office 108, Incuhive Andover, Chantry House, Chantry Way Andover SP10 1LS

Tel: 01264 335592

Email: [townclerk@andovertc.co.uk](mailto:townclerk@andovertc.co.uk)

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

# Appendix G: Allotment Officers Report

# G

## **Please note the following updates:**

- Allocation of new allotment plots – 29 new tenancy agreements have been completed since 27<sup>th</sup> September 2022.
- Renewal payments completed and rental receipts emailed.
- 8 eviction notices sent due to non-payment.
- Plot inspections – The Wardens have assisted Officers by carrying out plot inspections.
- Tidy reminder emails sent to various tenants.
- Welcomed two new wardens for Churchill Way and Vigo Road.
- Mylen Road fencing work has now been completed.
- 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 contacted on a regular basis and kept up to date with important issues.

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

Note: The persons to contact about this report are Fern Long and Jo Whiteman (Allotment Officers)

Andover Town Council, Floor 4 Office 108, IncuHive, Chantry House, Andover, Hampshire, SP10 1LS

Tel: 01264 335592

Email: [allotmentofficer1@andovertc.co.uk](mailto:allotmentofficer1@andovertc.co.uk) [allotmentofficer2@andovertc.co.uk](mailto:allotmentofficer2@andovertc.co.uk)

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

# Appendix H: Committee Work Programme

# H

Month of Meeting	ITEM	Requested by	Purpose of Item
	<b>Gate at Churchill Way - gate to be moved and cost from earmarked reserves – awaiting quotes, contractors have visited site.</b>		<b>DONE</b>
	<b>Quotes for fencing at Churchill and Admirals - awaiting quotes, contractors have visited sites.</b>		<b>ON-GOING</b>
	<b>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.</b>		<b>ON-GOING -VERBAL IN MEETING</b>
	<b>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.</b>		<b>ON-GOING -VERBAL IN MEETING</b>
	<b>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.</b>		<b>ON-GOING -VERBAL IN MEETING</b>
	<b>Job no: 2262 - Churchill Way clearance and removal.</b>		<b>ON-GOING -VERBAL IN MEETING</b>
	<b>Job no: 2252 - Vigo Road Conifer Tree Works</b>		<b>ON-GOING -VERBAL IN MEETING</b>
	<b>Rules and Regulations Review</b>		<b>AGENDA ITEM 8</b>
	Local Plan – Allotment Site Provision		
	<b>Policy and Procedure for reclaiming costs</b>		<b>SMALL CLAIMS PROCEDURE TO BE WRITTEN</b>
	<b>Removal of Toilets</b>		<b>REPORT SEND TO FULL COUNCIL FOR DECISION IN FEB.</b>
	<b>Security at The Drove Allotment Site</b>		<b>QUOTES FOR FENCING TO BE</b>

			<b>OBTAINED AND REPORTED TO NEXT MEETING.</b>