



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

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

You are hereby summoned to attend a meeting of the **ALLOTMENTS Committee** to be held at **ANDOVER TOWN COUNCIL OFFICES, 68B HIGH STREET, ANDOVER** on **Thursday, 4 October 2018 at 7.00 pm** when it is proposed to transact the following business:-

Wendy Coulter - Town Clerk
28 September 2018

7.00pm SURGERY TIME FOR ALLOTMENT HOLDERS

1	Apologies To receive and accept apologies for absence.
2	Declarations of Interest To receive Declarations of Interest relating to items on the agenda as per the Town Council's Code of Conduct.
3	Minutes To approve the Minutes of the Allotment Committee Meeting held on 5 July 2018 – attached at Appendix A.
4	Picket Piece Allotments (Ox Drove) To receive an update report on questions asked at Allotment Committee on 5 July 2018 attached at Appendix B
5	Budgets To make recommendations to Policy and Resources Committee for the 2019/2020 Budget – Draft Budget attached at Appendix C.
6	Bonfires To receive and note an update report on Andover Town Councils decision to ban of Bonfires during the hot period of weather due to safety concerns – attached at Appendix D
7	Site Security To receive and note a report of trespassing at various allotment sites – attached at Appendix E.
8	Invoicing To receive and note a report on how the invoicing and payments have been progressing – attached at Appendix F.
9	Vigo Road Allotment

	To review the quotes for the potential siting of new gates on Vigo Allotment site and approve a quote – attached at Appendix G (quotes to follow under separate cover)
10	Allotment Officer's Report To receive an update from the Allotment Officers – attached at Appendix H.
11	Exclusion of the Press and Public To PASS a Resolution to exclude the Members of the Press and Public from the Meeting at Agenda Items 12 and 13 due to consideration of Confidential matters under relating to individuals.
	CONFIDENTIAL ITEMS
12	Appeal To consider an appeal – under separate cover for members only.
13	Trespasser at Old Winton Road Allotment Site To receive a report on a trespasser on the Old Winton Road Allotment site – under separate cover for members only.

The Chairman will close the meeting.



ANDOVER TOWN COUNCIL

A

Notes of Allotment Committee Surgery

Time and date

7.00pm on Thursday, 5 July 2018

Place

Andover Town Council Offices, 68b High Street, Andover

Attendees:

Town Council Representatives

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

Officers Present:

Tor Warburton (Deputy Clerk) (training)

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

Fern Long (Allotment Officer)

Other Town Councillors Present:

0

Borough Councillors:

0

Allotment Wardens Present:

2

Allotment Holders Present:

0

Members of the Public Present:

2

Allotment Holders Surgery

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

The Deputy Clerk

Asked if anyone had any suggestions, questions or concerns.

An Allotment holder at Vigo Road Allotments expressed concern that the gate into the allotment site is situated too close to the main road, resulting in cars protruding on to the main road whilst opening and closing the gate. The Allotment Officer gave an update and advised that quotations to move the gate further back from the main road, are being received and completion of the work is expected to be late 2018.

The Warden of Admirals Way Allotments raised a concern regarding a tenant who has repeatedly left the allotment gate open. Cllr L Gates stated that was a breach of Tenancy and suggested a reminder letter be written to the tenant.

A request was made that the agenda and attaching documents be given page numbers effective from the next Allotment meeting.

Martin Benton (Pest Controller) gave a presentation on the current legislation governing Vermin Control. Allotment holders must not use their own choice of poison, as rats in this area are immune to commercially bought poisons. Allotment holders should, report sightings to the Allotment Officers who will contact the Pest Controller to attend the affected site. The Pest Controller is authorised to use Rodenticide which is governed by the Campaign for Responsible Rodenticide Use (CRRU) and maintains a thorough audit of when and where the poison has been used. The Pest Controller leaves a small white marker on the plot to indicate a box containing the Rodenticide has been left on that plot. It can only be used effectively in an area where the rats are known to actually be living, which is generally within 30 yards from where they are seen. It's hard to prove rats are on the allotments for any period of time, as they tend to visit the sites and leave. They are also known to be affected by Neophobia, a fear of new things, so once the box has been placed, it needs to be permanently left there. Traps can be used as long as they are kept inside an approved rat box and not left out in the open.

Allotment holders can help by not putting kitchen waste into their compost heaps and ensuring that any compost heap is fully lined with ½ inch weld mesh to prevent the rats getting in. Birdfeeders are not advisable on allotments as rat's holes are commonly found underneath them.

A concern was raised over the fence lines of the allotments, which tend to be overgrown. It was asked if this should be better maintained to minimise rat infestation.

The Pest Controller confirmed that the fences, especially with sheds against them, are known to encourage dumping of rubbish which becomes a haven for rats. A clear fence line and keeping the plots tidy prevents this. He also recommended visiting the CRRU website for further guidance.

Surgery Closed 7.34pm



Minutes of Allotments Committee

Time and date

7.35pm on Thursday, 5 July 2018

Place

Andover Town Council Offices, 68b High Street, Andover

Attendees:

Cllr K Hughes – Chairman (P) (7.12pm)	Cllr R Kidd – Vice Chair (from item 2) (P)	Cllr L Gates (P)
Cllr B Long (P)	Cllr L Gregori – (P)	Cllr A Cotter (P)

Officers Present:

Tor Warburton (Deputy Clerk) (training)

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

Fern Long (Allotment Officer)

Allotment Wardens Present:

2

Members of the Public Present:

2

AC 01/18	Chairman of Committee
	It was proposed by Cllr B Long and seconded by Cllr R Kidd that Cllr K Hughes be elected Chairman for the Municipal Year 2018/2019. No further nominations were received. RESOLVED: That Councillor K Hughes be elected as Chairman of the Allotments Committee for the Municipal Year 2018/2019.
AC 02/18	Vice Chairman of Committee
	It was proposed by Cllr R Kidd and seconded by Cllr K Hughes that Cllr R Kidd be elected Vice Chairman for the Municipal Year 2018/2019. It was proposed by Cllr B Long and seconded by Cllr L Gregori that Cllr A Cotter be elected as Vice Chairman for the Municipal Year 2018/2019. Each nominee received three votes each. Chairman Cllr K Hughes cast the deciding vote. RESOLVED: That Councillor R Kidd be elected as Vice Chairman of the Allotments Committee for the Municipal Year 2018/2019.
AC 03/18	Apologies
	There were no apologies for absence.
AC 04/18	Declarations of Interest
	Cllr L Gates, as an Allotment Holder, declared an interest in Items 8 and 11 of the agenda.
AC 05/18	Minutes

	<p>It was proposed by Cllr B Long and seconded by Cllr R Kidd that the Minutes of the Allotment Committee meeting held on 5 April 2018 were accepted and signed, by the Chairman, as a correct record. A vote was taken which was unanimous.</p> <p>RESOLVED: That the minutes of the Allotment Committee meeting held on the 5 April 2018 were accepted and signed, by the Chairman, as a correct record.</p>
AC 06/18	Picket Piece Allotments (Ox Drove)
	<p>The plans and amendments to the specifications were reviewed. A discussion was had and the following points were raised:</p> <ul style="list-style-type: none"> • Confirmation was required as to where the Andover Town Council boundary line was. • Clarification was required regarding the apparent hedge overlap in the corner of the Allotment Site. • Clarification of the ownership of the hedgerow opposite the site entrance. • Clarification of the gradient of the wheelbarrow access ramp. • Clarification of the gradient between the plots. • Clarification of the surfaces on the carpark, the path leading to the stairs and the path dissecting the plot. • A request to be made to ask the developers if the compost bins could be lined with ½ inch weld mesh. <p>The Deputy Clerk was delegated to ask these questions of the developer and report back to the Committee.</p> <p>The Warden of the Admirals Way Allotment site left at 7.55pm</p>
AC 07/18	Mylen Allotment Site – water leak
	<p>The report which was received and noted (attached to record minutes). A discussion on the report was had and the following points were raised:</p> <ul style="list-style-type: none"> • Members asked if water leaks were covered by Andover Town Council’s insurance. • Members asked that as the pipes ran through resident’s properties were the repairs covered by Andover Town Council’s Public Liability Insurance. <p>It was proposed by Cllr L Gregori and seconded by Cllr K Hughes that the Allotment Officers be delegated to obtain three quotes for the repair of the old pipes at Mylen Road Allotment site and to investigate whether Andover Town Council’s insurance will cover the cost. Allotment Officers to report back to the Committee.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: that the Allotment Officers be delegated to obtain three quotes for the repair of the old pipes at Mylen Road Allotment site and to investigate whether Andover Town Council’s insurance will cover the cost. Allotment Officers to report back to the Committee.</p>
AC 08/18	Allotment Budget and Maintenance Schedule
	<p>Members noted the report (attached to record minutes).</p> <p>Members discussed the report and the following points were made:</p> <ul style="list-style-type: none"> • Could grass cutting be reduced to 3 times a year. • Are the plot covers being reused? • Whether the recommendations were necessary, could an extraordinary meeting be called if urgent matters arise?

	<p>The Deputy Clerk confirmed that the 4 grass cuttings are part of an already agreed maintenance schedule as part of the budget agreed last year. The Allotment Officer confirmed that the plot coverings were being reused where possible.</p> <p>It was proposed by Cllr K Hughes and seconded by Cllr R Kidd that the recommendations of the report be accepted:</p> <ul style="list-style-type: none"> • To note the maintenance schedule for the Allotment Service 2018/2019. • To note that currently the Town Clerk has delegated authority to spend up to £400. • To delegate to Officers authority to carry out necessary works, not included in the maintenance schedule provided the costs are within the agreed Budget and agreed processes are followed. <p>A vote was taken, 3 for and 1 against with 2 abstentions.</p> <p>RESOLVED: that the recommendations of the report be accepted:</p> <ul style="list-style-type: none"> • To note the maintenance schedule for the Allotment Service 2018/2019. • To note that currently the Town Clerk has delegated authority to spend up to £400. • To delegate to Officers authority to carry out necessary works, not included in the maintenance schedule provided the costs are within the agreed Budget and agreed processes are followed. <p>Cllr K Hughes left the meeting at 8.16pm Cllr R Kidd continued to chair the meeting at 8.16pm</p>
AC 09/18	Risk Assessment
	<p>Members of the committee received and noted the Risk Assessment (attached to record minutes).</p> <p>A discussion was had and the following points were raised:</p> <ul style="list-style-type: none"> • Comments were made that the report was difficult to read although this may be down to the software being used. • Concerns were raised regarding item 49, the loss/damage to water supply and it was suggested that regular checks need to be made on the water metres as this would give a good indication on if there were a leak. • Comments were made that reports from Martin Benton (Pest Controller) need to be added to the Allotment Committee Meeting reports to educate all allotment holders and to recognise the work that Martin does for Andover Town Council. It was also felt that Health & Safety sheets on the use of Rodenticide should be circulated. <p>Cllr L Gregori asked that his thanks to the Deputy Clerk for collating the requested information regarding the allotments be minuted.</p> <p>A discussion was had regarding advertising available allotment plots. It was noted that allotment plot uptake is very good.</p> <p>It was proposed by Cllr R Kidd and seconded by Cllr L Gregori that the members receive, review and agree the Risk Assessment with the agreed amendments.</p> <p>A vote was taken, which was unanimous.</p> <p>RESOLVED: that the members receive, review and agree the Risk Assessment with the agreed amendments.</p>
AC 10/18	Scarecrows
	<p>Members noted the report on the Scarecrow competition 2018.</p> <p>Cllr L Gregori left the room at 8.37pm Cllr L Gregori returned to the room at 8.38pm</p>

AC 11/18	Grounds Maintenance
	<p>Members noted the quote received.</p> <p>Members asked:</p> <ul style="list-style-type: none"> • Had three quotes had been sought and received? • How was the membrane that was not being used, being stored? • The membrane that is not being used, where is this to be stored. Would there be a handling fee for the storage? <p>The Allotment Officer to clarify and bring back to the next Allotment Committee meeting.</p> <p>It was unanimously agreed that the Allotment Officers get three quotes for the membrane and bring them to the next Allotment Committee meeting.</p>
AC 12/18	Allotment Officer's Report
	<p>Members received a written report from the Allotment Officer on all activities on the allotments. The Allotment Officer read the report (attached to record minutes). Members requested that this should be sent out with the Planning Committee Agenda in future.</p> <p>Cllr L Gates proposed a vote of Thanks to Allotment Officers Kelly Matthews and Fern Long, Deputy Clerk Victoria (Tor) Warburton and Committee & GDPR Officer Michelle Young (First Aider) for all their hard work and efforts for the Gardening Fair. Thanks also went to Doreen and Linda on marshalling people and Mrs Gates, Cllr L Gregori, Cllr R Kidd, Cllr L Gates and Cllr C Bartholomew for their input with the organisation of the day. Cllr L Gates also informed the Committee that the Gardening Fair was a complete success and The Town Centre Partnership will do it again next year.</p> <p>Cllr B Long seconded Cllr L Gates' comments and expressed her thanks also.</p>
AC 13/18	Exclusion of the Press and Public
	<p>The Chairman allowed comments at this point.</p> <p>A member of the public expressed their satisfaction that trespassing on The Drove had been resolved. The Warden at the Drove, wished to comment that the bonfires on The Drove Allotment Site were The Drove Allotment Society burning off rubbish and that steps were being taken to stop this happening in future.</p> <p>It was proposed by Cllr B Long and seconded by Cllr L Gates that the Members of the Press and Public be excluded from the Meeting at Agenda Item 14 due to consideration of Confidential matters under GDPR regulations.</p> <p>A vote was taken which was unanimous.</p> <p>RESOLVED: that the Members of the Press and Public be excluded from the Meeting at Agenda Item 14 due to consideration of Confidential matters under GDPR regulations.</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.
- To review the answers to the questions asked of the developers by Committee.
- To review the latest engineering drawings of the allotment site.
- To approve the final layout and specification of the allotment site.

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.

Questions raised:

The following questions were raised by the Allotment Committee at the meeting in July 2018, with the answers from the developers:

1 Could we please confirm that the hedges are clear of the Allotment boundary fences - in one place it looks like they are overlapping and we do need them at least 1 metre clear of the boundary fence line?

I will ask our engineer to set out the boundary fencing to ensure they are clear of the surrounding hedgerows. The allotment cannot really be reduced in size without plot become less than 126sqm each. Would this be a problem?

2 Please could you find out if the hedge opposite the entrance to the Allotment Site belongs to the developers (presumably David Wilson?). This is so we can consider putting a mirror up to help with visibility when exiting the site?

This hedgerow has been transferred to West Berkshire Council as part of the POS transfer.

3 Please can you confirm that where the black line representing the boundary fence is not visible on the plans that it runs along the red boundary line (top and left-hand side with back to road)?

That's correct and boundary fencing has been labelled on plan with BMF (Boundary Mesh Fencing)

4 In order to prevent pests would it be possible to have a 1/2-inch weld mesh section under each compost bin that you are providing?

This is something I cannot provide as it was not discussed at the original meeting. Is this something you can provide if we provide the compost bin?

5 Please can you confirm what the gradient will be on the wheel barrow access and the grass paths between the allotment plots?

I will request this from our engineer as the designs progress.

6 Please can you confirm the surfaces for the carpark, the middle path running across the site, the path leading to the stairs from the gate and the wheel barrow access ramp?

I will request this from our engineer as the designs progress.

Attached at **Annex 1** you will find the new draft engineer drawings provided by the engineers stating the gradients.

Recommendation

- The Committee review the developer's answers to their questions.
- The Committee approve the new draft drawings.
- The Committee delegate to Officers to take next steps to take ownership of new allotments at Ox Drove if new draft drawings are approved.

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

Tel: 01264 335592

Email: deputyclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Date of Report: Friday 14 September 2018



Melrose Farm

GENERAL NOTES

1. The location, size, depth and identification of existing services that may be shown or referred to on this drawing have been assessed from non intrusive observations, record drawings or the file. The contractor shall safely carry out intrusive investigations, trial holes or soundings prior to commencing work to satisfy himself that it is safe to proceed and that the assessments are accurate. Any discrepancies shall be notified to gta prior to works commencing.
2. Tender or billing drawings shall not be used for construction or the ordering of materials.
3. Do not scale. All dimensions and levels to be site confirmed.
4. This drawing shall be read in conjunction with all relevant architects, consultants drawings and specifications, together with H&S plan requirements
5. Copyright : This drawing must not be copied, amended nor reproduced without the prior written agreement of gta.
6. All drawings specifications and recommendations made by gta are subject to Local Authority and other relevant Statutory Authorities approval. Any works or services made abortive due to the client proceeding prior to these approvals is considered wholly at the Clients risk. gta hold no responsibility for resulting abortive works or costs.

Andover

Rev	Amendments	Date	Dsn	Chk	
Status PRELIMINARY					
Client BARRATT SOUTHERN COUNTIES					
Architect CHBC					
Project PICKET PIECE, ANDOVER ALLOTMENT SITE					
Title LEVELS LAYOUT					
Date	SEPTEMBER 2018	Scale @ A1	1:200		
Clients Ref.	Project Ref. 4629				
 Gloucester House, 66a Church Walk, Burgess Hill, West Sussex, RH15 9AS Tel.01444 871444 Web: www.gtacivils.co.uk					
Drawing Number	4629/800			Rev.	



ANDOVER TOWN COUNCIL

C

ALLOTMENT BUDGET 2019/2020

Summary

- Explanation of the Draft Budget 2019/2020
- To seek a recommendation from the Allotment Committee for the Budget for 2019/2020 to recommend to the Policy and Resources Committee.

Background

Each year the Town Council must approve a Budget for the forthcoming year. Each Committee is requested to review its Budget to make recommendations to the Policy and Resources Committee who will make a final recommendation to full Council for the final Budget in order to set the Precept.

Draft Budget 2019/2020

Attached at Annex 1 is a Draft Budget for 2019/2020. It has been set at the same levels as the previous year. The Allotment Officers are working with the contractors to reduce the cost of the maintenance to the allotment sites, therefore it is suggested that the Budget does not need to increase for 2019/2020. Members will note that the income has decreased from that predicted in 2018/2019. There is approximately a 20% rate of unoccupied plots across the allotment sites. This can vary from year to year. The income expected has not been received. Therefore the Income Budget for 2019/2020 has been reduced to reflect this. Members will note that the Picket Piece site has been included. It is anticipated that this will be handed to the Town Council within the next six months. Members should further note that Earmarked Reserves have been set aside for large capital investment on the allotment sites, therefore the Budget is for an operational, day to day budget only. It will include, strimming and covering plots, plot clearance, grass cutting, weed control, maintenance of fencing and locks and costs involved with turning the water on and off and repairs to taps.

Legal and Policy Implications

The Town Council must set and agree a Budget each year prior to setting its Precept Local Government Finance Act 1992 s.41.

Financial Implications

The financial implications are set out at **Annex 1**.

Recommendation

The Committee agree a Budget to recommend to the Policy and Resources Committee for inclusion in the Council's Budget 2019/2020.

Note: The person to contact about this report is Wendy Coulter (Town Clerk, RFO, DPO) , Andover Town Council, 68B High Street, Andover, Hampshire. SP10 1N

Tel: 01264 335592

Email: townclerk@andovertc.co.uk

Website: www.andover-tc.gov.uk

Date of Report: Friday 14 September 2018

DRAFT ALLOTMENT BUDGET 2019/2020

EXPENDITURE

	Previous Year's Net	BUDGET 2018/2019	Actual Net 2018/2019	Balance	PROPOSED BUDGET 2019/2020
4500 Allotment Service					
4500/1/1 Admirals Way					
4500/1/1/1 Services	£823.62	£1,000.00	£209.88	£790.12	£1,000.00
4500/1/1/2 Grounds Maintenance	£746.00	£1,500.00	£6.60	£1,493.40	£1,500.00
4500/1/1/3 Water Charges	£223.94	£300.00	£76.98	£223.02	£300.00
4500/1/1/4 Repairs & Renewals	£70.00	£150.00	£0.00	£150.00	£300.00
4500/1/1/5 Equipment	£0.00	£150.00	£0.00	£150.00	£450.00
4500/1/1/6 Sundries	£0.00	£50.00	£0.00	£50.00	£70.00
45001/1/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/1/8 Pest Control	£571.40	£690.00	£114.28	£575.72	£700.00
4500/1/1 TOTAL	£2,434.96	£3,840.00	£407.74	£3,432.26	£4,320.00
4500/1/2 Barlows Lane					
4500/1/2/1 Services	£823.62	£1,000.00	£209.88	£790.12	£1,000.00
4500/1/2/2 Grounds Maintenance	£1,850.00	£2,500.00	£80.00	£2,420.00	£2,500.00
4500/1/2/3 Water Charges	£816.69	£700.00	£290.63	£409.37	£700.00
4500/1/2/4 Repairs & Renewals	£467.89	£150.00	£0.00	£150.00	£500.00
4500/1/2/5 Equipment	£0.00	£150.00	£80.00	£70.00	£300.00
4500/1/2/6 Sundries	£0.00	£50.00	£0.00	£50.00	£70.00
4500/1/2/7 Returned Deposits	£100.00	£0.00	£0.00	£0.00	£0.00
4500/1/2/8 Pest Control	£571.40	£690.00	£114.28	£575.72	£700.00
4500/1/2 TOTAL	£4,629.60	£5,240.00	£774.79	£4,465.21	£5,770.00

	Previous Year's Net	BUDGET 2018/2019	Actual Net 2018/2019	Balance	PROPOSED BUDGET 2019/2020
4500/1/6 The Drove					
4500/1/6/1 Services	£823.62	£1,000.00	£209.88	£790.12	£1,000.00
4500/1/6/2 Grounds Maintenance	£1,755.00	£2,700.00	£94.58	£2,605.42	£2,700.00
4500/1/6/3 Water Charges	£3,476.15	£2,500.00	£957.67	£1,542.33	£2,500.00
4500/1/6/4 Repairs & Renewals	£68.00	£150.00	£0.00	£150.00	£300.00
4500/1/6/5 Equipment	£80.00	£150.00	£80.00	£70.00	£300.00
4500/1/6/6 Sundries	£0.00	£50.00	£0.00	£50.00	£70.00
4500/1/6/7 Returned Deposits	£50.00	£0.00	£0.00	£0.00	£0.00
4500/1/6/8 Pest Control	£571.40	£690.00	£114.28	£575.72	£700.00
4500/1/6 TOTAL	£6,824.17	£7,240.00	£1,456.41	£5,783.59	£7,570.00
4500/1/7 Vigo Road					
4500/1/7/1 Services	£823.62	£1,000.00	£209.88	£790.12	£1,000.00
4500/1/7/2 Grounds Maintenance	£1,640.00	£2,500.00	£676.30	£1,823.70	£3,000.00
4500/1/7/3 Water Charges	£565.53	£1,200.00	£214.00	£986.00	£1,200.00
4500/1/7/4 Repairs & Renewals	£18.00	£150.00	£0.00	£150.00	£300.00
4500/1/7/5 Equipment	£0.00	£150.00	£80.00	£70.00	£300.00
4500/1/7/6 Sundries	£0.00	£50.00	£0.00	£50.00	£70.00
4500/1/7/7 Returned Deposits	£0.00	£0.00	£0.00	£0.00	£0.00
4500/1/7/8 Pest Control	£571.60	£690.00	£114.32	£575.68	£700.00
4500/1/7 TOTAL	£3,618.75	£5,740.00	£1,294.50	£4,445.50	£6,570.00
4500/1 TOTAL	£29,357.02	£38,130.00	£6,604.58	£31,525.42	£45,640.00
TOTAL ALLOTMENTS EXPENDITURE	£29,357.02	£38,130.00	£6,604.58	£31,525.42	£45,640.00

INCOME

	Previous Year's Net	BUDGET 2018/2019	Actual Net 2018/2019	Balance	PROPOSED BUDGET 2019/2020
3050 Allotment Rents					
3050/1 Admirals Way	£735.97	£800.00	£17.30	-£782.70	£800.00
3050/2 Barlows Lane	£3,342.76	£5,500.00	£0.00	-£5,500.00	£4,500.00
3050/3 Churchill Way	£1,983.18	£2,000.00	£0.00	-£2,000.00	£2,000.00
3050/4 Mylen Road	£1,289.80	£1,300.00	£80.14	-£1,219.86	£1,300.00
3050/5 Old Winton Road	£3,393.76	£3,600.00	£0.00	-£3,600.00	£3,500.00
3050/6 The Drove	£5,783.66	£7,000.00	£0.00	-£7,000.00	£6,000.00
3050/7 Vigo Road	£3,624.65	£4,500.00	£0.00	-£4,500.00	£4,000.00
3050/8 Picket Piece	£0.00	£960.00	£0.00	-£960.00	£960.00
3050 TOTAL	£20,153.78	£25,660.00	£97.44	-£25,562.56	£23,060.00
TOTAL ALLOTMENTS	£20,153.78	£25,660.00	£97.44	£25,562.56	£23,060.00
BALANCE - EXPENDITURE LESS INCOME	-£9,203.24	-£12,470.00	-£6,507.14	-£5,962.86	-£22,580.00



ANDOVER TOWN COUNCIL

D

BANNING OF BONFIRES DURING THE SUMMER 2018

Purpose of the Report

- To inform the Allotment Committee of the decision to ban all bonfires during the Summer months of 2018 and the reasons behind the decision.
- To approve the re-instatement of bonfires in the next two weeks.

Background

- A number of complaints were received from local residents and fellow allotment holders during the summer months about allotment holders having bonfires (some not using the required incinerator bins) at various sites backing onto residents' houses and back gardens including Vigo Road, The Drove and Admirals Way. The Allotment Officers discussed with The Town Clerk the seriousness of the situation i.e. the risks of fire spreading very quickly and easily from a small spark as the grass and soil were so dry from lack of rain. Therefore, safety guidelines were sent to all sites and allotment holders asking them to refrain from having any bonfires until further notice. Allotment holders were also made aware of the Rules and Regulations, they would be personally responsible for any damage they might cause from having a bonfire which could set fire to people's properties or gardens and destruction of Public Highways. Holders were also reminded of the continuous burning/smoking fires on Salisbury Plain and the impact this was having on local residents and also the potential health implications.

Current Situation

- There have recently been reports of Bonfires occurring at Admirals way site and as yet Allotment holders have not been informed that Bonfires can happen again. Therefore, as the grass and ground are slowly starting to recover over the next few weeks it is recommended that an update be sent to advise holders that small bonfires, within incinerators, of diseased plants only may happen again and remind people of their responsibility and to use common sense.

Recommendation

- Allotment Officers to send out an update to allotment holders to confirm Bonfires can go ahead as stated above.

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

E

SITE SECURITY AND TRESPASSERS ON VARIOUS SITES SUMMER 2018

<p>Purpose of the Report</p> <ul style="list-style-type: none"> To report on instances of trespass How concerns were actioned and processed these concerns Suggested preventative measures to reduce the chance of these incidents happening again.
<p>Background</p> <ul style="list-style-type: none"> A number of reports were received during the summer months from sites including Barlow’s Lane, Churchill Way and the Drove of fences and sheds being broken into and items stolen, including tools, fencing, hosepipes and rotavators. The locks were not broken, access was gained via fences and hedges. Allotment holders were upset and frustrated that their possessions, that had been locked away, had been stolen. The Allotment officers dealt with each individual report asked the allotment holders to, report in the first instance, to the Police to obtain a Crime Reference number and then provide it for record. The Police advised the more the crimes were reported the more can be done going forward. Allotment Officers also emailed and wrote to all allotment holders asking them to be vigilant and ensure they took their valuables home. Warning signs were also placed on all gates, asking holders to ensure the gates were locked at all times whether in site or leaving site and to ensure the code was scrambled. The Drove Association asked whether the Town Council would put up CCTV warning signs and Wildlife Camera’s to prevent further crimes happening.
<p>Current situation</p> <ul style="list-style-type: none"> The incidents appear to happen in phases and there have not been any further incidents in the past month. Site Security may need improvement and members may wish to consider these implications and costs..
<p>Suggestions for Improvement</p> <ul style="list-style-type: none"> The Allotment Officers to regularly remind holders to keep the gates locked at all times and ensure permanent notices are put on the gates. Members are asked to suggest any ideas on how to address these incidents further and how they could be prevented in the future. The Allotment Committee to consider the use of CCTV and CCTV signs as a preventive measure. If the above is considered, administration and costs would need consideration.

Note: The people to contact about this report and Fern Long and Kelly Matthews (Allotment Officers), Andover Town Council, 66B High Street, Andover, Hampshire. SP10 1NG
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ANDOVER TOWN COUNCIL

F

INVOICING SEPTEMBER 2018 TO AUGUST 2019

Purpose of the Report
<ul style="list-style-type: none"> To update the Committee on invoicing for September 2018 to August 2019.
Background
<ul style="list-style-type: none"> Prior to the invoicing payment period, a new Card Machine has been installed which means we can take payments via, debit and credit cards, cash, cheque and record BACS. Our Allotment holders have been very positive. The new machine has also assisted us in the office with dealing with payments. The new Allotment Officers are dealing with the processing of invoices for the first time and this has gone extremely well after training received from the previous Allotment Officer and the Town Clerk
Current Situation
<ul style="list-style-type: none"> The new invoicing period for September 2018 onwards is going extremely well and the Allotment Officers have quickly picked up the process for incoming payments either manually or via the new Card Machine which is very easy and quick to use whilst holders are paying for their allotments. The feedback received from everyone is very positive and they like using the machine This is a positive step moving forward to ensure the invoicing process is more streamline in the future and to help save time manually processing
Future Potential work
<ul style="list-style-type: none"> The Allotment Officers to continue to find ways to improve the payment process once they are fully trained in the area.
Recommendations/Future actions
<ul style="list-style-type: none"> To note the report.

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

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ANDOVER TOWN COUNCIL

G

INSTALLMENT OF NEW GATES VIGO ROAD

<p>Purpose of the Report</p> <ul style="list-style-type: none"> To report on the need to replace the gates at Vigo Road To suggest a solution and advise on costs.
<p>Background</p> <ul style="list-style-type: none"> The replacement of the gates at Vigo Road has been in discussion for sometime and the Allotment officers have been tasked with obtaining quotes for the necessary work to be carried out. For safety reasons the gates require re-location back in to the site. Currently when a car is parked while the allotment holder unlocks the gates, the car obstructs the pavement and 'hangs out' onto the highway. This often leads to the gates being left open. We also have had a number of reports from the allotment holders of trespassers using the site as a cut through.
<p>Current situation</p> <ul style="list-style-type: none"> Improving the gate access will help prevent people using this as a cut through and trespassing on the site, it will improve safety. The Allotment Officers have obtained 3 quotes for the gates to be re-installed further into the allotment site to prevent the allotment holders having to park their car in the road while getting out and un-locking the gates.
<p>Additional work to improve the appearance of the entrance to the site.</p> <ul style="list-style-type: none"> The Allotment Officers obtain a further 3 quotes for additional tarmacking required to enable the right of the main gates, the wasteland area, to potentially be turned into 1 or 2 parking spaces and prevent waste being dumped due to the gates being moved further into the allotments. The Allotment Committee to approve a quote for the relocation of the gates to be carried out in the winter months to cause the least disruption to the site and the allotment holders.
<p>Recommendations:</p> <p>To agree to instruct the Allotment Officers to obtain three quotes for the tarmacking on the waste ground to the right of the entrance gates.</p>

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

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ANDOVER TOWN COUNCIL

H

Allotment Officer Report October 2018

Sunflowers and Pumpkins

The competition for Sunflowers was judged on 22nd August 2018, this year there were 3 entries so everyone will receive a certificate. One lady had a toy man climbing up her dwarf sunflowers which made great pictures and looked very funny. We had reminded all holders in the July newsletters that they needed to register to be entered into the competition.

For the pumpkins, it was suggested for this to be held on the 17th October 2018. However, with the lovely hot weather we've had the pumpkins have grown quicker than normal and it was agreed that the judging would take place earlier.

Uncultivated Plots

The Allotment Officers have been working closely with allotment holders and the Wardens at the various sites where plots had become overgrown and not cultivated for some time. If for example someone had not wanted to give up their plot but could not currently attend it as they normally would, it was suggested they get the plot covered for the time being. Thereby preventing the plots from becoming a nuisance to their fellow allotment holders' plots. There has been a good success rate with this solution. The new contractor has also been very helpful and the Allotment Officers have worked with him to reduce some of the costs involved getting vacant plots cleared and covered. Further work on addressing vacant plots will resume once the invoicing period has been completed.