



# Allotments Committee Minutes

**Time and date**

6.30pm on Wednesday 17 April 2024

**Place**

Upper Guildhall, Andover

**Councillors Present:**

Arrival time noted if after meeting start

Cllr K Hughes (Chairman) ✓ 18:40pm	Cllr E Reynolds (Vice Chairman) ✓	Cllr J Hughes ✓
Cllr L Gregori ✗	Cllr R Hughes ✗	Cllr R Kidd ✓

**Site Wardens Present:**

Arrival time noted if after meeting start

Admirals Way - DB ✓	Old Winton Road - TS ✗	The Drove - MC ✗
Barlows Lane - MS ✗	Ox Drove - n/a ✗	The Drove - RW ✓
Churchill Way - KW ✗	Picket Twenty - n/a ✗	Vigo Road - NTH ✓
Mylen Road - n/a ✗	Saxon Heights - MP ✗	

**Officers Present:**

Gail Foster (Town Clerk), Jo Whiteman (Allotment Officer.)

**Members of the Public:**

4

**County/Borough Councillors:**

0

**Members of the Press:**

0

**PUBLIC SESSION**

**AC 250/04/24** **PUBLIC SESSION** *The discussion below is a short summary and is not recorded word for word.*

Q: Admirals Way - There are three trees on plot 13 which are dead, potentially from ash dieback. Could they be cut down?

A: The Arboricultural Report will be checked, and we will revert. **Action: Town Clerk.**

**AC 251/04/24** Q: Have the expense payment been made to the Wardens for year 2024-2025 yet?

A: No, but we will arrange this as soon as possible. **Action: Town Clerk.**

**AC 252/04/24** Q: The tenant on plots 2a and 2b at Vigo Road, is periodically leaving rubbish on the communal track. Despite polite verbal requests this has continued. Could they be contacted by the Council?

A: Yes, we will write to the tenant. **Action: Allotment Officer.**

**AC 253/04/24** Q: Could we have an update on the Barlows Lane water situation?

A: Southern water had been contacted about the leak on the water meter. The water remains switched off. An assessor had visited the site on the morning of the meeting. His report will be sent back and an engineer will be following up to carry out the repairs subject to the report details. Tenants will be kept informed by email. **Action: Allotment Officer.**

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**AC 254/04/24** Q. Just to report that the track at The Drove is a lot better since the delivery of the type 1 and the dry weather.

## **APOLOGIES**

**AC 255/04/24** Apologies had been received from Councillors R Hughes and L Gregori.

## **INTERESTS**

**AC 256/04/24** Non-pecuniary declarations of interest were received from:  
1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.  
No Pecuniary declarations were received.

## **MINUTES**

**AC 257/04/24** It was proposed by Councillor E Reynolds and seconded by Councillor R Kidd and **RESOLVED: FOR – 3, AGAINST – 0, ABSTENTIONS - 1**, that the Minutes of the Allotment Committee Meeting held on 7<sup>th</sup> February 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. **Action: Committee Officer.**

## **ALLOTMENT OFFICERS REPORT**

**AC 258/04/24** Councillors noted that unpaid water charges totaled £87.27 as at 10<sup>th</sup> April. Only 6 of 534 plots were vacant. These were being offered to the waiting list. The water had been switched on at all sites except Barlows Lane on 15<sup>th</sup> April.

**AC 259/04/24** There would be the usual competitions this season; Best Kept Plot, Scarecrow and weirdest veg. Dates are to be confirmed. **Action: Allotment Officer.**  
Councillors did not feel any other specific actions should be taken.

## **RENT REFUND EXCEPTION**

**AC 260/04/24** Councillors were advised that a widow had requested a refund of the allotment rent after her husband had passed away. The plot had been left in a good condition, and the rental payment had not long been received.  
The officers had felt that they had to refuse the request in order to comply with the current Rules and Regulations, but asked that Councillors consider if a specific amendment could be made to allow partial refunds in this case in future.

It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and **RESOLVED: Unanimously**, that the amendment to the Rules and Regulations would be recommended to Full Council as per the [report paper](#). **Action: Town Clerk**  
**AC 261/04/24** After approval by Full Council, the amended part of the Rules and Regulations would be emailed to all tenants and posted on allotment site noticeboards. **Action: Allotment Officer.**

## **BARLOWS LANE**

**AC 262/04/24** Councillors noted that some minor works were being undertaken at Barlows Lane. Another delivery of a ton of Type 1 will be placed around the entrance gate area to fill in some dips and flatten the space. A small group of tenants have offered to accept the delivery, and to carry out the spreading of the material. The Council are very grateful for the assistance of the tenants involved. Councillors would ask that other

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tenants are patient and understanding while this is carried out as vehicular access will be temporarily affected. Pedestrian access will be maintained.

**AC 263/04/24** The locksmith will be carrying out some work to amend the chain on the gates, and to add a handle to the outside of the slider to make it easier to move from outside the gates. A message to tenants will be sent when this has been done. **Action: Allotment Officer.**

**AC 264/04/24** The parking area will be tidied and lines painted to show how four cars can park.

### **SMALL CLAIMS COURT PROCESS**

**AC 265/04/24** Councillors had reviewed the quotes from the council's legal advisors for drawing up template letters and a process for chasing debtors through the small claims court. It was noted that there was currently only one tenant that had refused to pay, and the amount was not particularly significant.

Cllr L Gregori had approached the TVBC legal team to ask if their template letters and processes could be shared with the Town Council, and this had been agreed.

It was **RESOLVED: Unanimously**, that a meeting should be set up between the Town and Borough Councils to share information.

If any further assistance was required after the meeting, the issue would be brought back to the Committee for further review. **Action: Town Clerk.**

### **PICKET TWENTY SITE**

**AC 266/04/24** It was noted that a few site visits have been made by Council Officers and the South Coast Commercial Manager of Persimmon Homes. A handover inspection has been scheduled for 26th April 2024. This will be attended by the Town Clerk, Cllrs E Reynolds and K Hughes and the Persimmon Homes representative. Subject to the inspection being passed, the legal handover is being scheduled for 30th April 2024. **Action: Town Clerk.**

**AC 267/04/24** The allotment officer has a list of names ready to be contacted for plot offering. **Action: Allotment Officer.**

### **FENCES AND GATES**

**AC 268/04/24** Councillors discussed the state of the fences at Admirals Way, Churchill Way and Mylen Road allotment sites. It was agreed that it had now become very urgent to replace the fencing at Admirals Way and Churchill Way. It was proposed by Councillor K Hughes and seconded by Councillor J Hughes and **RESOLVED: Unanimously**, that the quotes from contractor no.2 would be recommended to full council for approval, for both Admirals Way and Churchill Way fencing and gate quotes. Mylen Road would be considered again next year, or earlier if funding streams allowed. **Action: Town Clerk.**

**AC 269/04/24** Questions regarding using Section 106 funds for the fencing project had still not been answered by the TVBC officer. Cllr L Gregori in his role as a Borough Councillor had contacted TVBC and asked that this be progressed. A meeting would be set up to understand the complexity of the issue. **Action: Town Clerk.**

### **WATER TROUGHS AT OX DROVE**

**AC 270/04/24** Councillors considered the safety risks of the stagnant and contaminated water in the water troughs at Ox Drive. It was proposed by Councillor E Reynolds and seconded

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by Councillor J Hughes and **RESOLVED: Unanimously**, that two actions would be progressed; Quotes would be sought for replacing both the water troughs with a double standpipe. **Action: Allotment Officer.**

**AC 271/04/24** A contractor would be asked to quote for cleaning the Ox Drove troughs in the short term. **Action: Allotment Officer.**

## **COUNCILLOR REPORTS**

**AC 272/04/24** No reports were given.

## **FUTURE ITEMS**

**AC 273/04/24** Cllr J Hughes asked if an opening ceremony / event could be organised for the Picket Twenty site. This would be arranged as soon as possible after the handover of the site had been completed. This would not delay the allocation of plots to new tenants who were keen to get started this year. Persimmon Homes would be asked to attend for a photo opportunity. **Action: Town Clerk.**

## **NEXT MEETING**

**AC 274/04/24** Members noted that the date of the next meeting would be discussed in **May** at the **Annual Full Council meeting.**

**AC 275/04/24** Cllr R Kidd thanked the members of the public for attending and showing an interest in the committee's decisions.  
The Site Wardens were thanked as always for their assistance throughout the year.

## **MEETING CLOSURE**

**AC 276/04/24** The Chairman of the Committee closed the meeting at **7:26 pm.**

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