



Time and date

6.33pm on Wednesday **17 July 2024**

Place

Upper Guildhall, Andover

Councillors Present:		Arrival time noted if after meeting start						
Cllr K Hughes (Chairman)	✓	18:33	Cllr E Reynolds (Vice Chairman)	✓		Cllr J Hughes	✓	18:36
Cllr L Gregori	✓	19:03	Cllr R Hughes	✓	18:57	Cllr R Kidd	✓	

Site Wardens Present:		Arrival time noted if after meeting start						
Admirals Way			Old Winton Road	✓		The Drove	✓	
Barlows Lane			Ox Drove			Vigo Road		
Churchill Way			Picket Twenty					
Mylen Road			Saxon Heights					

Officers Present:	Gail Foster (Town Clerk) , Jo Whiteman (Allotment Officer)
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Members of the Public:	4
Members of the Press:	0

PUBLIC SESSION	
AC 277/07/24	<p>PUBLIC SESSION <i>The discussion below is a short summary and is not recorded word for word.</i></p> <p>Q: A tenant from The Drove spoke with regards to the situation with the Pest Controller. Previously, she had explained to the Pest Controller that she had seen rats on her plot. He had spent 5 minutes checking the plot and had been reluctant to put down a trap. The tenant was advised that there was insufficient evidence to warrant the placement of a trap. It was suggested that money was being wasted and that anyone on allotment sites could do an online pest control course. A comment was made that TVBC charged £90 per visit. (Councillor K Hughes arrived at 6.33pm) (Councillor J Hughes arrived at 6.36pm)</p>
AC 278/07/24	<p>Q: A tenant on Barlows Lane spoke regarding agenda item 11, the placement of an 8ft x 12ft shed on redundant land, for communal use and a view to setting up an association.</p>

Signed as a true and accurate record of the meeting.

Mayor / Chairman: Date:

	It was felt that the setting up of an association was not favourable. A community group would be better and the shed would be somewhere to meet, discuss problems, store communal equipment, seeds and produce. (Councillor R Hughes arrived at 6.57pm)
ELECTION OF CHAIRMAN	
AC 279/07/24	(Councillor L Gregori arrived at 7.03pm) Councillor E Reynolds was nominated as Chairman of the Allotment Committee. There was no seconder. It was proposed by Councillor R Hughes and seconded by Councillor R Kidd and RESOLVED: FOR - 3, AGAINST - 1, ABSTENTIONS - 2 , that Councillor K Hughes be elected as Chairman of the Allotment Committee for the Municipal Year 2024/2025.
ELECTION OF VICE CHAIRMAN	
AC 280/07/24	Councillor R Kidd nominated himself as Vice Chairman of the Allotment Committee and Councillor R Hughes seconded. It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds that Councillor E Reynolds be elected as Vice Chairman of the Allotment Committee. A vote was taken as follows: <ul style="list-style-type: none"> • Councillor R Kidd received 2 votes • Councillor E Reynolds received 4 votes RESOLVED: That Councillor E Reynolds be elected as Vice Chairman of the Allotment Committee for the Municipal Year 2024/2025. Thanks were given to Councillor E Reynolds for all the work he had done as an acting Vice Chairman.
APOLOGIES	
AC 281/07/24	Apologies had been received from Councillors L Gregori and R Hughes in advance of the meeting, due to potentially being late.
INTERESTS	
AC 282/07/24	Non-pecuniary declarations were received from: <ol style="list-style-type: none"> 1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder.
MINUTES	
AC 283/07/24	It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that the Minutes of the Allotment Committee meeting held on 17 April 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. Action: Committee Officer
TERMS OF REFERENCE	
AC 284/07/24	Members reviewed the Allotment Committee Terms of Reference. It was proposed by Councillor K Hughes and seconded by Councillor L Gregori and RESOLVED: Unanimously , that the Terms of Reference be amended to state that the Allotment Committee will meet at least 4 times per year.
AC 285/07/24	It was proposed by Councillor K Hughes and seconded by Councillor J Hughes and RESOLVED: Unanimously , that Option B £7,500.00 for the provision of Allotment Service Maintenance Works, be approved.

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AC 286/07/24	<p>It was proposed by Cllr L Gregori and seconded by Cllr R Hughes that the following amendment be made to point 2:</p> <p>2. To monitor expenditure and recommend to Full Council if that expenditure exceeds £7,500</p> <p>Unanimous.</p> <p>An amendment was proposed by Cllr R Hughes and seconded by Cllr L Gregori that 'spending on' is removed from point three. It would therefore read:</p> <p>3. To delegate to the Town Clerk AND the Chairman AND Vice-Chairman of the Committee, jointly, any day-to-day maintenance up to a limit of £3,000</p> <p>For - 4 / against / 0 / abstain 2.</p>
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ALLOTMENT OFFICER'S REPORT

AC 287/07/24	<p>Members received and noted the Allotment Officer's report. Praise was given to the Allotment Officer for a concise and well written report.</p> <p>The Allotment Officer was asked to copy all generic update reports on all sites to the Allotment Committee members.</p> <p>It was proposed by Councillor K Hughes and seconded by Councillor J Hughes and RESOLVED: Unanimously, that Standing Orders be suspended.</p> <p>In light of a recent issue on one of the sites, a member tenant asked how regular updates on adhoc or planned works can be given to the tenants. It was explained that these would be added to each site specific facebook page.</p> <p>(Councillor K Hughes left the meeting at 7.49pm)</p> <p>Report to the committee in case of problems.</p> <p>It was proposed by Councillor K Hughes and seconded by R Kidd and RESOLVED: Unanimously, that Standing Orders be reinstated.</p>
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ICKNIELD SCHOOL

AC 288/07/24	<p>Members considered a request from Icknield School to use a gate into the Vigo Road Allotment site for emergency evacuations.</p> <p>It was proposed by Councillor E Reynolds and seconded by Councillor R Hughes and RESOLVED: Unanimously, that an official written agreement would be drawn up between Andover Town Council and Icknield School and that it be approved that:</p> <ol style="list-style-type: none"> 1. Icknield School be permitted to use the gate into the allotments for emergency evacuation of the school premises if necessary. 2. Fire alarm tests can be carried out using the exit as many times a year as necessary. This would be coordinated with the Allotment Officer, so that Officers of the Council can attend all practices.
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	3. Officers can arrange for the pile of soil in front of the exit gate to be moved, and that this will be carried out in consultation with the nearby tenants.
MEETING DATES	
AC 289/07/24	Members noted the report regarding the Allotment Committee meeting dates. A suggestion was made to add a meeting date in October, in order that the Allotment budget could be reviewed for recommending to Policy and Resources. It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and RESOLVED: FOR – 5, AGAINST – 0, ABSTENTIONS – 1 , that the Warden meetings be reinstated every 2 months between April and September. That the Allotment Committee meeting dates of 17 July 2024, 30 October 2024, 5 February 2025 and a potential date of 16 April 2025, be approved.
SAXON HEIGHTS PARKING	
AC 290/07/24	Members considered the parking issue at Saxon Heights Allotment Site. It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and RESOLVED: Unanimously , that Officers be delegated to obtain quotes with costings for the following and bring back to a future meeting, for recommendation to Full Council for approval: <ul style="list-style-type: none"> • Tarmac writing/painting • Signs (Councillor R Kidd left the meeting at 8.15pm)
SHED AT BARLOWS LANE	
AC 291/07/24	(Councillor R Kidd rejoined the meeting at 8.21pm) Members considered a request from tenants for an 8ft x 12ft shed at Barlows Lane. It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and RESOLVED: FOR -4, AGAINST – 0, ABSTENTIONS – 2 , that: <ul style="list-style-type: none"> • The shed would be not exceeding the size of 8ft x 6ft, in line with the Allotment Rules & Regulations. • The shed would be accessed and used by tenants only and with no warden involvement. • The shed would be used for the storage of communal tools.
BEST HARVEST COMPETITION	
AC 292/07/24	It was proposed by Councillor L Gregori and seconded by Councillor K Hughes and RESOLVED: Unanimously that it be approved for Officers to organise a “Best Harvest” event in September 2024 with a maximum budget of £500.00.
NEXT MEETING	
AC 293/07/24	Members noted the date of the next meeting: Wednesday 30 October 2024 to be held at The Lights, Andover, at 6.30pm.
EXCLUSION OF PRESS & PUBLIC	
AC 294/07/24	It was proposed by Councillor K Hughes and seconded by Councillor R Kidd and RESOLVED: Unanimously , that the Members of the Press and Public be excluded from the meeting, due to the confidential nature of agenda items 15, 16 & 17 and to comply with GDPR.

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	<p>There was a short break at 8.48pm, to empty the building.</p> <p>It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and RESOLVED: Unanimously, that the meeting be extended beyond the statutory 2-hour period.</p>
CONFIDENTIAL 1	
AC 295/07/24	<p>It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and RESOLVED: Unanimously, that the eviction appeal was dismissed.</p>
CONFIDENTIAL 2	
AC 296/07/24	<p>It was proposed by Councillor E Reynolds and seconded by Councillor J Hughes and RESOLVED: Unanimously, that the second eviction appeal was dismissed.</p>
CONFIDENTIAL 3	
AC 297/07/24	<p>It was proposed by Councillor K Hughes and seconded by Councillor E Reynolds and RESOLVED: Unanimously, that the eviction appeal was dismissed.</p>
MEETING CLOSURE	
AC 298/07/24	<p>The Chairman closed the meeting at 9.09pm.</p>

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