



Time and date

6.30pm on Wednesday **30 October 2024**

Place

The Lights, Andover

Councillors Present:		Arrival time noted if after meeting start						
Cllr K Hughes (Chairman)	✓	6.32pm	Cllr E Reynolds (Vice Chairman)	✓		Cllr J Cockaday	✓	
Cllr L Gregori	✓		Cllr J Hughes	✓		Cllr R Hughes	✓	
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:	Tor Warburton (Acting Town Clerk), Leah Walsh (Receptionist)
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Members of the Public:	8
Members of the Press:	0

PUBLIC SESSION (<i>The discussion below is a short summary and is not recorded word for word.</i>)	
AC 299/10/24	A request was made to send out another email to Admirals Way allotment, to scramble the gate code, place a chain around both gates and no driving on site.
AC 300/10/24	Q. Barlows Lane allotment gate has no hole for the bolt. For Health and Safety point of view, please can this be cleaned when visiting the site? Can the bolt be looked at again with an Officer present? Councillor E Reynolds will attend the site on 31 October 2024.
AC 301/10/24	It was noted that the water across all allotment sites will be turned back on 1 April 2025.
AC 302/10/24	Members noted that the Pest Controller was retiring and asked about a replacement process. How does the Maintenance costs for The Drove compare with the other allotment sites? When will the Town Council start to show plots again? Officers to respond in a future committee meeting. Surgery closed at 6.40pm
APOLOGIES	
AC 303/10/24	There were no apologies received.

Signed as a true and accurate record of the meeting.

Mayor/Chairman:

Date:

INTERESTS	
AC 304/10/24	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 305/10/24	It was proposed by Councillor T Reynolds and seconded by Councillor K Hughes and RESOLVED: Unanimously , that the Minutes of the Allotment Committee meeting held on 17 July 2024, be signed by the Chairman as a correct record, as soon as possible after the meeting had closed. Action: Committee Officer
DRAFT BUDGET	
AC 306/10/24	Members considered the Allotment Committee draft budget for 2024/2025. Immediate concerns were raised regarding the continuation of works on fencing and pipework. It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that the following amendments be recommended to the Policy and Resources Committee, for recommendation to Full Council for approval: <ul style="list-style-type: none"> • The Allotment Committee draft budget for 2025/2026 be increased by 5%. • That £35,000.00 be put aside in the Earmarked Reserves for the Maintenance Strategy. It was suggested that the Allotment Committee discuss the priorities of jobs on the maintenance strategy and the Wardens be invited, to give ideas for the projects.
OUTSTANDING INVOICES	
AC 307/10/24	Members received a and noted a report on outstanding Grass and Grounds invoices . It was proposed by Councillor L Gregori and seconded by Councillor E Reynolds and RESOLVED: Unanimously , that the outstanding Grass and Grounds invoices be paid in full.
ALLOTMENT SITE REPORTS	
AC 308/10/24	Members received and noted the reports for the following allotment sites: Ox Drove Members noted the situation regarding the lack of ability for cost neutrality at the Ox Drove allotment site. Also, that the contractor had been in to trim the grass. It was suggested that the contractor be requested to do regular grass cuts at Ox Drove, to reduce the costings. Officers were instructed to implement and report back to the Committee. It was proposed by Councillor E Reynolds and seconded by Councillor K Hughes and RESOLVED: Unanimously , that the following be approved: <ul style="list-style-type: none"> • The immediate removal of the hose pipe running between the taps. • The sum of up to £1,200.00 to be spent on the remedial works, be carried out to the water supply, once the water is turned off at the beginning of November 2024. • Officers be instructed to implement the repair.
AC 309/10/24	Picket 20 It was noted that the hand over process was taking longer than anticipated and the site was no longer fit for handover. However, Members were advised that the developer will advise the maintenance team to revisit the site. Councillor L Gregori expressed his thanks to Councillor E Reynolds his work in producing the reports.
ALLOTMENT OFFICER'S REPORT	
AC 309/10/24	Members received and noted the Allotment Officer's report.

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	It was requested that the hard work of the Allotment Officer, Jo Whiteman, be noted. Members noted that Officers were in the process of investigating the bank of a plot on Churchill Way allotment site, which has been reported to be falling away.
FUTURE ITEMS	
AC 310/10/24	The following items were requested to be considered at the committee meeting: <ul style="list-style-type: none"> • Maintenance Strategy and Plan.
NEXT MEETING	
AC 311/10/24	Members noted the date of the next meeting: Wednesday 5 February 2025 to be held at The Lights, Andover, at 6.30pm.
EXCLUSION OF PRESS & PUBLIC	
AC 312/10/24	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 item 12 and to comply with GDPR.
CONFIDENTIAL	
AC 313/10/24	It was proposed by Councillor K Hughes and seconded by Councillor L Gregori and RESOLVED: Unanimously , that as a gesture of goodwill and an apology, the tenant receives a 50% off his annual allotment rent for the year as a one off-discount.
MEETING CLOSURE	
AC 314/10/24	The Chairman closed the meeting at 7.35pm

Signed as a true and accurate record of the meeting.

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