



# ANDOVER TOWN COUNCIL

## Minutes of Allotments Committee

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### Time and date

6.30pm on Wednesday 7 February 2024

### Place

The Guildhall, Andover

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Cllr K Hughes (Chairman) (A)  
Cllr J Hughes (P)

Cllr E Reynolds (Vice Chairman) (P)  
Cllr R Hughes (P)

Cllr L Gregori (P)  
Cllr R Kidd (P)

### Officers Present:

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

### Allotment Wardens present representing:

Saxon Heights  
Old Winton Road  
Vigo Road

### Members of the Public: 4

### **PUBLIC SESSION** (*The notes below are a precis of statements/questions. They are not recorded word for word.*)

**AC 229/02/24** Q: Loads of weeds in the track along Saxon Heights. Can these be addressed?  
A: We will take a look and revert. **Action: Allotment Officer.**

**AC 230/02/24** Q: Could you confirm if every plot holder pays same amount per metre squared?  
A: Yes, it is £0.44 per metre squared, multiplied by the plot size.

Q: I understand that the allotment site at The Drove has its own association. Could this be considered for Barlows Lane?

A: Yes, we will look into the administration of setting that up and come back to you as soon as we can. **Action: Allotment Officer and Town Clerk.**

Q: The notice board has still not been moved. Could this be progressed?

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A: Yes, we will ask the contractors to move this up the list. **Action: Allotment Officer.**

**AC 231/02/24** Q: There is still a puddle by the entrance gates. When will this be addressed?

A: We thought this had been solved by some gravel being laid down. However, if need be, we can revisit and take extra actions. **Action: Town Clerk.**

**AC 232/02/24** Q: We have approx. 90 plots and a lot of new people at Barlows Lane, and we are keen to keep the community spirit. We would be happy to donate some time to keep the site well looked after and can offer to move the notice board for you if that can be approved.

A: Many thanks for your kind offer. The Council would be grateful if you are able to carry out this action, and will reimburse you for any expenses incurred.

**AC 233/02/24** Q: Could the lock on the gate at Barlows Lane be looked at again? It has not been set up correctly.

A: Yes, we will ask the locksmith to visit and carry out required work. **Action: Allotment Officer.**

**AC 234/02/24** Q: Was there any feedback on the person who jumped the fence at Vigo Road?

A: Yes, it was a tenant who couldn't get the gate lock to open. They have apologised and assured officers that it won't happen again.

**AC 235/02/24** Q: The Test Valley Borough Council Local Plan 2040 is out for consultation. Does it have any provision for allotments?

A: The Planning Committee will be reviewing this on behalf of the Town Council, and should comment on the allotment provisions. **Action: Committee Officer.**

**AC 236/02/24** Q: After the installation of the new water supply, some works need to be done to repair and make good the vehicular track around The Drove. Can you please advise when this will be done?

A: We will work on this as a matter of urgency. **Action: Town Clerk.**

## **APOLOGIES FOR ABSENCE**

**AC 237/02/24** Apologies were received from Councillors K Hughes.

## **INTERESTS**

**AC 238/02/24** Councillors were reminded of the Standing Declarations of Interests which had been approved by Council for Councillor E Reynolds as a Member of the Drove Allotment Association and a plot holder.

## **MINUTES**

**AC 239/02/24** It was proposed by Councillor R Kidd and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the Minutes of the Allotment Committee Meeting, held on Wednesday, 25 October 2023, be signed by the Chairman as a correct record.  
**Action: Committee Officer**

## **ALLOTMENT OFFICER'S REPORT**

**AC 240/02/24** Members reviewed the Allotment Officers' [report](#) and considered whether any action would

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be required. No actions other than to be mindful when reporting to remove the "Test Line" in the database report. **Action: Allotment Officer**

## NEW TENANTS

**AC 241/02/24** Members considered [checklists](#) that had been produced for new tenants. A suggestion was made that the paper be sent as a whole to new tenants. When any tenant indicated that they would be giving up their plot, the second part of the paper should be sent to them as a reminder of exiting obligations. **Action: Allotment Officer.**

Cllr J Hughes advised that he had a contact that may be prepared to help with producing plot markers for those tenants that don't already have a plot marker. Contact details would be forwarded to the Allotment Officer. **Action: Cllr J Hughes.**

## ALLOTMENT RENTS

**AC 242/02/24** Members noted a [report](#) on the current financial position on rental collections and water invoice collections. Officers would continue to chase for outstanding water fees. **Action: Allotment Officer.**

## WATER BILLS

**AC 243/02/24** Members noted [questions](#) received from Allotment tenants and the respective answers provided by the Town Clerk, from Ox Drove, Churchill Way and Barlows Lane.

## ISSUES

**AC 243/02/24** Members received an [update](#) relating to complaints from properties alongside the allotment sites for:

- Barlows Lane
- The Drove

Cllr E Reynolds advise that it was not possible to completely remedy the problem at The Drove, but that The Drove Association would make best endeavours to assist where possible and to keep on top of the ongoing issue. **Action: Cllr E Reynolds & The Drove Association.**

## TREE ISSUES

**AC 244/02/24** Members noted an update [report](#) on the following:

- Admirals Way – Tree by Young Carers
- Tree Assessment Training for Officers and Staff.

The training course had been offered to Officers and Staff at other councils in an attempt to keep the cost down for Andover Town Council.

## TREE SURVEYS

**AC 245/02/24a** Member noted the tree survey reports for [Mylen Road](#), [The Drove](#), [Vigo Road](#), [Barlows Lane](#), [Old Winton Road](#), [Admirals Way](#) and [Churchill Way](#).

**AC 245/02/24b** Members noted the actions that had already been taken, which related to the trees that belonged to Test Valley Borough Council and Hampshire County Council.

**AC 245/02/24c** It was proposed by Councillor L Gregori and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that it be delegated to the Town Clerk and Councillor E Reynolds to review the quotes and to appoint a separate company for the tree works at each site. Costs for each location, would be approved up to the estimated cost that had been given by the Tree Surveyor for each site. It was acknowledged that the works were of a high priority because the bird nesting season would start at the beginning of March. The

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total of the surveyors estimate was £13,100.00 but this was combining all the quotes together. Funding would come from Allotment Earmarked Reserves. **Action: Town Clerk & Cllr E Reynolds.**

## **DOGS ON SITES**

### **AC 246/02/24**

Members considered [correspondence](#) received from an allotment tenant at Barlows Lane, which related to dogs on allotment sites.

Concerns were raised regarding the potential need for the wardens to police the allotment sites. It was proposed by Councillor R Hughes and seconded by Councillor R Kidd and

**RESOLVED: Unanimously**, that it be delegated to the Town Clerk to provide a response to the tenant, on behalf of the Chairman of the Allotment Committee. **Action: Town Clerk**

## **PRIORITIES**

### **AC 247/02/24**

Members received an [update](#) on the works planned across the allotment sites.

Fencing was noted as the next priority for works. TVBC would be approached to see if they were able to quote for fence replacement. **Action: Town Clerk.**

## **EDGE**

### **AC 248/02/24**

Members noted the reports that the council's database "[EDGE](#)" can produce.

## **NEXT MEETING**

### **AC 249/10/23**

Members noted the date of the next meeting: **Wednesday 17 April 2024**, to be held in the **Upper Guildhall, Andover, starting at 6.30pm.**

The Chairman closed the meeting at **7.27pm.**

Signed as a true and accurate record of the meeting

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