



Allotments Committee Minutes

Time and date

6.30pm on Wednesday 17 June 2026

Place

The Lights, Andover

Councillors Present:		Arrival time noted if after meeting start					
Cllr K Hughes (Chairman)	P		Cllr E Reynolds (Vice Chairman)	P		Cllr L Gregori	P
Cllr J Cockaday	P		Cllr T Burley	P		Cllr R Kidd	X
Cllr J Hughes	P		Cllr R Hughes	P			

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

Officers Present:	Tor Warburton (Town Clerk), Jo Whiteman (Allotment Officer)
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Members of the Public:	1
Members of the Press:	0

PUBLIC SESSION (*The discussion below is a short summary and is not recorded word for word.*)

AC 001/06/26 A Barlows Lane plot holder raised a question in relation to a previous refusal of a shed request for the site. Councillors explained the reasons for the refusal and the plot holder's query was answered. They also asked about the grass cutting arrangements and highlighted that the hole for the gate needs to be sorted.

AC 002/06/26 A Drove Allotment plot holder thanked the committee for changing the gate code and asked whether the tenant list had been updated. They also asked whether the committee could put more pressure on plot holders to clear their plots appropriately. The procedure was explained to the plot holder. The plot holder also stated that vacant plots attract fly-tipping. Councillors agreed to look into options that could be implemented to deter this. A suggestion to link them up with environmental health was also suggested by the warden of Old Winton road.

AC 003/06/26 Surgery closed at 6.43pm

ELECTION OF CHAIRMAN

AC 004/06/26 It was proposed by Councillor E Reynolds and seconded by Councillor T Burley and **RESOLVED: Unanimously**, that Councillor K Hughes be elected as the Chairman of the Allotments Committee for the Municipal Year 2026/2027.

ELECTION OF VICE CHAIRMAN

Signed as a true and accurate record of the meeting.

AC 005/06/26 It was proposed by Councillor K Hughes and seconded by Councillor T Burley and **RESOLVED: Unanimously**, that Councillor E Reynolds be elected as the Vice Chairman of the Allotments Committee for the Municipal Year 2026/2027.

APOLOGIES

AC 006/06/26 There were no apologies received.

INTERESTS

AC 007/06/26 Non-pecuniary declarations were received from:

1. Councillor E Reynolds, as a member of the Drove Association, and as an allotment plot holder as well as an interest in items 9, 12 and 15 and therefore would not be voting.
2. Councillor L Gregori declared an interest in item 10 due to his wife being a member of Andover Trees.

MINUTES

AC 008/06/26 It was proposed by Councillor E Reynolds and seconded by Councillor T Burley and **RESOLVED: Unanimously**, that the Minutes of the Allotment Committee meeting held on [4 February 2026](#) , be signed by the Chairman as a correct record.

WAITING LIST REQUEST

AC 009/06/26 Members reviewed the [waiting list request](#) for second plots within the same household. It was agreed that the current arrangements would remain unchanged due to the existing waiting list. The committee agreed to keep the matter under review and reconsider the policy should waiting list levels permit.

ALLOTMENT REQUEST

AC 010/06/26 Members reviewed the [allotment request](#).

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that the request be refused on the grounds that it would be contrary to the current Allotment Rules and Regulations, specifically section 3.2 (Alienation), which states:

3.2.1. Not to sub-let, assign or part with the possession of the Allotment Plot or any part of it without the prior written consent of the Council. For the purposes of clarification, a transfer of the tenancy falls within this paragraph and is prohibited.

3.2.2. The Council may provide prior written approval for a Tenant to have a co-worker under conditions set by the Council, however this cannot be paid work.

3.2.3. Joint Tenancy may be permitted at the discretion of the Town Council.

TOILETS

AC 011/06/26 Members reviewed the report on the [requests to reinstate toilets](#) on the allotment sites. it was noted that The Association carried out its own survey across the Drove site; however, the results did not achieve the required 80% level of support. As a result, the matter would not be progressed further at this time.

AC 012/06/26 It was further agreed that any allotment site wishing to have toilet facilities reinstated must follow the Council's approved process, including undertaking a survey of tenants at the relevant site. Should the proposal receive sufficient support, the costs of reinstatement and ongoing provision would be borne by the tenants of that site.

ACCESS GATE REQUEST

AC 013/06/26 Members reviewed a request for an [access gate at Vigo road allotments](#).

Signed as a true and accurate record of the meeting.

It was proposed by Councillor T Burley and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, the resident/tenant provide substantive evidence to support this claim. Acceptable evidence may include historical records, site plans, photographs, or other documentary proof. In the absence of such evidence, the Council will not be able to treat the gate as an authorised reinstatement.

ALLOTMENT OFFICER'S REPORT

AC 014/06/26 Councillor E Reynolds raised a question regarding the review of the non-cultivation letter process, specifically the timeframes involved and the need for continuity, rather than restarting the process each financial year.

It was proposed by Councillor E Reynolds, seconded by Councillor L Gregori, and **RESOLVED: Unanimously**, to amend the rules and regulations so that, once the two non-cultivation letters have been issued, the review process will continue on an ongoing basis and will apply to the individual plot holder rather than resetting at the start of each financial year. A further letter will be received if the tenant repeatedly ignores the non-cultivation letters giving them a week to comply or they will be evicted. If they comply with the third letter, they will remain on notice of eviction and if the plot falls below standards again, they will be evicted without further warning.

AC 015/06/26 Members received and reviewed the [Allotment Officer's report](#).

The Allotment Officer reported that a meeting had been held with the contractors regarding the Old Winton Road fencing project. Following discussions, it was agreed that the commencement of the fencing works would be deferred until October to ensure that the bird nesting and growing seasons had ended.

A suggestion was made to take photographs of vacant plots and allotment sites and circulate them to individuals on the waiting list. This would enable prospective tenants to view a wider range of available plots and may encourage interest from those who would otherwise only consider a plot in a particular location close to them.

OLD WINTON ROAD PARKING

AC 016/06/26 Members reviewed the request for a [parking area at Old Winton Road allotments](#).

It was proposed by Councillor R Hughes and seconded by Councillor K Hughes and **RESOLVED: Unanimously**, that the parking area and the associated costs for the material be approved.

WATER PRICES

AC 017/06/26 Members noted the increase in [prices received from Business Stream](#).

PICKET TWENTY ALLOTMENT SITE

AC 018/06/26 Members received a verbal update from the Town Clerk on the progress of the Picket Twenty allotment site.

The TP1 land exchange has now been signed. However, I am not prepared to submit it until the following matters have been resolved:

1. Access Arrangements – concerns of unrestricted access, as presently drafted, I am concerned that they could permit unrestricted access at any time.

Signed as a true and accurate record of the meeting.

2. Road Surface Liability - written confirmation that allotment tenants will not be liable for any costs associated with the road surface. This confirmation must be received before I can proceed further.

3. Contracts - Once the above points have been addressed and the contracts received, I will be in a position to submit the TP1 and sign the necessary documentation.

4. Condition of the Site - As a result of the delays in responding to the outstanding queries, the site has become overgrown again and I would therefore expect it to be restored to an acceptable condition before we formally take it on.

Once these matters have been resolved and confirmed in writing, I will be happy to progress the transfer.

ALLOTMENT RENT

AC 019/06/26 Members reviewed the report on the potential rental increases for the next 4 years [annual allotment rent increases end in 2027.](#)

It was proposed by Councillor T Burley and seconded by Councillor R Hughes and **RESOLVED: Unanimously**, that a 10% Allotment rental increase annually from 2028 over the 4 year period be recommended to Full Council for approval.

FUTURE ITEMS

AC 020/06/26

- Allotment fences maintenance strategy – provide an update on the larger works required.

NEXT MEETING

AC 021/06/26 Members noted the date of the next meeting would be on Wednesday 22 July 2026 at 6.30pm, at The Lights.

MEETING CLOSURE

AC 022/06/26 The Chairman closed the meeting at 7.35pm

Signed as a true and accurate record of the meeting.