



# ANDOVER TOWN COUNCIL

## Minutes of Allotments Committee **Surgery**

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### **Time and date**

6.30pm on Thursday 3 February 2022

### **Place**

The Lights, Andover

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Cllr K Hughes (Chairman) (A)	Cllr N Long (Vice Chairman) (P)	Cllr D Coole (P)
Cllr L Gregori (P)	Cllr R Hughes (P)	Cllr B Long (P)
Cllr S Waue (P)		

### **Officers Present:**

Wendy Coulter (Town Clerk)  
Michelle Young (Committee Officer) (Taking the notes)

### **Allotment Wardens Present:**

Mr Ted Reynolds – The Drove  
Mr Tim Stockwell – Old Winton Road  
Mr Tom Beavis – Churchill Way

### **Allotment Warden Apologies:**

Ms Marie Simmonds – Barlows Lane  
Mr Mike Cantillon – The Drove

**Members of the Public:** Unknown

### **Allotment Holders Surgery**

In the absence of the Chairman, Councillor K Hughes, the Vice Chairman, Councillor N Long, opened the surgery at 6.30pm and welcomed all attendees.

***The notes below are a precis of statements/questions. They are not recorded word for word.***

### **Churchill Way Warden:**

An allotment tenant came out of the gate at Churchill Way and a passing bus just missed him. Sooner or later someone is going to get hurt.

**Vice Chairman's Response:**

We are looking for contractors to do the work there. We haven't had anybody reply to give us a quote to do the work yet. It is on our list as an urgent job.

**Old Winton Road Warden:**

Are the toilets officially open? Has communication gone out about it? The last communication said they were closed.

**Vice Chairman's Response:**

Yes they should be.

**Town Clerk:**

I will check.

**Old Winton Road Warden:**

Rules and regulations 3.30, construction material, as it stands is to be used within 6 months. Tenants are saying if its not used in 6 months, its not likely to be used. Can we change this to 3 months? Price increases – the increase should be 5%. Most tenants are happy with an increase in order to receive the services they want.

**Vice Chairman's Response:**

These items are on the agenda to be discussed this evening.

The Vice Chairman closed the surgery at 6.37pm.



# ANDOVER TOWN COUNCIL

## Minutes of Allotments Committee

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### Time and date

6.38pm on Thursday 3 February 2022

### Place

The Lights, Andover

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Cllr K Hughes (Chairman) (A)  
Cllr L Gregori (P)  
Cllr S Waue (P)

Cllr N Long (Vice Chairman) (P)  
Cllr R Hughes (P)

Cllr D Coole (P)  
Cllr B Long (P)

### Officers Present:

Wendy Coulter (Town Clerk)  
Michelle Young (Committee Officer) (Taking the Minutes)

### Allotment Wardens Present:

Mr Ted Reynolds – The Drove  
Mr Tim Stockwell – Old Winton Road  
Mr Tom Beavis – Churchill Way

### Allotment Warden Apologies:

Ms Marie Simmonds – Barlows Lane  
Mr Mike Cantillon – The Drove

**Members of the Public:** Unknown

### AC 060/02/22 APOLOGIES FOR ABSENCE

Apologies were received and accepted for Councillor k Hughes.

### AC 061/02/22 DECLARATIONS OF INTEREST

There were no Declarations of Interest in relation to any item on the agenda.

### AC 062/02/22 MINUTES

An amendment to the recorded times of the previous meeting was requested. It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the Amended Minutes of the Allotment Committee Meeting held on Thursday 2 December 2021 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION - 1

**RESOLVED: That the amended Minutes of the Allotment Committee Meeting held on Thursday 2 December 2021 be signed by the Chairman as a correct record.**

**AC 063/02/22 PUBLIC PARTICIPATION**

There were no comments received from Members of the Public present at the meeting.

**AC 064/02/22 UPDATE ON NEW ALLOTMENT SITES**

Members noted that Ox Drove Allotments had been fully allocated. It was noted that Picket Twenty and Saxon Heights sites were being dealt with the respective legal teams and handover dates were due to be end of March 2022. It was also noted that a site visit to Saxon Heights was scheduled for 3 February 2022, however, the contractor cancelled at the last minute. Officers were requested to investigate whether there were any issues that required addressing.

**AC 065/02/22 ALLOTMENT RULES & REGULATIONS**

Members considered and discussed amendments to the Rules and Regulations. It was noted that the Polytunnel rules had now been included.

The following amendments were suggested:

- Section 2.3 – Annual Rent - would need to be amended in line with the annual rent statement.
- Section 3.1 – Annual Rent and Tenancy Agreement – notice of any changes has to be given before the 6<sup>th</sup> April or after 29<sup>th</sup> September.
- Section 3.21 – Ponds/Water Storage – needs to state; “any pond should have something there to ensure no child can fall into the pond. Whatever is put across the pond must be sufficient to take a child’s weight. It must meet legal Health & Safety Regulations.”
- Section 3.27 – Toilet – add “if provided”.
- Section 3.4 – Beekeeping – Bee Policy be added with the wording; “those that do not adhere to it will be asked to remove their hive from the allotment site, in compliance with the Beekeeping Policy.”
- Section 3.12 – Deposits – be removed
- Section 4.1 – Termination by Tenant – remove “The Council reserves the right to retain the deposit and/or charge the terminating tenant for clearance of the plot.

Other suggestions to be included were:

- The addition of a chicken policy.
- Construction materials should be used within 3 months.
- Tyres – No tyres are permitted to be on any allotment site.
- Chicken coups of 1 sqm required investigation as deemed to be too small.

Officers were requested to contact the National Allotment Association for advice on the size of a chicken coup. The current stated 1sqm in the Rules and Regulations, was deemed too small.

Members requested that the amended Rules and regulations document contain tracked changes, in bold, to clearly show what had been changed.

It was proposed by Councillor B Long and seconded by Councillor L Gregori that the Rules and Regulations, with the amendments, be sent out for review to the Allotment Wardens and Councillors and brought back to a future meeting.

A vote was taken which was unanimous.

**RESOLVED: That the Rules and Regulations with the amendments, be sent out for review, to the Allotment Wardens and Councillors and brought back to a future meeting.**

**AC 066/02/22 ALLOTMENT RENTAL INCREASE – PROPOSAL PLAN**

Members considered an outline proposal plan for the potential increase to allotment rental charges.

Members discussed various aspects which included Allotment Officers costings and also a requirement to look at reducing services to minimise costings such as the removal of toilets and reducing grass cutting.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that a rental increase of 10% per year for the next four years, the billing period change as recommended in the report and the plans for increasing the rental prices as outlined in the report be agreed and recommended to Full Council for approval.

A vote was taken:

FOR – 3, AGAINST – 2, ABSTENTIONs – 1

**RESOLVED: That a rental increase of 10% per year for the next four years, the billing period change as recommended in the report and the plans for increasing the rental prices as outlined in the report be agreed and recommended to Full Council for approval.**

Members were asked to vote again due to some misunderstanding of the proposal.

A vote was taken:

FOR – 3, AGAINST – 3, ABSTENTION – 0

The Vice Chairman used his casting vote and voted in favor of the proposal.

**Motion passed.**

**AC 067/02/22 NUMBER OF NON-ANDOVER RESIDENTS AS TENANTS**

Members noted that as of 26 January 2022, the number of non-Andover residents that were currently Allotment tenants was 12.

**AC 068/02/22 BEE KEEPING POLICY – TENANTS RESPONSES**

Members noted that there were 3 Bee Keepers across the allotment sites. It was also noted that only 2 of the 3 Bee Keepers had provided Officers with photographic evidence which showed their compliance to the Bee Keeping policy.

It was commented that the Town Council's Public Liability Insurance would fail if the Bee Keeping rules were not being adhered to.

It was proposed by Councillor B Long and seconded by Councillor D Coole that Standing Orders be suspended, in order to allow the Warden to confirm if the hives are being kept where the Town Council understood them to be.

A vote was taken which was unanimous.

**RESOLVED: That Standing Orders be suspended, in order to allow the Warden to confirm if the hives are being kept where the Town Council understood them to be.**

Members were informed that the tenant had more than 1 hive with no signs around them. The hives were not all on his plot. One hive was situated on the plot unused; two used hives were placed on the car park and one unused hive on the corner car park.

It was proposed by Councillor D Coole and seconded by Councillor B Long that Standing Orders be unsuspending.

A vote was taken which was unanimous.

**RESOLVED: That Standing Orders be unsuspending.**

Officers were instructed to send a letter via Recorded Delivery to the tenant, which would ask the tenant to comply with Bee Keeping Policy and advise the consequences of non-compliance, which involved the termination of the tenancy within seven days.

**AC 069/02/22 PEST CONTROLLER**

Members noted that although the Pest Controller had been requested to provide detailed reports and to ensure the noticeboards were being kept up to date, no reports had been received to date and the notice boards were not being updated. Officers were requested to chase the Pest Controller on these issues.

It was questioned whether the fence on Churchill Way Allotment site had been secured to prevent the deer from jumping in. The Vice Chairman confirmed that the Council was currently awaiting quotes from contractors for replacing the fence.

A member made a point that it was part of the Pest Controller's contract that reports must be produced.

**AC 070/02/22 BEST KEPT ALLOTMENT COMPETITION**

Members noted that Officers were currently making arrangements for the Best kept Allotment Competition which would take place in July 2022. More details would be provided at a future Allotment Committee meeting.

**AC 071/02/22 UPDATE ON ALLOTMENT PLOT UPTAKE**

Members noted a report on the current Allotment Plot uptake across all sites.

A request was made that the dates of tenancy uptakes be specified on each site. It was questioned how long does the process take from applying for an allotment plot, to the allocation of a plot. It was thought that a further allotment site would eventually be required if the process was taking 2 -3 years. It was clarified that the majority of plots were being allocated within a year, however, it varied from site to site. Members also noted that the waiting lists for each site may have duplicated names, due to the available option to choose up to 3 sites at any one time.

In view of this, it was requested that the actual number of people on the waiting list in total, be included on the report as well.

A member asked the question of how many existing tenants have more than 1 plot and raised the point that it may be necessary to debate the option of serving notices to quit to those tenants, in order to release plots and reduce the number of people on the waiting lists and the need to source further allotment sites.

Councillor B Long expressed her thanks to Allotment Officer 2, for all her efforts and hard work.

**AC 072/02/22 ALLOTMENT OFFICERS REPORT**

Members noted the Officers' report.

Members discussed the requirement of toilets on the allotment sites and the increasing costs to have them. The majority felt in favour of removing the toilets completely, particularly as the toilet facilities were permanently closed during the pandemic.

The Vice Chairman advised he would put forward a motion to Full Council to get rid of the toilet contract for all sites and thanked the Allotment Officers for the report.

**AC 073/02/22 COMMITTEE WORK PROGRAMME**

The following items were requested to be added to the Committee Work Programme:

- The Rules and Regulations Review
- Local Plan – Allotment site provision
- Rental Price Increase update from Full Council
- Earmarked Reserves review for Allotments

**AC 074/02/22 DATE OF THE NEXT MEETING**

Members noted that the next Allotment Committee meeting would take place on **Thursday 7 April 2022, at The Lights, Andover, starting at 6.30pm.**

**AC 075/02/22 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor R Hughes and seconded by Councillor B Long that the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 & 18 due to the contractual confidential nature and general data protection regulations regarding tenants' personal information contained in the items.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS - 1

**RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 & 18 due to the contractual confidential nature and general data protection regulations regarding tenants' personal information contained in the items.**

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**AC 076/02/22 CONTRACTORS**

Members discussed an update report on Grounds Maintenance Works across all sites. It was requested that the date each task was allocated to a contractor, be added to the report.

**AC 077/02/22 FENCING AROUND WATER FEATURES**

Members discussed the Rules and Regulations regarding the safety of water features on Allotment Sites in relation to specific allotment plots.

A point was raised that all water features on any allotment site should be subject to a Risk Assessment. Officers were requested to seek the Solicitor's advice as it was viewed as being an Operational matter and subject to Health and Safety Regulations. It was agreed that this item would be brought back to a future Allotment meeting.

The Chairman closed the meeting at **8.24pm.**

Chairman

Date