



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee **Surgery**

Time and date

6.30pm on Thursday 7 July 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P) Cllr N Long (Vice Chairman) (P) Cllr D Coole (P)
Cllr L Gregori (P) Cllr R Hughes (P)

Officers Present:

Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
Fern Long (Allotment Officer)

Allotment Wardens Present:

Tom Beavis – Churchill Way
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove
Tim Stockwell – Old Winton Road

Members of the Public: 4

Allotment Holders Surgery

The Chairman, Councillor K Hughes 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.

The Drove Warden 1:

Emails - Why is it necessary for all emails sent out by Officers to be entitled "Urgent, please read" when the content is not of an urgent nature?

Uncultivated Plots – The Drove Association has undertaken the cultivation of four plots which were overgrown for a number of months and subject to inspection reports sent in to Andover Town Council. These will require a lot of effort for any incoming tenant to make good before any planting can be achieved successfully.

Why has plot 43a been allowed to get away with non-cultivation?

Why are we not applying rules in a fair and consistent manner?

Fly Tipping – The tenants who confronted the householder responsible for dumping garden waste into the area of The Drove car park, would appreciate feedback for their efforts.

Allotment Officer 1:

The processes are being followed and dealt with confidentiality.

Chairman's Response:

We can provide feedback after the meeting tonight.

Admirals Way Warden:

I would like a total ban on bonfires.

Chairman's Response:

We can put that to the Committee to discuss a ban.

Admirals Way Warden:

Residents are fed up with tenants parking awkwardly on their roads.

Allotment Officer 1:

We will send a reminder email out.

Councillor D Coole:

We could approach Hampshire County Council about painting double yellow lines and report back to the next meeting.

The Chairman closed the surgery at 6.45pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.46pm on Thursday 7 April 2022

Place

The Lights, Andover

Cllr K Hughes (Chairman) (P)
Cllr L Gregori (P)

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

Cllr D Coole (P)

Officers Present:

Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
Fern Long (Allotment Officer)

Allotment Wardens Present:

Tom Beavis – Churchill Way
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove
Tim Stockwell – Old Winton Road

Members of the Public: 4

AC 097/07/22 APPOINTMENT OF CHAIRMAN OF COMMITTEE

It was proposed by Councillor R Hughes and seconded by Councillor N Long that Councillor K Hughes be appointed to the position of Chairman of the Allotment Committee for the Municipal Year 2022/2023.

There were no other nominations.

RESOLVED: That Councillor K Hughes be appointed to the position of Chairman of the Allotment Committee for the Municipal Year 2022/2023.

The Chairman of the Committee thanked the Members for their nominations.

AC 098/07/22 APPOINTMENT OF VICE CHAIRMAN OF COMMITTEE

It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that Councillor N Long be appointed to the position of Vice Chairman for the Municipal Year 2022/2023.

There were no other nominations.

RESOLVED: That Councillor N Long be appointed to the position of Vice Chairman of the Allotment Committee for the Municipal Year 2022/2023.

AC 099/07/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

AC 100/07/22 DECLARATIONS OF INTEREST

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

AC 101/07/22 MINUTES

An amendment was requested to Minute reference AC 081/04/22.

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the Minutes of the Allotment Committee Meeting, with the amendment, held on Thursday 7 April 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTION - 1

RESOLVED: That the Minutes of the Allotment Committee Meeting, with the amendment, held on Thursday 7 April 2022 be signed by the Chairman as a correct record.

AC 102/07/22 PUBLIC PARTICIPATION

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

The Drove Warden:

The timescales for the Rules and Regulations to be sent out, if the wardens make any suggestions of amendments, they'll have to go back to the Allotment Committee again. But the next meeting isn't until October.

Deputy Clerk response:

We can put another meeting date in.

The Drove Warden:

I note the new procedures refer to the 'Allotment Procedure Policy.'

There is a difference between a policy and a procedure. A procedure is how a policy is carried out. Does the Town Council have an Allotments Policy as I haven't found one? Procedures need to be precise and not ambiguous.

The recognised practice is for plot inspections in line with the rules and Regulations, to be undertaken on a regular basis by site Wardens and a report made to the Allotment Officer, who should then provide feedback to the Warden of any action taken.

This is where the Warden's Terms of Reference emerge. These were due to be updated some time ago but following a meeting of the Wardens, nothing further has happened. Wardens' activities should clearly and in a precise way, be part of the procedures.

As far as letters are concerned, there should be standard templates for each of them with minor editing to reflect each particular circumstance. This then ensures all tenants are treated equally.

Who is the relevant person to take action? Reclaiming costs is mentioned in the Works Programme, but I couldn't find the procedure.

The Chairman's response:

Can we coordinate a warden's meeting?

Allotment Officer 1:

Yes, we will arrange one as soon as possible.

The Chairman's response:

Thanks to The Drove Warden for the feedback.

AC 103/07/22 UPDATE ON NEW ALLOTMENT SITES

Members noted that the delay with the solicitors had finally been resolved regarding the Saxon Heights provision. Final checks, confirmation of site plans and drawings were underway with completion approaching.

Members noted that Picket Twenty allotment provision was still waiting for the water to be connected, at which point a final site visit would be undertaken. It was clarified that the delay was due to the waterboard, whom the developer had been chasing for completion.

AC 104/07/22 ALLOTMENT RULES & REGULATIONS

Members noted that the Rules and Regulations had been updated with the amendments agreed at the Allotment meeting of 7 April 2022.

It was also noted that the updated Rules and Regulations would be sent to the wardens for comment.

A Member requested a timetable for the Rules and Regulations to be sent out to the Wardens for review a Warden meeting to be set up and in which Wardens' responses were to be received. It was estimated that the Rules and Regulations would be fully completed by end of August.

The wardens were invited to comment on the timescales of the eviction letters going out to relevant tenants.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the Standing Orders be suspended and allow Wardens to speak on the item.

A vote was taken which was unanimous.

RESOLVED: That the Standing Orders be suspended and allow a Member of the Public to speak on the item.

The Old Winton Road Warden suggested that the wording of 3.10 of the Rules and Regulations, be included in the body of the first cultivation letter that is sent out.

Members debated the eviction letters process was too long.

The Allotment Officer clarified that the current eviction letter process had been reduced to 6 to 8 weeks overall as follows:

The first cultivation letter is issued, if no reply is received within 7 days of the date of that letter, the Town Council then allows 4 weeks from the date of the first cultivation letter.

If a response still has not been received, a second cultivation letter is issued to the tenant.

If no improvement has been received within 2 weeks of the date of the second cultivation letter, an eviction letter is then issued.

It was suggested that Officers update the procedures for Enforcement of Rules and Regulations and in particular section 3.10 of the Rules and Regulations with the reduced eviction timescales. These would be brought back to the next Allotment Committee meeting.

It was also suggested that under the "General" section of the Procedures, 4th line, the wording "Chair/Vice Chair of the Allotment Committee" be changed to read "Town/Deputy Clerk".

It was proposed by Councillor R Hughes and seconded by Councillor K Hughes that the Standing Orders be reinstated.

A vote was taken which was unanimous.

RESOLVED: That the Standing Orders be reinstated.

AC 105/07/22 QUOTES FOR WORKS

Members considered quotes for urgent additional works needed to maintain allotment provision, that had been severely impacted and delayed by the global pandemic.

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It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the quotes for job no's 2263 (parts 1 and 2), 2243, 2262 and 2252 be accepted and approved.

A vote was taken which was unanimous.

RESOLVED: That the quotes for job no's 2263 (parts 1 and 2), 2243, 2262 and 2252 be accepted and approved.

Councillor N Long gave his thanks to the Allotment Offices for their efforts in obtaining the quotes and the work involved.

AC 106/07/22 QUOTES FOR FENCING WORKS

Members noted the report and quotes regarding the damaged boundary fence on one part of the Mylen Road allotment site, which had fallen down.

Quote 1:

Option 1: Supply and install: 39m of 1800 mm high green 358 security mesh fencing supported on green coated box section concreted in posts - £6,597.00

Option 2: Supply and install: 39m of 1800 mm high green chainlink supported on galvanised angle iron concreted in posts - £4,333.00

Quote 2:

Option 1: Alternative option 2 using 1800mm high 358 welded mesh fencing supported on suitable posts set .750mm in the ground at suitable centres - £7,300.00

Option 2: Supply and install 39 linear meters of 1800mm high green plastic coated chainlink supported on suitable posts set .750mm in the ground surrounded in concrete at suitable centres - £4,950.00

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that Quote 1, Option 1 be accepted and approved and that the Officers be instructed to get the works carried out with immediate effect.

A vote was taken which was unanimous.

RESOLVED: That Quote 1, Option 1 be accepted and approved and that the Officers be instructed to get the works carried out with immediate effect.

AC 107/07/22 QUOTES TO MOVE GATES AT THE CHURCHILL WAY ALLOTMENT

Members considered a quote to reposition the gates at Churchill Way Allotment site, due to health and safety issues.

Quote 1:

Alter front entrance and add a double leaf and side fencing - £4,373.00

Quote 2:

Supply and install new main entrance gate 1800mm high x 4m wide - £4,900.00

It was proposed by Councillor L Gregori and seconded by Councillor N Long that Quote 1 be accepted and approved and that the Officers be instructed to get the work carried out with immediate effect.

A vote was taken which was unanimous.

RESOLVED: That Quote 1 be accepted and approved and that the Officers be instructed to get the work carried out with immediate effect.

AC 108/07/22 UPDATE FROM THE PEST CONTROLLER

Members noted that an update report had not been received and was to follow.

The Pest Controller's contract was discussed and the point was raised that part of the contract was the regular submission of update reports to the Allotment Committee on works completed, issues, rules and procedures.

A suggestion was made that the Pest controller be invited to attend a future Allotment Committee meeting in person to give a presentation, in the surgery session. Officers were instructed to arrange the invitation.

AC 109/07/22 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted the update report on Allotment Plot uptake.

Members discussed clarity of the report. It was requested that an additional line be added to reflect how many potential new tenants have put their names down for a plot on multiple allotment sites.

AC 110/07/22 ALLOTMENT OFFICERS REPORT

Members noted the Officers' report.

AC 111/07/22 COMMITTEE WORK PROGRAMME

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

- Policy and Procedure for reclaiming costs
- Pest Controller

AC 112/07/22 DATE OF THE NEXT MEETING

Members noted the date of the next meeting: **Wednesday 5 October 2022, at The Lights, Andover, starting at 6.30pm.**

It was delegated to Officers to research suitable dates for an earlier Allotment Committee meeting.

AC 113/07/22 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor L Gregori and seconded by Councillor D Coole that the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to the confidential nature of the items and to comply with GDPR.

A vote was taken which was unanimous.

RESOLVED: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 18 due to the confidential nature of the items and to comply with GDPR.

(Members of the Committee Meeting had a 5-minute comfort break at 8.10pm)

CONFIDENTIAL

AC 114/07/22 CONTRACTORS

Members noted the update report on Grounds Maintenance Works across all sites. It was requested that an extra column is added to the report which would show the cost of the works carried out.

AC 115/07/22 APPEAL 14B THE DROVE

Members received and discussed an eviction appeal relating to The Drove Allotment plot 14B.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the appeal be dismissed and a letter be sent to the evicted tenant advising of the Allotment Committee's decision.

A vote was taken which was unanimous.

RESOLVED: That the appeal be dismissed and a letter be sent to the evicted tenant advising of the Allotment Committee's decision.

AC 116/07/22 APPEAL RECEIVED FOR PLOT 21B THE DROVE

Members received and discussed an eviction appeal relating to The Drove Allotment plot 21B.

It was proposed by Councillor R Hughes and seconded by Councillor N Long that the appeal be accepted and the situation continue to be closely monitored.

A vote was taken which was unanimous.

RESOLVED: That the appeal be accepted and the situation continue to be closely monitored.

It was proposed by Councillor D Coole and seconded by Councillor N Long that the meeting be extended beyond the two-hour limit, by fifteen minutes.

A vote was taken which was unanimous.

RESOLVED: That the meeting be extended beyond the two-hour limit, by fifteen minutes.

AC 117/07/22 BEE KEEPING POLICY – TENANTS RESPONSE

Members noted the response from the Bee Keeper's following his non-compliance of the Rules and Regulations.

It was proposed by Councillor K Hughes and seconded by Councillor N Long that the Bee Keeping Policy would not be amended and the Bee Keeper be advised to adhere to the Beekeeping Policy and adjust the mesh fencing to a minimum height of 2.0m.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the Bee Keeping Policy would not be amended and the Bee Keeper be advised to adhere to the Beekeeping Policy and adjust the mesh fencing to a minimum height of 2.0m.

AC 118/07/22 COMPLAINT INVESTIGATION REVIEW

Members noted and reviewed the outcome of an investigation of a complaint received by Andover Town Council.

It was proposed by Councillor D Coole and seconded by Councillor K Hughes that the following action points be accepted:

- Review The Drove Allotment Association Contract with Andover Town Council.
- Ensure that it is clear that plots are checked by Wardens after eviction or notice given to quit, before letter of confirmation sent to outgoing tenant. This should allow proper clearing of plots.
- Ensure that the Wardens fully report on any works that have been requested by tenants and or neighbouring residents.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the following action points be accepted:

- **Review The Drove Allotment Association Contract with Andover Town Council.**
- **Ensure that it is clear that plots are checked by Wardens after eviction or notice given to quit, before letter of confirmation sent to outgoing tenant. This should allow proper clearing of plots.**
- **Ensure that the Wardens fully report on any works that have been requested by tenants and or neighbouring residents.**

The Chairman closed the meeting at **8.46pm**.

Chairman

Date