



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee **Surgery**

Time and date

6.00pm on Wednesday 3 February 2021

Place

Virtual On-Line Meeting via Zoom

Cllr L Gregori (Chairman) (P)
Cllr D Coole (P)

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

Cllr L Banville (A)
Cllr D Treadwell (A)

Officers Present:

Wendy Coulter (Town Clerk)
Caroline Godfrey (Locum Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer)

Other Councillors:

Cllr N Matthews

Allotment Wardens Present: Unknown

Members of the Public: 9

Allotment Holders Surgery

The Chairman opened the surgery at 6.00pm and welcomed all attendees.

There were no questions raised at the surgery.

The Chairman closed the surgery at 6.04pm.



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

Cllr L Banville (A)
Cllr D Treadwell (A)

Officers Present:

Wendy Coulter (Town Clerk)
Caroline Godfrey (Locum Clerk)
Tor Warburton (Deputy Clerk)
Michelle Young (Committee Officer)

Allotment Wardens Present: Unknown

Members of the Public: 9

Due to the Covid-19 Pandemic and Government legislation regarding Social Distancing, it was not possible to hold this meeting at a normal public venue. Therefore, the Town Council made arrangements under the Coronavirus Act 2020 and subsequent Regulations permitting remote meetings, to hold the meetings virtually. A voting procedure was actioned via role call method with each Member's name and response recorded in the Minutes.

AC 111/19 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Councillor D Treadwell.

AC 112/19 DECLARATIONS OF INTEREST

There were no Declarations of Interest made relevant to the agenda.

AC 113/19 MINUTES

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Minutes of the Allotment Committee Meeting held on Monday 14 December 2020 be signed by the Chairman as a correct record.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That the Minutes of the Allotment Committee Meeting held on Monday 14 December 2020 be signed by the Chairman as a correct record.

AC 114/19 PUBLIC PARTICIPATION

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

Member of Public 1:

Complaint regarding the slow resolution of allotment availability.
Why has it been out under the confidential section?

Chairman's Response:

The confidential item is not directly connected to the initial allotment complaint. The Town Clerk has replied to the complainant already.

Member of Public 2:

I have previously asked about the five payments of £300 per site for turning on the water on the allotments. This equates to 620% increase. Do these go to tender?

Chairman's Response:

I apologise we have not come back to you regarding this.

AC 115/19 REQUEST FOR ALLOTMENTS – NORTH SIDE OF ANDOVER

Members noted the update report on the request for allotments on the North Side of Andover.

It was agreed that a twelve-month action plan was required and the Deputy Clerk volunteered to be the dedicated Andover Town Council point of contact.

AC 116/19 ALLOTMENT AVAILABILITY

Members noted the update report on the allocation of Allotment Plots and the Waiting List. It was also that work was currently underway regarding the issues with the online application form for allotments, on the Town Council website.

Due to the current Covid-19 pandemic, the allocation of new allotment plots has ceased.

A suggestion was made that vacant allotment plots could be electronically handed over in the interim, by use of photographs and risk assessments.

It was proposed by Councillor D Coole and seconded by Councillor B Long that a risk assessment be carried out as soon as possible and a plan to allocate vacant plots be produced.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole	X		
R Hughes	X		
TOTAL	4	0	0

RESOLVED: That a risk assessment be carried out as soon as possible and a plan to allocate vacant plots be produced.

AC 117/19 ALLOTMENT OFFICER'S REPORT

Members noted the Allotment Officers Report.

A member asked how many allotment payments were outstanding. It was clarified that five payments were outstanding.

AC 118/19 COMMITTEE WORK PROGRAMME

Members noted the Committee Work Programme.

- Additional Items were requested to be including:
- Allotments Strategy
- Risk Assessment
- Contractors contracts up for Tender – water charges
- Toilet contracts - charges

AC 119/19 DATE OF THE NEXT MEETING

Members noted that the next Allotment Committee meeting would take place on **Wednesday 14 April 2021 via Zoom, starting at 6.00pm.**

AC 120/19 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor L Gregori and seconded by Councillor B Long that the Press and Public be excluded from the meeting at Items 12, 13 & 14 due to the confidential nature of the Items which contain personal information which come under GDPR and Data Protection Act 2018 and Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

A recorded vote was as follows:

COUNCILLOR	FOR	AGAINST	ABSTENTION
L Gregori	X		
B Long	X		
D Coole		X	
R Hughes	X		
TOTAL	3	1	0

RESOLVED: That the Press and Public be excluded from the meeting at Items 12, 13 & 14 due to the confidential nature of the Items which contain personal information which come under GDPR and Data Protection Act 2018 and Confidential Staffing matters, Ref Section 11 of LG & HA 1989.

(Councillor D Coole left the meeting at 6.55pm)

The Chairman closed the meeting at 7.45pm.

Chairman

Date