



# ANDOVER TOWN COUNCIL

## Minutes of Allotments Committee **Surgery**

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### **Time and date**

6.00pm on Wednesday 5 August 2020

### **Place**

Virtual On-Line Meeting via Zoom

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Cllr L Banville (P) (Left meeting at 7.16pm)  
Cllr B Long (P)

Cllr L Gregori (P)  
Cllr D Treadwell (A)

Cllr R Hughes (P)

### **Officers Present:**

Wendy Coulter (Town Clerk)  
Michelle Young (Committee & GDPR Officer) (Taking the Minutes)  
Fern Long (Allotment Officer)  
Nikki Barber (Allotment Officer)

**Other Councillors:** Councillor D Coole

**Allotment Wardens Present: 1**

**Members of the Public: 1**

### **Allotment Holders Surgery**

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

There were no questions raised at the surgery.

The Proper Officer closed the surgery at 6.17pm.



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CLlr B Long (P)

CLlr L Gregori (P)  
CLlr D Treadwell (A)

CLlr R Hughes (P)

### Officers Present:

Wendy Coulter (Town Clerk)  
Michelle Young (Committee & GDPR Officer) (Taking the Minutes)  
Fern Long (Allotment Officer)  
Nikki Barber (Allotment Officer)

**Other Councillors:** Councillor D Coole

**Allotment Wardens Present:** 1

**Members of the Public:** 1

**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 76/19 ELECTION OF CHAIRMAN

Members noted the resignation of Councillor A Watts from the Town Council.

It was proposed by Councillor L Banville and seconded by Councillor R Hughes that Councillor L Gregori be elected as Chairman of the Allotment Committee for the remainder of the Municipal Year 2020/2021.

There were no other nominees.

**RESOLVED: That Councillor L Gregori be elected as Chairman of the Allotment Committee for the remainder of the Municipal Year 2020/2021.**

**AC 77/19 ELECTION OF VICE CHAIRMAN**

Members noted the resignation of Councillor M James from the Town Council.

It was proposed by Councillor L Gregori and seconded by Councillor L Banville that Councillor B Long be elected as Vice Chairman of the Allotment Committee for the remainder of the Municipal Year 2020/2021. There were no other nominees.

**RESOLVED: That Councillor B Long be elected as Vice Chairman of the Allotment Committee for the remainder of the Municipal Year 2020/2021.**

**AC 78/19 APOLOGIES FOR ABSENCE**

There were no apologies received.

**AC 79/19 DECLARATIONS OF INTEREST**

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

**AC 80/19 MINUTES**

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Minutes of the Allotment Committee Meeting held on Tuesday 10 March 2020 be signed by the Chairman as a correct record.

A vote was taken as follows:

For: Councillors L Banville, L Gregori, R Hughes and D Treadwell.

Abstention: Councillor B Long.

4 for, 1 abstention

**RESOLVED: That the Minutes of the Allotment Committee Meeting held on Tuesday 10 March 2020 be signed by the Chairman as a correct record.**

**AC 81/19 PUBLIC PARTICIPATION**

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

**Member of Public 1:**

Surgery time – Not many tenants seem to be aware of these Allotment Meetings. Can these Meetings be put on the Allotment Noticeboards, so that they can participate in the Surgery time?

**Chairman's Response:**

Yes, we will request the officers to publish the meetings on the notice boards on the Allotment Sites.

**AC 82/19 PORTALOO CONTRACT 2020**

Members noted the Portaloo Contract 2020 report and considered the quotations for the provision of the Portaloo services for all 7 allotment sites.

A Member asked why was it necessary to clean the toilets twice a week, as the report stated 2x weekly.

Officers clarified that the toilets are cleaned fortnightly and cable tied back up after each clean. It was suggested that due to the recent hot weather, would it possible to increase the cleaning. Officers reminded Members that this would incur extra costs, which the Committee would need to agree to.

It was also suggested that the cleaning of the toilets cease during the Coronavirus pandemic. Officers stated this would not be a good idea, as the guidelines issued about not using the public conveniences, have been ignored.

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It was proposed by Councillor L Gregori and seconded by Councillor B Long that quotation number 1

(Hire for the year and two weekly cleaning contract £20.84 per Portaloo, per week, per site Total Cost for 2019/2020 £7586.32 including VAT) be accepted and approved.

A recorded vote was as follows:

For: Councillors L Banville, L Gregori, R Hughes, B Long and D Treadwell.

The vote was unanimous.

**RESOLVED: That quotation number 1 (Hire for the year and two weekly cleaning contract £20.84 per Portaloos, per week, per site Total Cost for 2019/2020 £7586.32 including VAT) be accepted and approved.**

#### **AC 83/19 REQUEST FOR ALLOTMENTS – NORTH SIDE OF ANDOVER**

Members discussed the provision of allotments on the North side of Andover.

There was general discussion about the provision of allotments across the whole of the Andover Parish and the acknowledgement that by 2023 Andover would be short of allotment plots.

Various sites were mentioned for possible allotment provision.

The Chairman asked the Member of Public who submitted the original Petition to forward their ideas for sites to him so that they could be considered.

The Local Plan and Open Space policy was also discussed with the mention of Allotment Provision within the open space.

It was noted that nationally, sites that were allotments and were turned into open spaces during the 1950's and 1960's were now being turned back into allotment sites. It was suggested that investigation should take place as to where these sites were in Andover and whether they could be turned back into allotment sites.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that:

- The Town Council create a new waiting list for the north side of Andover.
- The waiting lists are monitored for all sites across Andover.
- Officers to put together a case for the application for 106/CIL funding for the purchase of an additional allotment site.
- An assessment be made with regard to the maintenance of multiple small sites in comparison with one large site.

A vote was taken as follows:

For: Councillors L Banville, L Gregori, R Hughes, B Long and D Treadwell.

The vote was unanimous.

**RESOLVED: That:**

- **The Town Council create new waiting list for the north side of Andover.**
- **The waiting lists are monitored for all sites across Andover.**
- **Officers to put together a case for the application for 106/CIL funding for the purchase of an additional allotment site.**
- **An assessment be made with regard to the maintenance of multiple small sites in comparison with one large site.**

#### **AC 84/19 REMOVAL OF TYRES**

Members noted the update report on the Removal of Tyres – (attached to Record Minutes).

(Councillor L Banville left the meeting at 7.16pm).

Due to the Coronavirus, the decision was made to limit exposure for the contractors and only asked that urgent jobs were completed. As the lockdown has eased, the tenants have been contacted in preparation of the removal of tyres and advised they would be removed at the end of the growing season.

Clarification was requested as to whether the Allotment Rules and Regulations stipulated that tyres were prohibited from all Allotment Sites. Officers confirmed that the Rules and Regulations were in the process of being updated to include no tyres to be brought onto the Allotment Sites.

A Member asked that Officers referred the updated Rules and Regulations to the Allotment Committee for approval.

The Chair asked the Officers not to do any more work on updating the Allotment Rules and Regulations until directed to do so.

#### **AC 85/19 ALLOTMENT EARMARKED RESERVES**

Members noted the Allotment Earmarked Reserves Report and considered the Programme of Works.

The question was asked whether the Programme of Works would be started prior to the next Allotment Committee meeting in December 2020. The Chairman agreed that an Extraordinary Allotment Committee meeting would be held before then.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Programme of Works be reviewed with the Wardens and that the following Criteria be used as a starting point for the review:

1. Health & Safety
2. Spend to save measures

A vote was taken which was unanimous.

A recorded vote was as follows:

For: Councillors L Gregori, R Hughes, B Long and D Treadwell.

**RESOLVED: That the Programme of Works be reviewed with the Wardens and that the following Criteria be used as a starting point for the review:**

1. Health & Safety
2. Spend to save measures

#### **AC 86/19 ALLOTMENT INVOICING**

Members noted the Allotment Invoicing report.

Consideration was given to the proposed covering letter, outlining the changes in the method of Tenancy Fee payments. Officers explained the purpose of the changes was to minimise exposure for Officers and Members of the Public in view of the Coronavirus situation. It was commented that the Internal Auditor had recommended to cease with cash payments previously.

A suggestion was made to add a payment slip to the bottom of the invoice, to enable payments to be made at a bank, building society or post office.

It was noted that a small minority may only be able to pay via cash and it was noted that Risk Assessments would be carried out if necessary, to facilitate this method of payment, as a last resort.

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the changes to the invoicing process during the Covid-19 Crisis for 2020, be approved.

A vote was taken which was unanimous.

A recorded vote was as follows:

For: Councillors L Gregori, R Hughes, B Long and D Treadwell.

**RESOLVED: That the changes to the invoicing process during the Covid-19 Crisis for 2020, be approved.**

#### **AC 87/19 ALLOCATION OF ALLOTMENT PLOTS**

Members noted the Allocation of Allotment Plots report.

Officers were asked how many names on each site waiting list were duplicated on other sites also. Officers confirmed they would clarify this for Members.

The Officers suggested a use for unsuitable plots on each site could be used for Bee Keeping or Chickens with the proper procedures in place.

#### **AC 88/19 OLD WINTON REPLACEMENT FENCING**

Officers gave an update to the Members about the Old Winton Replacement Fencing. It was noted that Quotations were still awaited.

**AC 89/19 ALLOTMENT OFFICER'S REPORT**

Members noted the Allotment Officers' Report - attached to Record Minutes.

A Member asked how the investigation into compostable toilets was going. Officers clarified that due to the Coronavirus and resulting challenges, other work priorities had to come first. However, it was confirmed investigations would resume as soon as possible.

Members asked about the progress of Deposit Payments being returned to Allotment Holders. Officers advised that the task is still ongoing. It had taken time to investigate each case and identify the correct Allotment Holders whom would be entitled to a return of their deposit. Officers were able to confirm that there were thirty cases outstanding. It was hoped that the return of all relevant deposits would be completed by the end of 2020. The Officers were asked if the amount left to be returned, was known. The exact amount was not known, however, the Town Clerk confirmed that the outstanding monies were purposely kept in a separate account.

A Member asked if there were any developments with the discussions regarding cost neutral. Officers stated that the Allotment Committee would need to have discussions about increasing rental fees, reducing costs with contractors and other ways of achieving cost neutral status.

**AC 90/19 COMMITTEE WORK PROGRAMME**

Members noted the Committee Work Programme.

Additional Items were requested to be including:

- Deeds for the Allotment Sites
- Old Winton Road Fencing
- Invoicing update

**AC 91/19 DATE OF THE NEXT MEETING**

Members noted that the next Allotment Committee meeting would take place on **Wednesday 2 December 2020 via Zoom, starting at 6.00pm.**

However, it was noted that an Extraordinary meeting would be held sometime in October to finalise the work to be carried out at Old Winton Road.

**AC 92/19 EXCLUSION OF THE PRESS AND PUBLIC**

It was proposed by Councillor L Gregori and seconded by Councillor R Hughes that the Press and Public be excluded from the meeting at Item 18, due to the confidential issue of allotment appeals. A vote was taken which was unanimous.

A recorded vote was as follows:

For: Councillors L Gregori, R Hughes, B Long and D Treadwell.

**RESOLVED: That the Press and Public be excluded from the meeting at Item 18, due to the confidential issue of allotment appeals.**

The Chairman closed the meeting at 8.30pm.

Chairman

Date

