



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee **Surgery**

Time and date

6.32pm on Thursday 7 April 2022

Place

The Lights, Andover

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

Officers Present:

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

Allotment Wardens Present:

Glynn Black – Vigo Road
Derek Bolland – Admirals Way
Mike Cantillon – The Drove
Ted Reynolds – The Drove

Allotment Warden Apologies:

Mr Tom Beavis – Churchill Way
Mr Tim Stockwell – Old Winton Road

Members of the Public: 4

Allotment Holders Surgery

The Chairman, Councillor K Hughes opened the surgery at 6.32pm and welcomed all attendees.

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

The Drove Warden 1:

The report on allotment uptake states 22 vacant plots on The Drove and 132 on the list in total. Is this current for the whole 7 sites?

Allotment Officer response:

Yes, that is correct.

The Drove Warden 1:

Why are we employing contractors to remove the glass from the allotment sites, when it should be the responsibility of the tenants?

Allotment Officer response:

Due to the large amount of glass that was involved, following the two recent storms, it was thought to be a health and safety concern for members of the public to remove. Therefore, contractors were employed to remove it safely and quickly.

The Drove Warden 2:

It comes back to the issue of whether the Town Council should be paying for the removal of that Glass, when it is the tenant's responsibility.

Councillor L Gregori:

If tenants are reluctant, costs should be recovered from them through the small claims court.

Councillor B Long:

The Rules and Regulations do state that the Town Council will claim back any costs and we should be enforcing that.

The Drove Warden 2:

Are ponds part of the cultivated area of the plot? The National Allotment Association has a policy which states that it expected that 70% of the plot should be fully cultivated. The other 30% can be used for sheds, greenhouses and maybe a small patio area. Allotments are national corridors for wildlife and they don't need further encouragement. With regards to ponds, all the wildlife want is a drinking station.

The Chairman:

My view is that a pond does not come into the 70% cultivated part of a plot, it would have to come under the 30%.

The Vigo Road Warden:

The main gate at Vigo Road is never shut or locked properly. We've had problems with the lock and people are not bothering to shut the gate.

Allotment Officer 1:

We will get reminders sent out to the tenants and the locksmith has been contacted to deal with it.

The Chairman closed the surgery at 6.46pm.



ANDOVER TOWN COUNCIL

Minutes of Allotments Committee

Time and date

6.47pm on Thursday 7 April 2022

Place

The Lights, Andover

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

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

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

Officers Present:

Tor Warburton (Via Zoom)
Michelle Young (Committee Officer) (Taking the notes)
Jo Whiteman (Allotment Officer)
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Allotment Wardens Present:

Glynn Black – Vigo Road
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Allotment Warden Apologies:

Mr Tom Beavis – Churchill Way
Mr Tim Stockwell – Old Winton Road

Members of the Public: 4

AC 078/04/22 APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

AC 079/04/22 DECLARATIONS OF INTEREST

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

AC 080/04/22 MINUTES

It was proposed by Councillor N Long and seconded by Councillor B Long that the Minutes of the Allotment Committee Meeting held on Thursday 3 February 2022 be signed by the Chairman as a correct record.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTION - 1

RESOLVED: That the Minutes of the Allotment Committee Meeting held on Thursday 3 February 2022 be signed by the Chairman as a correct record.

AC 081/04/22 PUBLIC PARTICIPATION

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

National Allotment society, Regional Representative:

You may be aware that the Prince of Wales is the patron of the National Allotment Society and Clarence House has given agreement to a request being made to the Prince of Wales to use the title “Platinum Jubilee Allotments” on any allotment plot, that may be opened this year. They would have to be worthy of that title. The one restriction on that is that there needs to be an Allotment Association on that site and the Allotment Association needs to be affiliated to the National Allotment Society.

We do have 3 sites in Andover that may be operational this year. Are there any thoughts as to whether any of them would be worthy to apply for the label to be put on them? It would be good to have such a plaque on the allotment. There is a strong possibility that the National Allotment Association would fund the plaque.

Councillor B Long:

Ox Drove opened last year, so it would only Saxon Heights and Picket Twenty, however, they haven't been signed over yet.

The Chairman's response:

The issue would be that they would need an Allotment Association at the site and they would need to be affiliated as well. This would be something to discuss going forward.

National Allotment society, Regional Representative:

As long as there is a willingness from the tenants on the chosen allotment site, the setting up of an affiliated Allotment Association does not take long.

We are looking forward to the consultation on the Rules and regulations and also the rent increases. What is the time scale for the consultation?

Deputy Clerk Response:

We intend to inform the tenants of the change in billing time in September. In October they will receive the notification of the rental increase, which will give them a year, which is legally what we have to do. We will use that time between now and then to conduct a consultation with tenants on ways to improve the allotments and to increase where possible, the service that we are delivering and to minimise costings.

AC 082/04/22 UPDATE ON NEW ALLOTMENT SITES

Members noted that the Ox Drove allotment site has been fully allocated with one disabled plot. It was also noted that the final sign off visits were scheduled for the Saxon Heights and Picket Twenty allotment sites. It was anticipated the plot allocation could be started before the growing season was fully underway.

AC 083/04/22 ALLOTMENT RULES & REGULATIONS

Members considered the updated Rules and Regulations.
The following amendments were requested to be made:

Section 3.10 Cultivation – add to the last bullet point:

“If you receive more than 2 letters in a rolling 12-month period, your tenancy will be terminated.”

Section 3.10 Cultivation – add a new bullet point to read:

“70% of the plot should be cultivated and any additional items to the plot must be included within the remaining 30%.”

Section 3.30 Use of Land – add a new bullet point to read:

“A minimum of 70% of the land should be cultivated.”

Section 4.2.3 Termination – Change the sentence to read:

“If that at the end of 30 days written notice given to the tenant by the Council requiring you put the allotment into a good state of cultivation, unless there are strong mitigating circumstances.”

Members discussed the requirement for a policy and procedure for enforcing the Rules and Regulations and for recovering costs back for any action undertaken by the Town Council that should have been completed by the tenant. Officers were delegated to produce a policy and procedure which would be brought to the next Allotment Committee meeting.

A suggestion was made that a separate bullet point entitled “Enforcement” be added which stated “any costs incurred by the Andover Town Council, as a result of a tenant breaking any of these Rules and Regulations, the costs will be sought from the tenant if not paid.” It was also suggested that an additional section 5 be added entitled “Reclamation of Costs.”

It was proposed by Councillor B Long and seconded by Councillor S Waue that the Rules and Regulations with the amendments and addition of Section 5, “Reclamation of Costs”, be accepted.

A vote was taken:

FOR – 4, AGAINST – 0, ABSTENTIONS – 2

RESOLVED: That the Rules and Regulations with the amendments and addition of Section 5, “Reclamation of Costs”, be accepted.

AC 085/04/22 ANDOVER TOWN COUNCIL CHICKEN KEEPING POLICY

Members received the updated Andover Town Council Chicken Keeping Policy.

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the updated Andover Town Council Chicken Keeping Policy be accepted and recommended to Full Council for approval.

A vote was taken:

FOR – 5, AGAINST – 0, ABSTENTIONS – 1

RESOLVED: That the updated Andover Town Council Chicken Keeping Policy be accepted and recommended to Full Council for approval.

AC 086/04/22 ALLOTMENT RENTAL INCREASE – PROPOSED PLAN

Members noted that the Full Council held on 23 February 2022, approved the Allotment Committee's recommendations and plans regarding the rental increase. It was also noted that the Allotment Officers would implement the plans and report back to a future Allotment Committee meeting.

AC 087/04/22 ALLOTMENT EARMARKED RESERVES

Members reviewed the Allotment Earmarked Reserves.

An amendment was suggested that the £7,000.00 earmarked for "Installation of Toilets on all 7 sites" was removed and added to "Replacement Fencing and Gates on all sites". It was proposed by Councillor B Long and seconded by Councillor R Hughes that the Earmarked Reserves amount of £7,000.00 for Installation of Toilets on all 7 sites, be moved to Replacement Fencing and Gates on all sites.

A vote was taken which was unanimous.

RESOLVED: That the Earmarked Reserves amount of £7,000.00 for Installation of Toilets on all 7 sites, be moved to Replacement Fencing and Gates on all sites.

It was proposed by Councillor L Gregori and seconded by Councillor B long that it be delegated to Officers to produce a programme of works, based on the Allotment Strategy and a report to be brought back to the next Allotment Committee meeting. A vote was taken which was unanimous.

RESOLVED: That it be delegated to Officers to produce a programme of works, based on the Allotment Strategy and a report to be brought back to the next Allotment Committee meeting.

AC 088/04/22 BEE KEEPING POLICY – TENANTS RESPONSES

Members noted that a letter had been sent to the non-responsive Beekeeper, which reminded them of the Rules and Regulations regarding Bee Keeping. A time frame had also been given for compliance.

AC 089/04/22 PEST CONTROLLER

Members noted that the Pest Controller had been requested to send detailed reports and ensure that the schedules on the noticeboards are kept up to date.

It was requested that an extra item be included on the Allotment Committee agenda entitled "Update from the Pest Controller" for Members to receive an update on the Pest Controller reports at each meeting.

AC 090/04/22 UPDATE ON ALLOTMENT PLOT UPTAKE

Members noted the update report on Allotment Plot uptake. Councillor N Long gave his thanks to the Officers for the report.

AC 091/04/22 ALLOTMENT OFFICERS REPORT

Members noted the Officers' report.

AC 092/04/22 COMMITTEE WORK PROGRAMME

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

- Platinum Jubilee Allotment Plaque
- Policy and Procedure for reclaiming costs
- Removal of Toilets
- 2 Fencing Quotes

AC 093/04/22 DATE OF THE NEXT MEETING

Members noted that the date of the next Allotment Committee meeting would be confirmed after the Annual Mayor making in May 2022.

AC 094/04/22 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Councillor K Hughes and seconded by Councillor R Hughes that the Members of the Press and Public be excluded from the Meeting at Agenda Items 17 due to the contractual confidential nature 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 Items 17 due to the contractual confidential nature and to comply with GDPR.

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AC 095/04/22 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 096/04/22 EVICTION APPEAL

Members received and discussed an eviction appeal relating to Vigo Allotment plot 30C. It was proposed by Councillor R Hughes and seconded by Councillor L Gregori that the appeal be rejected and a letter be sent to the evicted tenant advising that any costs incurred by the Town Council to make the plot good, if not already done, will be charged to the evicted tenant.

A vote was taken which was unanimous.

RESOLVED: That the appeal be rejected and a letter be sent to the evicted tenant advising that any costs incurred by the Town Council to make the plot good, if not already done, will be charged to the evicted tenant.

The Chairman closed the meeting at **8.38pm**.

Chairman

Date