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| Andover Town Council Badge 2 | ANDOVER TOWN COUNCIL**A** |

Notes of Allotment Committee **Surgery**

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**Time and date**

7.00pm on Thursday, 4 October 2018

**Place**

Andover Town Council Offices, 68b High Street, Andover

***Attendees:***

**Town Council Representatives**

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| Cllr K Hughes – Chairman (P) (arrived at 7.07pm) | Cllr R Kidd – Vice Chairman (P) | Cllr L Gates (P) |
| Cllr B Long (P) | Cllr L Gregori – (P) (arrived at 7.03pm) | Cllr A Cotter (P)  |

**Officers Present:**

Tor Warburton (Deputy Clerk)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Kelly Matthews (Allotment Officer)

Fern Long (Allotment Officer)

**Allotment Wardens Present:**

1

**Members of the Public Present:**

2

**Allotment Holders Surgery**

The Vice Chairman (in the absence of a Chairman) opened the surgery at 7:00pm and welcomed all attendees.

**The Vice Chairman**

Asked if anyone had any suggestions, questions or concerns.

A member of The Drove Allotment Association raised the following concerns:

Why is there another set of new rules to sign? It doesn’t appear to be professional.

People are not attending plots once they have been covered with black plastic, which is rendering many of the plots overgrown. Allotments plots are becoming a sea of black plastic.

A sensitive matter concerning a resident from nearby housing, has been seen dumping rubbish onto the allotment.

Allotment Officer responded:

Water costs have increased which had meant new tenancy agreements needed to be signed. Allotment Officer details will be included on the back of the agreements.

Discussions are due to be held with tenants regarding their attendance on their allotment plots.

 (Vice Chairman Cllr K Hughes arrived at meeting 7.07pm)

Site visits will resume once the invoicing period is complete.

The member from The Drove Allotment Association offered The Association’s assistance to the allotment holders with their overgrown plots, however, they would not do it for them. The Association will keep in touch with the Allotments Officers and it will be dealt with on a case by case basis.

The sensitive matter concerning the resident seen to be dumping rubbish onto the allotment will be monitored by the wardens. Evidence is required to find out who is the person responsible.

It was suggested that Allotment holders to keep reporting incidents to the police.

Allotment Officer added that the Police have already responded and confirmed that the advice is to continue reporting all incidents.

The warden asked for another Warden’s meeting in the near future namely, November 2018.

Member of the public, asked, “Why does it take four Officers to attend the Allotment Committee meetings?

The Deputy Clerk confirmed a response to the question would be sent via email.

Surgery Closed 7.18pm

 Minutes of Allotments Committee

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**Time and date Place**

7.19pm on Thursday, 4 October 2018 Andover Town Council Offices, 68b High Street, Andover

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Attendees:

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| --- | --- | --- |
| Cllr K Hughes – Chairman (P) (arrived at 7.07pm) | Cllr R Kidd – Vice Chairman (P)  | Cllr L Gates (P) |
| Cllr B Long (P) | Cllr L Gregori – (P) | Cllr A Cotter (P) |

**Officers Present:**

Tor Warburton (Deputy Clerk)

Michelle Young (Committee & GDPR Officer) (training) (taking the minutes)

Kelly Matthews (Allotment Officer)

Fern Long (Allotment Officer)

**Allotment Wardens Present:**

1

**Members of the Public Present:**

2

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| **AC 14/18** | **Apologies** |
|  | There were no apologies for absence |
| **AC 15/18** | **Declarations of Interests** |
|  | Cllr L Gates, as an Allotment Holder, declared an interest in Item 5 of the agenda. |
| **AC 16/18** | **Minutes** |
|  | It was proposed by Cllr L Gates and seconded by Cllr B Long that the Minutes of the Allotment Committee meeting held on 5 July 2018 be accepted and signed by the Chairman, as a correct record. A vote was taken which was unanimous.**Resolved: That the Minutes of the Allotment Committee meeting held on the 5 July 2018 be accepted and signed by the Chairman, as a correct record.** |
| **AC 17/18** | **Picket Piece Allotments (Ox Drove)** |
|  | The report which was received and noted (attached to record minutes). Members discussed the report and the following points were raised:* To write to the Hampshire County Council to find out where their boundary ends.
* Clarification about reducing the plot size until the hedgerows are in control.
* Set up a meeting with the developers regarding the plot size and amount of hedge to be cut away. Cllr B Long to attend.
* Clarification as to whether the developers had considered the mesh or paving slabs to go under the compost bins.

It was proposed by Cllr B Long and seconded by Cllr K Hughes that a site visit be arranged to obtain further answers to the questions raised. A vote was taken which was unanimous.**Resolved: That a site visit would be arranged to obtain further answers to the questions raised.**  |
| **AC 18/18** | **Budgets** |
|  | The Draft Budget was received and noted (attached to record minutes)Members discussed the Draft Budget and:Cllr K Hughes proposed and Cllr R Kidd seconded that the Budget be recommended to the Policy and Resources Committee for inclusion in the Council’s Budget 2019/2020.A vote was taken which was 3 for, 1 against and 2 abstentions. (Cllr L Gates did not vote)**Resolved: That the Budget be recommended to the Policy and Resources Committee for inclusion in the Council’s Budget 2019/2020.** |
| **AC 19/18** | **Bonfires** |
|  | Members noted the report (attached to record minutes)It was proposed by Cllr K Hughes and seconded by Cllr L Gates that the recommendation within the report be accepted:* To delegate to the Allotment Officers to send out an update to allotment holders to confirm Bonfires can resume as stated in the report.

A vote was taken, 3 for, 1 against with 2 abstentions**Resolved: That the recommendation of the report be accepted:** * **To delegate to the Allotment Officers to send out an update to allotment holders to confirm Bonfires can resume as stated in the report.**
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| **AC 20/18** | **Site Security** |
|  | A report was received and noted (attached to record minutes). Members discussed the report and the following points were made:* To delegate to Officers to contact the Police to arrange site visits, speak to the allotment holders and wardens and issue Identification pens for use on their equipment and property on the allotments.
* To delegate to Officers to inform allotment holders via the newsletter and email, that they can become members of the National Association Insurance for cover on their property.
* Crime Prevention officers to inform allotment holders of the wide-ranging advice on crime prevention methods for the allotment sites.
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| **AC 21/18** | **Invoicing** |
|  | Members noted the report (attached to record minutes) Members commented on the progress updates and commended the Allotment Officers’ efforts in introducing the new Card Machine and continuing to improve the invoicing proceedure as a whole. |
| **AC 22/18** | **Vigo Road Allotment** |
|  | Members received and noted the quotes for the potential siting of new gates on Vigo Allotment site (attached to record minutes) and the following points were raised:* The quotes are not clear and need to be re-submitted with V.A.T. to be included on all three.

It was proposed by Cllr L Gates and seconded by Cllr K Hughes to agree to instruct the Allotment Officers to write a specification list and obtain three quotes for gates and tarmacadam on the waste ground to the right of the entrance gates separately.A vote was taken which was unanimous.**Resolved: That to agree to instruct the Allotment Officers to write a specification list and obtain three quotes for gates and tarmacadam on the waste ground to the right of the entrance gates separately.**It was proposed by Cllr B Long and seconded by Cllr R Kidd to call for an Extraordinary Allotment Meeting when all three quotes have been received, if appropriate.A vote was taken which was unanimous.**Resolved: To call for an Extraordinary Allotment Meeting when all three quotes have been received, if appropriate.** |
| **AC 23/18** | **Allotment Officers Report** |
|  | The Allotment Officers delivered their report which was received and noted. |
| **AC 24/18** | **Exclusion of the Press and Public** |
|  | It was proposed by Cllr K Hughes and seconded by Cllr B Long that the Members of the Press and Public be excluded from the Meeting at Agenda Item 12 due to consideration of an appeal.A vote was taken which was unanimous.**Resolved: That the Members of the Press and Public be excluded from the Meeting at Agenda Item 12 due to consideration of an appeal.** |