



**Dear Councillors Buxton, Marshall Scott and Sellars and Mr Bamberger, Mr Eyres and Mr White,**

You are invited to attend the next meeting of the **Allotment sub-committee** to be held on **Friday 4<sup>th</sup> October 2024, commencing at 2pm**. This meeting will be held in the small hall of Balderton Village Centre.

*Allotment Holders are welcome to attend and speak during item 3. For the remainder of the meeting the discussion will be between members on the subcommittee.*

**Marion Fox Goddard, Balderton Parish Clerk, Friday 27<sup>th</sup> September 2024**

### **AGENDA**

1. Apologies for absence.
2. Declarations of interest.
3. Allotment holders' forum - **Balderton Parish Council is committed to community engagement and therefore warmly invites allotment holders to contribute during this part of the meeting.**
4. To agree the minutes from the meeting held on July 2<sup>nd</sup>, 2024.
5. To receive an update on actions from the July meeting.
6. To receive an update on Health and Safety on the site.
7. To receive an update on the waiting list and allotment inspections.
8. To discuss the wording for new signage at the allotment and the possibility of getting a new noticeboard
9. Items raised by allotment holders:
  - a. Trees over hanging the site.
  - b. Moles
  - c. Community composting
  - d. Consideration of whether/how to offer ¼ holders more rather than having to go at the end of the waiting list.

For full agenda pack visit our website: [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk) (Click on the arrow next to the allotments heading and then click on the agenda for this meeting).



# Allotment Sub Committee

Minutes of the meeting held on July 2<sup>nd</sup>, 2024, at 7pm

## PRESENT

Councillors: Buxton, Elson, Sellars, Scott, Fairbairn (Chair until item 4, then stepped down from this sub-committee),

Allotment tenant representative: Bill Bamberger, John Eyres

Staff: Jim Brown (Head Groundsman), Marion Fox Goddard (Parish Clerk)

& Allotment holders

### 1. Apologies

Cllr Marshall, Mr White (allotment tenant representative)

### 2. Declarations of Interest

Cllr Fairbairn - allotment holders.

### 3. Welcome Mr Bamberger and Introductions

Cllr Fairbairn welcomed Bill Bamberger (new allotment representative) and introduced the sub-committee members and staff.

### 4. Election of a new chair for the Allotment Sub- committee

Cllr Sellars was nominated and voted as Chair. From this point Cllr Sellars chaired the meeting.

### Allotment holders' forum/ 8. New allotment agreement

During this item allotment reps and allotment holders from the public forum raised their concerns/queries regarding the new allotment agreement. The clerk attempted to address the concerns and read out responses to queries that had been raised prior to the meeting – full details are available in the agenda pack for the meeting which is available on the council [website](#). *Item 8 was pulled forward to this point of the meeting.*

Queries and responses summarised below. – items in bold will be recommended to full council on July 24<sup>th</sup>.

	Concern raised	Response
1	Clause A 8.1: "comply fully with all enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site."	I believe the concern raised about this is because allotment holders are not aware of enactments, statutory instruments, local, parochial or other byelaws, orders or regulations affecting the Allotment Site. This clause needs to remain in case there are any changes in the law or if the landowner gives the parish council notice that they want the land back (12 months' notice required). The requirements of tenants are included in the new agreement and schedule. <b>No update to full council.</b>
2	Clause A 8.4: "immoral purposes"	Immoral would cover antisocial so I suggest it is not necessary to change this. <b>No update to full council.</b>
3	Clause A 8.5: "The Tenant shall not enter	I don't think this is an unreasonable clause. Some allotment holders may be happy for any other allotment holder to enter their site but there may

	onto any other plot at any time without the express permission of the relevant plot holder.”	be others that are not. I’m sure they would understand if another allotment holder went onto their plot to rescue an animal or in an emergency. If permission has been given there is no problems for allotment holders to help each other out and go on each other’s allotments.  <b>No update to full council.</b>
4	Clause S 3,3: “The main access gate shall be closed and locked at all times.”	There is divided opinion on this one. If you are alone on the allotment do you want anyone to wander in? <b>Update to be recommended to full council: when you leave you must keep it locked if the ASC<sup>1</sup> agrees to recommend this to full council.</b>
5	Clause S 5.2: “No hoses are to be used at any time.”	<b>Update to be recommended to full council: Hoses to be used sparingly and not to be left on. No sprinklers to be used.</b>
6	Clause S 5.3: “No fires between the hours of 15.00 and 19.00 and 15.00 and dusk”	<b>Update to be recommended to full council: Fires to be lit when the wind conditions are right with consideration to neighbouring properties.</b>
7	Clause S 6.1: “dogs not allowed on site unless it is held at all times on a leash and remains on the tenant garden only”	There is divided opinion on this one. Some people fear dogs. I believe s6.1 is the best stance to start with on this as some allotment plots are not fenced off. If an allotment holder’s plot is fenced/secure, it is suggested they use their own discretion if they 100% sure their dog will not get out or go out if someone else opens the gate. The clause allows the council to act if there ever is a problem with dogs not being managed responsibly on the site. <b>No update to full council.</b>
8	Clause S 8.2: “Only glass substitutes such as polycarbonate, Perspex or other alternatives may be used in any permitted structures.”	<b>Update to be recommended to full council: Glass greenhouses are permitted if they maintained to not be a danger to other users of the allotment site. All structures including polytunnels to be securely fixed.</b>
9	Clause S 8.5: “The Council will not be held responsible for loss by accident, fire, theft or damage from Allotment Garden.”	This is under the heading of Buildings and Structures. The council cannot be held responsible for the losses listed as the buildings and structures are the responsibility of the tenant and the council cannot monitor whether the gate is always locked. This is not an unreasonable clause.  If there was an accident or fire which was directly due to the action of Balderton Parish Council, a claim could be sent to the council so this could be considered. <b>No update to full council.</b>
10	Clause S 9.2: “must cover any manure on the Allotment Garden which has not been dug”	<b>Update to be recommended to full council: Manure heaps to be covered. Consideration of the nearby water course must be taken to not allow manure to leach into it. (Manure to be spread in the autumn and dug in in the spring).</b>
11	Clause S10.3: “chemicals must be in compliance with all relevant legislation.”	If allotment holders bring chemicals on to their plot, it is not unreasonable to ask them to comply with legislation regarding storage. New products are clearly labelled and if allotment tenants have anything that is not labelled or is old it is not unreasonable to expect allotment holders to check that they are being stored safely. <b>Update to be recommended to full council: Gas to be added.</b>
12	Clause S 11.1: “Tenant will endeavour to	

<sup>1</sup> ASC – Allotment Sub-committee

	maintain the plot number in good order and ensure it is visible at all times.”	<b>Update to be recommended to full council: Plot number markers to always be visible and remain the property of Balderton Parish Council.</b>
13	I don't live in Balderton – will I be made to give up my plot?	No - We would not ask anyone to give up their plot if they have moved out of Balderton since they were issued their plot.
14	Clause S2.4 – All paths must be kept to a minimum of 45cm	<b>Update to be recommended to full council: Remove this clause</b>
15	Clause 12.2 – cars temporary parking 15 minutes	<b>Update to be recommended to full council: Allotment holders who have mobility issues or are disabled can contact the council office for a pass for their windscreen to evidence that permission has been given for them to park next to their allotment.</b>
16	If I don't sign the new agreement, will I have to give up my allotment?	All allotment holders will need to sign the new agreement.

## 5. Minutes of the Allotment sub-committee held on February 6<sup>th</sup>, 2024

The minutes were approved as an accurate record.

## 6. To receive and update on the actions from the February meeting

The following update was noted:

Item Number	Action	Update	Any further action needed?
2	<i>Sign to advertise allotment representative vacancy.</i>	A sign was added to the noticeboard and gate shortly after the meeting. Mr Bamberger offered to take the role. No further interest received.	No
10	<i>Obtain email addresses for all tenants</i>	We have contacted tenants and have email addresses for 75% of allotment holders (45 out of 60).  We wish to get email addresses to minimise costs to allotment tenants (administration/postage costs). We appreciate that some people do not have email addresses but will continue to encourage tenants to let us have an email to avoid this affecting rent.	Request email address in next letter sent to all allotment holders.
10	<i>Vacant Plots and 'community plot'</i>	Plots that were vacant at the in January/February have been let - Plots 2a, 5b, 5c, 15a, 15b, 15c, 21b, 23a, 23c, 24b, and 24c.  The Amenities Committee accepted the recommendation of the ASC <sup>2</sup> for the 'community plot'. The shed, machinery and green waste has been removed from this plot and 2 quarter plots were created (20 b and 20c). 20b has been let. Plot 20c was offered this month but not taken due to the shade from the large apple	Consider whether to combine 20b and 20c – see agenda item 10 on the 2/7/24 agenda)

<sup>2</sup> ASC- Allotment Sub-committee

		tree next to it. The apple tree next to plot 20c remains available for all allotment holders to take apples.	
11	New signage and notice board for the site	Will be organised later in 2024/early 2025	
12	Fences	Investigate replacing the top strand of chain link on the fence	This will be done in the autumn when we can cut the briars.

### **9. Health and Safety on site**

During item 8, Mr Eyres detailed some of his concerns with respect to the environment and health and safety. The clerk detailed that the risk assessment is being reviewed and the council's health and safety advisor will visit the site as part of this work.

### **10. Consideration of whether to offer plot 20c to the neighbouring plot**

The sub-committee agreed to make the offer.

### **11. Explanation of how plots are handed over and what happens when a tenancy ends**

The clerk explained that when an allotment is handed over a photo is taken so when a tenancy ends this can be compared with the end 'state' of the allotment This will be used to make an assessment of whether some of the bond will be kept to pay for clearing the plot (if it is left in the same state as when it was handed over or better the bond will be returned in full).

### **12. Whether to allow businesses/charities have plots on the site.**

The subcommittee agreed to recommend to full council that businesses/charities should not be allocated allotments. Their use is for residents rather than organisations.

### **13. Allotment inspections**

The next inspections will be done in September by Cllr Sellars, the Head Groundsman and the allotment representatives.

### **14. Suggestions for the next agenda**

- i. Trees over hanging the site.
- ii. Moles
- iii. Community composting
- iv. Consideration of whether/how to offer ¼ holders more rather than having to go at the end of the waiting list.

*The meeting closed at approximately 8.30pm.*

# Suggested Content for Allotment Sign (for on the gate)

1. Balderton Parish Council
2. Glebe Park Allotments
3. Allotment holders are reminded to:
  - Use water sparingly from the taps and not use sprinklers.
  - Not add your waste to the wooden bays at the front of the allotment site. (Allotment holders are welcome to help yourself to grass/leaves from the lefthand bay if they would like to use it for composting).
  - Be mindful of the wind direction when having bonfires and to consider of the homes around the allotment site.
  - Lock the gate.
  - Look out for your annual rent email in July/early August each year.
  - Let Balderton Parish Council know if your contact details change.
  - Adhere to the Allotment Holder Agreement which can be found on the parish council website: [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk)
4. For details of the current allotment representatives, please see the noticeboard.
- 5.
6. If you would like to join the allotment waiting list, please visit:  
[www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk) , click on Allotments and complete our waiting list application form. Alternatively contact Balderton Parish Council using the contact details below.
7. If you have any queries, please contact:  
Email: [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)  
Telephone: 01636 703626  
Office opening times: Monday – Friday 10am to 12 noon  
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