



Dear Councillors Buxton, Fairbairn, Hall, Marshall and Sellars and Mr Eyres and Mr White,

You are invited to attend the next meeting of the **Allotment sub-committee** to be held on **Tuesday 6th February 2024, commencing at 10.30pm**. This meeting will be held in the small hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter

Marion Fox Goddard, Balderton Parish Clerk, Tuesday 30th January 2024

AGENDA

1. Apologies for absence.
2. Declarations of interest.
3. To note the resignation of one allotment representative and to discuss finding a replacement.
3. Terms of reference for the Allotment Sub Committee.
4. To agree the minutes from the meeting held on October 4th, 2023
5. Update on water
 - a. Switching on
 - b. Draining the system – feedback following the last meeting.
6. Discussion of feedback providing from consultation poster.
7. Feedback regarding the suggestion of a bike rack.
8. Update on tidying up the site.
9. New allotment holders agreement.
10. Update on new tenants/use of vacant plots.
11. Plan for improved signage.
12. Correspondence
 - a. Email regarding vandalism.



Allotment Subcommittee Terms of Reference

Agreed by Full Council – November 8th, 2023

Number of Councillors	4	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk (& Clerical Assistant) Head Groundsman		
Allotment Holders (advisory – no voting rights)	3 Allotment Tenant Representatives		
Meeting regularity	Quarterly – date and time of each meeting to be arranged at the preceding meeting.		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Minutes of allotment subcommittee will be included in amenities committee agendas to keep all councillors informed. 			

Purpose of this Subcommittee

This main purpose is to monitor the allotments and make recommendations to the amenities committee on items such as:

1. The letting of allotments.
2. Updating the terms of the tenancy agreement.
3. Management of the site.
4. Regular inspections of the allotment site to ensure compliance with the tenancy agreement.
5. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and ground staff.



Allotment Sub Committee

Minutes of the meeting held on Wednesday October 4th 2023 at 6.30pm

PRESENT Councillors: Fairbairn (Chairman), Buxton, Elson, Marshall and Sellars
Co-opted allotment tenant representatives: Peter Holland and Stephen White
3 allotment holders
Staff: Jim Brown (Head Groundsman), Marion Fox Goddard (Parish Clerk)
and Sue Lalyk (Deputy Clerk).

APOLOGIES Mr Eyres (allotment tenant representative)

1. Declarations of Interest

Cllr Fairbairn declared a personal interest as an allotment holder and Cllr Marshall as he is on the allotment waiting list.

2. Discussion on when to turn water off and on each year

It was decided that there should not be a specific date for either of these and it should be left to the head groundsman to decide, depending on weather conditions. This process has worked in the past and it is usually off for about 5 months. An allotment representative suggested draining the system during the winter as there is an access point on the site.

- **Head Groundsman to look into this and report back to the Amenities Committee regarding costs involved and feasibility.**

3. Allotment rules/items for future consideration and revision

A copy of the rules is on the allotment noticeboard. The council will collate ideas for discussion at the next meeting.

- **Clerical Assistant - to add a notice requesting any suggestions from allotment holders on the allotment noticeboard.**

- **All** – suggestions to be sent to office@baldertonparishcouncil.gov.uk by **8/12/23**, – so these can be collated by the Clerical Assistant for the next ASC meeting.

4. Discussion regarding bonfires-burnable waste/green waste

The Council has recently received a complaint from a local resident regarding bonfires. These are allowed on the allotments but care should be taken regarding the weather conditions, especially the wind direction. The Council has a large amount on their bonfire pile so it was agreed to have one large bonfire as close to bonfire night as possible. A shredder will be purchased to shred smaller branches and leaves on site in the future. An allotment which could be suitable in the future to use for waste has recently been let. It was agreed to make any other potential plot “not to let” in the allotment records so if it becomes vacant again moving the waste site can be considered.

- **Head Groundsman** – To arrange bonfire and get/chase quotes (3) for shredder so that they can go on the next full council meeting for a decision (deadline for agenda 3/11/23)
- **Head Groundsman/Clerical Assistant** - to work out which allotments would be suitable for a bonfire and keep a note should they become free so the council can consider moving the bonfire site.

Cllrs Buxton, Elson and the Clerk left the meeting at 7.00pm to attend the Full Council meeting

5. Explanation on assigning plots and plot sizes strategy

Cllr Fairbairn explained the recent changes to split vacant plots into halves and quarters to enable more residents on the waiting list to enjoy the benefits of an allotment. These will be charged at £35, £20 and £15 respectively for full, half and quarter plots. New tenants will be charged double fee (for their first year) when first taking on an allotment which is not refundable if they leave.

6. Clarification - “on probation” re. Inclusion period

The probation period as stated in the allotment holder agreement is six months. Existing allotment holders with unkempt plots will be sent letters and possibly also put on a probation period.

7. Delivered manure tip area

This is to remain in the same place as previous years.

8. Update on payments

Five tenants have not yet paid and these will be chased shortly.

- **Clerical Assistant** – To ensure all payments made.

9. Future agenda items

- a. An allotment representative requested that the car park space is cleared after the next bonfire to allow more space for an increase in tenants. He also requested a bike rack on the site.
- b. The head groundsman suggested that it is made clear in the agreement form that if you give up an allotment it should be left in a reasonable state to reduce staff time to clear.

- **Clerk** – Take suggestion of a bike rack to the November Amenities committee.
- **Clerical Assistant** – Ensure point b is included when feedback is collated (see point 3).

10. Additional Points raised

A request was also made to reintroduce the discount cards for Liz's Garden Centre. As there was a low take up last year it was agreed to issue these to allotment holders that request them.

- **Clerical Assistant** - Phone Liz's to check if they require an actual card or if an allotment receipt (from BPC) is sufficient and issue cards as requested. Once we have feedback, let allotment holders know what the process is (notice on board)

The meeting closed at approximately 7.30pm.

Next Meeting: To be arranged in January (daytime meeting). We will aim to hold future meetings in the day time so our Clerical Assistant, Laura can attend.

-----Original Message-----

From: REDACTED

Sent: Thursday, January 11, 2024 10:01 AM

To: Balderton Parish Council <office@baldertonparishcouncil.gov.uk>

Subject: Allotments

I wish to report some vandalism on the allotments.

Around last Sunday our shed door lock had been forced open on plot 10 and I understand another shed had similar. Fortunately nothing was stolen so hopefully an isolated incident.

I don't know how they got in so maybe there might be damage to the perimeter fence which you may wish to check.

I accept there is nothing you can do but wished to make you aware.

Regards

REDACTED