



# Allotment Sub Committee

**Minutes of the meeting held on Wednesday October 4<sup>th</sup> 2023 at 6.30pm**

**PRESENT** Councillors Fairbairn (Chairman), Mrs Buxton, Elson, Marshall and Sellars with co-opted allotment tenant representatives, Peter Holland and Stephen White and 3 allotment holders  
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](mailto: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.