



Allotment Sub Committee

Minutes of the meeting held on February 6th, 2024, at 10.30am

PRESENT Councillors: Fairbairn (Chair), Buxton, and Sellars
Allotment tenant representative: John Eyres
Staff: Jim Brown (Head Groundsman), Marion Fox Goddard (Parish Clerk) and Laura Hickling (Clerical Assistant).

APOLOGIES Councillors Hall and Marshall. Mr White (allotment tenant representative)

1. Declarations of Interest

John Eyres and Cllr Fairbairn - allotment holders.

2. To note the resignation of one allotment representative and to discuss finding a replacement

The Committee agreed to put notices on the allotment gate for allotment holders to contact the Council office if they wish to be a representative.

➤ Clerical Assistant to arrange a sign.

3. Terms of reference for the Allotment Sub Committee

The committee noted the terms of reference. The Chair suggested that the allotment representatives should have the power to vote. It was agreed this could be considered when terms of reference are reviewed at the Annual Parish Council meeting in May.

4. Minutes of the Allotment sub-committee held on October 4th, 2023

The minutes were approved as an accurate record.

5. Water Update

The Head Groundsman explained to the committee that switching the water on is weather dependent. Regarding the suggestion to drain the system over winter, this was deemed unnecessary expenditure as the current system works.

6. Feedback from consultation poster

The Clerk confirmed that the office had not received any feedback. Once a new notice board is put in place a sign will be put up requesting all suggestions can be directed to the office.

7. Bike rack

Following on from the previous meeting's suggestion of installing a bike rack the committee concluded that at present it would not be required. The allotment representative confirmed that tenants bring bikes right up to their own plots for convenience.

8. Update on tidying up the site

The Head Groundsman gave a report on the progress made on clearing plots to be relet and removal of the waste in the car park area. It has been arranged for the 'bonfire waste' to be removed using an HI-AB which will take it for recycling. The majority of the blue construction material bags will be removed with a couple to be sited to the left of the new bays for ground staff to keep building materials. Three new bays will be built for hedge cuttings, grass and large clippings which will be shredded and composted. The allotment representative suggested that grass and leaves are kept separate due to different types of compost. The head groundsman will investigate if one bay can be halved for this (within agreed cost) or if this waste could be kept in the same bay with leaves on one half and grass on the other.

Metal waste, cones etc. will no longer be stored at the site and once the bays are installed the car park will be available to use.

9. New allotment holder agreement

The Clerk explained that the new agreement has been approved by the council and is being sent out to all new allotment holders. The agreement is based on the Allotment Society template and is more comprehensive than the original agreement. This includes a £100 bond requirement.

All current holders will also receive the new agreement to sign, however they will not pay the bond.

10. New tenants/use of vacant plots

The Clerk detailed that we now have 11 plots cleared and to offer to people on the waiting list. 7 offers have been made, with only 1 turning it down due to moving out of the area. Two agreements have already been signed. Plots 2a, 15c and 21b are offered as a half plot. Plots 5b, 5c, 15a, 15b, 23a, 23c, 24b, and 24c will be offered as quarters.

New agreements will be sent out to existing allotment holders in the summer. It was noted that when in communication with any current plot holders, they will be asked to consider downsizing if they would like to reduce their allotment size.

- Administrative assistant to contact all current allotments holders to obtain email addresses (to minimise cost of posting new agreements).
- Remainder of vacant plots to be offered this month.

It was suggested that for the 'community plot:

- This should be cleared (grass area) to make 2 new quarter allotments
- Owner of machinery in the shed to be contacted to ask them to remove them as the shed will be taken down
- Shed to be removed (unstable)
- Fruit trees to remain for use of all allotment holders.

- The subcommittee agreed with the proposal so this recommendation will be taken to the Amenities Committee.

11. Plans for improved signage

As per the action plan agreed by full council, new signage will be purchased for the allotment gate this year with key messages (welcome, office contact details, feedback....) A replacement notice board will also be investigated as part of this.

- New signage and noticeboard to be organised.

12. Correspondence

An email from an allotment holder was circulated for the committee regarding a shed door lock being broken. Ground staff have checked all the fences which are still secure. It was suggested that some fencing (north facing side) around the site is close to needing replacement.

- The head groundsman will investigate replacing the top strand of chain link on the fence and report back on this.

The meeting closed at approximately 11.40am.

Next Meeting: to be arranged in July
Inspections: to be arranged for March.