

Meeting: Allotment Committee Meeting
8th June 2023 at 5pm

Committee Cllr. Eric Cooper (EC)

Members in attendance: Sandra Fuller (SF), Chair of Allotment Association
Carole Darnell (CD), Secretary of Allotment Association

Apologies received: Cllr. Ian Gaskin

Non-attendance: Cllr. Charlie Tomkins

Clerk to the Council: Rosemary Plum (RP)

MINUTES OF MEETING

Please note: This meeting was not quorate. Members agreed to proceed with the Agenda and ratify any decisions at the next meeting.

1. Apologies for Absence

Apologies received from:

- Cllr Ian Gaskin

2. Declarations of Interest

Declarations received from:

- Cllr Eric Cooper who is an allotment plot holder

3. Open Forum

Noting to report

4. Minutes of Last Meeting

The minutes were agreed as a true reflection of the meeting.

5. Matters Arising (*for information only*)

- I. More dog signs are on order to complete signage at the allotments.
- II. EC requested the signs on the High Street entrance be re-positioned so easier to see when gates are open.
- III. Allotment Association needs to reimburse EC for National Association fees he has paid personally in absence of Association having funds.
- IV. SF and CD visited Mile Road allotments to see their toilets. Absolute costs fully installed approx.£12k-£15k.
- V. SF has a list of funding opportunities.
- VI. SF and SF visiting Milton Keynes allotments to view another toilet solution. SF/CD

6. Clerks Report (*for information only*)

- RP will pass on contact details to SF and CD for Nicola Scholfield at BRCC regarding Community Disability Plot. RP
- Need to clarify the spectrum covered by the term “disability plots”. SF

7. Allotment Association

a) Update

- I. Inspections regularly taking place. 3 of the 4 ‘quarters’ of the allotments have now been inspected.
- II. There are a number of non-cultivation issues that are being addressed by formal communication from the Allotment Association.
- III. The Association is being as considerate as possible where plots fall short of standard and offering collaboration to help bring the plots to acceptable standards.

b) Membership

- I. Number of plot holders has exceeded 130
- II. Urgent need to clearly mark plots. Consider using caravan pitch marker pegs CD

8. Finance

a) Rents update

- I. Parish Council has collected in excess of £3,000 in plot rental for 2022-23
- II. Agreed to refund cost of damaged trees of approx. £18 to tenant ML who will then pay their rent.
- III. 50% annual payment for new renters from June to September of any year. **This will be added to Agenda for next meeting for ratification.** RP
- IV. 18 months invoice from 1st October. Invoices out by 1st September.

b) Annual budget from Parish Council

- i. Enquire about amount of budget allocated to allotments maintenance by Parish Council. RP
- ii. Association will look holistically to the site and see what can be done to improve it including toilets, water supply, disabled access, tree maintenance. RP
- iii. Agreed to arrange tree survey and also identify trees with problems to plot holders. RP
- iv. Kings Ditch – Borough to clear.
- v. Current water tanks are not fit for purpose. Difficult to fill a watering can from them. Water tanks/butts proposed for future cost approx. £225 each and we currently have 8 water tanks.
- vi. Not enough water access points.

9. Plot Clearance

- I. We are running out of plots. More need to be created as we have started a waiting list.
- II. Plots in need of clearance in North, West & North East quarters.
- III. Sort out the deer before going ahead with plot clearance.
- IV. Approach local farmer to cut grass, plough and then divide the cleared areas into plots. SF

10. Security

- I. Cannot take forward anything without first upgrading security.
- II. Need surveillance cameras with images.
- III. Install Palisade fencing along length of allotment border with FP14.

a) Livestock

- I. Documentation required
- II. In accordance with National Allotments Act, only chickens and not cockerels may be kept on allotments.
- III. Plot holders should request permission to keep poultry.
- IV. IRA 82 voluntary poultry registration form should be obligatory.
- V. Clapham Parish Council needs to have a hen agreement form.
- VI. Should be max of 8 chickens.
- VII. Keeping of chickens should be added to tenancy agreement.
- VIII. Plots where chickens are to be kept must first be inspected to ensure quality and suitability.
- IX. Storage of feed for hens needs to be specified in terms and conditions.
The above item will be added to Agenda for next meeting for ratification.
- X. Keeping of Bees to be discussed at a future meeting.

11. Rat Infestation

- I. RP to discuss with Parish Council Chair rats/chickens already being kept on a North West plot near Bents Close. Advice to be taken from the Borough Council.
- II. Need to review tenancy agreement with regard to pest control. See Mile Road documents regarding storage of materials to deter rodents.

12. Equipment

- XI. Tynes on Association rotavator no longer effective.
- XII. Plot holder CP owns rotavator who may be prepared to store it on the allotments and rotavate for allotmenters etc. He's also willing to strim plots for others. Joint fund.
- XIII. Need to have clarify liability and insurance in respect to point XII.
Above

13. Roles and Responsibilities

- a) Review ongoing document
Deferred to next meeting due to lack of time.

14. Any Other Business

- I. Muntjacs eating gooseberries.
- II. We need to contact RSPCA or Wildlife Trust as we may be disturbing their habitat. May have to relocate them.
- III. Holder of 39b is also a tree surgeon.
- IV. If prospective plot holders don't like the plots available at any given time, they can be added to the waiting list.
- V. Newsletter needs to go out soon
- VI. 2nd stage letter inspection letter should go out 14-21 after the first warning.

15. Date of Next Meeting

5th July 2023

The meeting was closed by the Chair at 6.30pm

Signed as a true reflection of the meeting:

Signed	
Dated	<i>Chair</i>