



CLAPHAM PARISH ALLOTMENT COMMITTEE (CPAC) MEETING -1st July 2024, 4.00pm

Cllr Ian Gaskin	(IG)	Chair of meeting
Cllr Eric Cooper	(EC)	
Cllr Tamsin Bromley-Rahlke	(TBR)	
Sandra Fuller	(SF)	Chair Clapham Allotment Association Committee (CAAC)
Carole Darnell	(CD)	Secretary CAAC, minute taker
Public Attendance	None	

MINUTES OF MEETING

1. **Apologies** - Rosemary Plum (RP) Clerk to the Council

2. **Declarations of interest**

EC – Allotment plot holder

SF - Allotment plot holder

CD - Allotment plot holder

3. **Open Forum**

Nothing to report

4. **Minutes of last meeting**

The minutes of the last meeting (June 2024) were not available today

The minutes of the meeting had not been previously circulated to committee members for comment.

As a result, the minutes cannot be signed off by the Chair of the Committee. This is not the correct procedure.

In addition, minutes from the CPAC meeting are to be circulated to PC members prior to PC meetings (as with minutes from other sub committees). This cannot be done if minutes not available

Note - Minutes of the meeting held in May 2024 have not been signed off or circulated to committee members

CD offered to take, type and circulate minutes of future meetings if that would be of help

Action IG will discuss with RP

5. **Matters Arising (from memory only)**

Solar panel electricity source installed at Trading Hut now confirmed by CAAC as –

- Safely installed with charge overflow facility in place
- Instruction manual available
- Live electricity wire labeled

- Battery sited on metal shelf away from combustible materials and public access

Deposits for new plot holders

CAAC proposes the introduction of £25 deposit for new plot holders, repaid when plot surrendered in good order. Money to be held by PC, to commence 1st August 2024. Needs PC approval as financial change

Action EC to ask for PC approval at full council meeting on 16/07/24

6. Clapham Allotment Association (CAAC) Report

Fencing update- see point 8

Health and wellbeing plot – see point 9

Site maintenance – see point 12

7. Parish Council (PC) Report

Defibrillator – PC plan to install defibrillator at allotment site to increase number of units in the village. Will be sited at Trading Hut, requires electrical power probably from existing solar panel

Action CD/SF inform CAAC at next meeting

Clapham junior football club – an offer has been received by the PC of help at the allotment site. Helpers will be aged between 7 - 15 years and always supervised by their parents. Agreed at meeting need to find out more information

Action IG to discuss with Mr. Dove from football club & report back

Action CD inform CAAC at next meeting

8. Fencing

Installation completed and signed off, agreed at meeting - good job done for the money paid. Makes footpath look wider but does highlight poor condition of dog park fence and narrowness of section near Highbury Grove entrance

Outstanding 3 padlocks needed ? ordered by RP

Action IG to check

Footpath audit

Action EC/CD

Snagging 1 month after installation

Action EC

9. Health and Wellbeing plot

Materials for path base and shuttering have been delivered. RP sourcing funding for raised beds and pathway surface

Pinnacle to provide labor laying path base and wooden shuttering but no definitive start date yet

Action SF to contact Pinnacle for date

10. Security

New fence in place but gates cannot be locked until new padlocks are available, currently gates propped/tied open. Agreed at meeting gates to be shut at dusk even though they cannot be locked

Action SF to ask John Burnage to shut gates when locking up

Discussed at meeting should gates be locked at a defined time each day rather than dawn/dusk which are ever changing -possible Winter open/close times and Summer open/close times. Needs further thought and discussion

Action SF put item on next CAAC meeting agenda

Action SF to discuss current practice with John Burnage

Action EC to raise Winter/Summer opening times at next PC meeting

There is a need to check the other site perimeter fences to ensure no breaches permitting access

Action SF/CD/EC to check over summer break and report back findings

Please note there is misplaced palisade slat in the back Millennium park fence and Bents Close gate posts are damaged (gates is still functioning and lockable). Have been reported to the PC

11.Site maintenance/Buildings maintenance

CAAC have alerted (including photos) the PC of Health & Safety issues regarding the bottom storage shed. The back part of the shed has been taken out of use by CAAC until further instruction is received from the PC. IG recalls this was discussed at the last PC meeting.

Action IG to read through minutes of PC meeting & report back what was agreed/concluded

The PC has received a quote for tree felling work at the allotments that IG presented at the meeting together with a map of where the work is to be done which shows 2 areas circled in red.

There is clarification needed as 1 of the 2 areas marked was work to be done as part of a former quote by the same contractor. The work was not done but may have been paid for

Action IG to clarify with RP before new quote is approved

12.Plot allocation/inspection letters etc.

Items were included in a general discussion about plot management at the meeting – see next page

Currently we have approx. 300+ plots of which approx. 200 are assigned to a plot holder, these fall into 3 categories. We have no waiting list at present

'A plots' – let and well cared for

'B plots' – let but neglected

'C' plots - vacant

Ideally and we are striving for a site comprising of 'A' plots only with waiting list so when a plot is given up it can be immediately let to the 1st person on the list. The CAAC are currently working on strategies for converting all our 'B' and 'C' plots into 'A' plots. A small subgroup of the CAAC or 'think tank' are meeting on 2/07/2024 to formulate ideas for consideration.

Agreed at meeting we need to ensure plots that are well kept and that plots that are vacant are cleared and kept in good order until they can be relet. After plots are cleared keeping vacant plots clear from weeds and grass so they can be relet is an ongoing challenge particularly with wet weather this year.

We need a robust cultivation/inspection/eviction policy. Current policy needs revision – agreed at meeting that

- Stage 1 letter sent by CAAC Chair or designate
- Stage 2 letter sent by CAAC Chair or designate (was to be sent by PC)
- CAAC committee members informed of action, including plot holder details of reason for letter/action
- Eviction notice sent by PC

- Consistent approach needed for all plot holders
- Consistent approach needed by CAAC and PC
- Named person/persons from CAAC and PC only to deal with all plot cultivation issues

Action – discuss sending of 2nd letter by CAAC at next CAAC meeting

13. Any other business (AOB)

Finance

In 2023/2024 when allotment rents were £15 per 5 pole the total plot income from plot rental was in excess of £3,000 paid to the PC. £3,000 of this was ring fenced for expenditure on the allotment site. This was used to pay the water supply bill, skip rental, site clearance etc.

In 2004/2025 allotment rents rose to £20 (increasing to £25 in 2025/26) thus increasing income for the PC to over £4,000. It was agreed at this meeting that logically ring-fenced money for the allotment site should increase accordingly to reflect this.

The money will be used to pay for water supply, further site clearance and skip hire, and plot maintenance enabling the CAAC to work towards the vision of a full site of 300+ well maintained 'A' plots

Action IG to discuss with PC members at next meeting

AOB continued

Fresh water supply

There is a need for a water tap that can be used in the event of a person sustaining an injury or minor burn for flushing/washing the area. There is nothing available north of the Trading Hut along the central path as water in troughs is not fresh

Action EC will consider as part of water point project and tap will be installed at earliest opportunity

Cars crossing footpath 14

There is a possible danger to pedestrians walking along footpath 14 from cars, vans crossing the path to access the north end of allotment site.

Discussed at meeting – can any action be taken to minimize this risk, ? signage

Action- to be discussed at next CAAC meeting, ideas collated

Date of next meeting Monday 2nd September 4.00pm Clapham Village Hall