



Meeting of CLAPHAM PARISH ALLOTMENT COMMITTEE (CPAC)

Monday 11th May 2026 4.00pm

Attendees Cllr Ian Gaskin Chair
 Cllr Tamsin Bromley-Rahike (TBR)
 Carole Darnell (CD)
 Maria Dunne (MD)

1. Apologies - None

2. Declarations of interest -Carole Darnell – plot holder, Maria Dunne – plot holder

3.Open forum – No-one in attendance

4.Previous minutes approved by IG

5.Matters arising/updated from previous meeting

5.1. Roadway work all complete, thanks to the Parish Council for the investment and commitment in getting the work done. Work was done mainly at the South end; there is still a large pothole at North end near the Millennium gardens entrance. Agreed at meeting temporary fix - bag of Type 1 MOT delivered Northend

Action

Ask RP to order ASAP

5.2. Tree audit – only 2 plot holders remaining to trim trees. Both will be done in the Autumn

Issue with plot number 117/118, area has yew tree and overgrown fruit trees. Currently rented FOC due to trees overshadowing but plot holder keeps grass trimmed and collects fruit for their own use.

Agreed at meeting write to plot holder - Do you want to take on the plot, collect the produce and keep the trees trimmed, if so you will have to pay for it - If not we may rent it out.

Action

CD

Discussed at the meeting – do we need to remove yew tree as berries and foliage are poisonous –

Action

Formally ID tree and alert scout leader to risk

5.3. Discussed at meeting, what is happening about the tree on the High Street breaking through the allotment perimeter fence

Action

IG to ask RP for tree update

5.4. Back perimeter track clearance at Southeast now becoming more of a possibility following eviction of plot holder in that area. Work would be needed to remove tree branches (? Done at same time at playing field trees) and possibly some correction of diverted paths

6. Allotment Association report including plot management

AGM planned for Sun 17th May at Trading hut. Committee will be re-elected and key officers appointed. Plot holder free lunch will follow close of business meeting. 2 new persons have expressed an interest in joining committee

Lots of pilfering/theft mainly at North end over the last few weeks. Nobody caught in action so cannot take any action, plot holders affected must report it to the police. Include in the next bulletin – secure and mark your possessions and report to police.

Plot management

Plots let since last meeting = 9

Waiting list – for any plot =8, Waiting for specific plot =5, Vacant plots ready to be relet = 8

Stage 1 in process for poor/non cultivation =12

Once a month volunteer working party to be organised after the AGM

7. Parish Council report (IG)

East/West rail in middle of consultation process – effects of work may impact large areas of the village. No formal consultation meeting planned in Clapham

Asked that CAAC tell plot holders at AGM 4-5 years of disruption for villagers. List of local meetings to be displayed

Litter problem in the village, litter picks being organised

8.Site and buildings maintenance – No new issues

9. AOB 9.1.Plot management issues – Concern raised by the CAAC committee on behalf of the plot holders that for the 3rd year running invoices for plot rental have been issued late (30 days late this time).

This is causing lots of extra work and stress for the committee, bombarded with emails and enquiries from plot holders who know invoices are due and worried they have missed their email and in danger of losing their plot because not paid. As a result, lots of people paying cash at Trading hut, causing extra work and volunteers working are handling considerable amount of money – over £500 last weekend.

Agreed at meeting - this way of working is not sustainable, and processes need to be place so invoices are issued on the 2nd/3rd April and no later. In addition, payments needed to be marked on Scribe in a timely manner (within 30 days from person receiving invoice) so nonpayers can be identified and reminded to pay or be placed on Stage/warning process.

Also, National Allotment Society (NAS) annual payment and delegate list submission has been incomplete with underpayment and delegates who are plot holders missing from the list submitted. Agreed at meeting -robust processes need to be put in place to ensure accuracy as underpayment/missing delegates has repercussions with 3rd party insurance as plot holders who have paid their rent are not insured and would be expecting to be covered

Agreed at meeting

IG to discuss with RP

9.2. Access of allotments – a recent walk round of the perimeter fences has revealed 8 gates used to access the allotment site from residents back gardens. 5 of these are residents that rent allotment plots. 2 of these have been made recently by residents cutting through their back garden chain link fence.

Agreed at meeting – these represent a security problem when the site is closed and locked as the site is still not secure. Non plot holders have no right or need to access the site which is private land owned by the Parish Council. All persons must be treated equally so this may also apply to those 4 plot holders too using back gates.

Action **CD find house no's of residents with gates, IG to formulate contact letter**

9.3 Playing field trees -Plot holder at SE end (behind Trading hut) still having problem of overhanging trees, identified on drone photo.

Agreed at meeting – trees to be trimmed in the Autumn by CPC contactor

The meeting closed at 6.00pm

Date of next meeting – Monday 1st June 2026

Signed as a true reflection of the meeting

Signed	<i>Chair</i>
Dated	1 st June 2026