



Meeting:	CLAPHAM PARISH ALLOTMENT COMMITTEE (CPAC) 4 th November 2024
Attendees	Cllr. Ian Gaskin (IG) - Chair Sandra Fuller (SF) Carole Darnell (CD)
Apologies	Cllr. Eric Cooper (EC) Cllr. Tamsin Bromley-Rahike (TBR)

MINUTES OF MEETING

1. Apologies for Absence – as above

2. Declarations of Interest -The following declarations were received:

Sandra Fuller – plot holder

Carole Darnell – plot holder

3. Open Forum

Nothing to report.

4.Minutes of Last Meeting

The minutes were agreed as a true reflection of the meeting and signed by Cllr Ian Gaskin

5. Matters Arising not covered by agenda

None

6. Clapham Allotment Association (CAA) Report

No vandalism to report

Lack of able volunteers (committee and plot holders) to undertake plot management programme may mean external contractors needed to undertake heavier work

Toilet area under construction in back Trading hut (camping toilet)

BBQ held in October - good attendance, raffle and Trading hut sales

Future social events planned include –

Wreath Making workshop (30/12/24 -1/12/24) now fully subscribed

Christmas mine pie social – Saturday 14th December 12.00noon, time TBC

Plot management

Lettings/surrenders

3 plots let since last meeting (12b, 19d, 84c)

2 plots surrendered since last meeting (23c,23d) – same plot holder due to health issues.

Plots in good order should be easy to relet.

Maintenance –

Plot cleared (21b)– ready to relet

Clearance of 13a in progress

19d was to be cleared but new plot holder taken in existing condition FOC until 1/4/2025

Inspections/reviews

Stage1 letter sent (86b) plot holder promised to improve. Reinspect 31/1/2025

83a/b plot holder contacted CAAC requesting help due to injury. Plots mowed/strimmed by CAAC t lots of debris needs clearing. Plot holder has been asked to approach family to clear this. Approach will be supportive at this stage

Action RP to ask PC maintenance dept to help

Plot evictions

13a actioned

In progress 19c/d, 92d, 96a

7. Parish Council Report

CAAC application for increased ring-fenced money in proportion with percentage rent increase agreed in principle

Will be discussed in detail at January meeting

8. Site and buildings maintenance

Bottom shed roof will be replaced in most economical way using pre-used materials. Date of work TBC

Old disused large fridge/freezer in back part of shed needs disposal

Action RP to ask Dave Bishop to arrange disposal at time of roof repair

PC needs to find location to store sandbags/sand to be used by villagers in the event of flooding. Possibility of using bottom shed for this

Action IG to view shed to ascertain suitability, key supplied by CAAC

List of safety signs for the Allotment site in priority order now passed to RP for actioning. PC not supportive of 'No thoroughfare, plot holders only' as site is public land and must be accessible to all residents

Footpath 14 fence – PC had no response from installation company regarding snagging items despite £1000 retained until work done. If not resolvable PC maintenance team will repair/adjust fence as needed

9. Scribe question and answer session

RP demonstrated the functionality of the Scribe system with reference to allotment management. This included -

Tenant list, Plot list

Invoice procedure

Unpaid invoices

Site map (not yet used by us)

Document and photo upload

Excel download

Inspection records and standard letter generation (not yet used by us)

10. Tenancy agreement

CAAC requesting changes to tenancy agreement issued to plot holders. This is a PC document so approval by the PC is needed for changes

Action IG to be given detail of changes to take to next PC meeting

11. Plot deposit process

Deposit of £25 from new plot holders from 01/04/2025 to be kept by CAA in designated sub account, returned to tenant when plot surrendered in good condition.

New/amended documentation (plot application form, deposit form and receipt book) under construction. RP suggested deposit taken by BACS not cash

Action CD to discuss feasibility of BACS with plot vacancy manager

12. Eviction process

Agreed that Stage 3/Notice of eviction letter sent by PC clerk on receipt of request for eviction from CAAC. In accordance with Allotments Act 1950 1 month notice to be given in final letter (to allow personal items to be collected)

PC have devised letter to send by recorded delivery and let CAAC know date sent

13. Bonfires

PC had complaint from Clapham resident about bonfires at allotment site asking if there is a policy on when/how they can be lit. At meeting checked tenancy agreement and it states after 18.00hrs in incinerator. No change planned at present but may need review/rethink in particular- re plot clearance rubbish disposal bonfires

Action RP to respond to complaint stating that a policy is in use

14. Frequency of meetings

Agreed no change at present as lots to discuss

15. Any Other Business

Health and wellbeing plot

Planters now received – Thanks Tamsin, being renovated and painted. Discussion at meeting where to locate them on plot, needs further discussion with CAAC.

Action SF to put onto CAAC meeting agenda for Dec meeting

Discussion at meeting use of artificial grass as a wheelchair friend path base

Bees

A plot holder has approached PC/CCAC about keeping bees on allotment plot. Agreed at meeting risk too great on individual plot and dedicated bee keeping area on site safer option. Further discussion/research needed

Action SF to feed back to plot holder current decision and liaise with local beekeeping expert (RP to supply name) to learn more

16. Date of Next Meeting

Monday 2nd December 2024 at 4.00pm

Signed as a true reflection of the meeting:

Signed	
Dated	2 nd Dec 2024

Chair