



Draft Minutes of Allotments Committee Meeting

7.30pm, Monday 9th October 2017

Present: Councillor Goodman, Cllr King, Cllr Sutcliffe, June, Melanie, Allen and Alison, and Clerk in attendance.

1. Apologies for absence. Bob, Rosemary and Andrew.
2. Declarations of interest in matters on the agenda. None
3. Confirmed minutes of the meeting of the Allotments committee on 17/3/17
4. Information about matters arising from the minutes of meeting on 17/3/17. None
5. Discuss alterations to the current contract to reflect acceptable practices on the site. DG explained that PC is responsible for tenancy agreement, schedule and community area, fence and water etc. So inspection focused on issues specific to PC for action. PC agreed to take some action regarding breaches in terms of tenancy agreements. The contract is important so do need to hold people to it, so if there are things happening that aren't in contract but felt to be okay, need to change the contract.
 - 5.1. Trees – Agreed that new wording regarding trees should be: *The Tenant shall not plant any trees other than dwarf fruiting trees and or fruiting bushes without the prior consent of the Council. A maximum of 5 dwarf fruiting trees may be planted without prior consent, and these, and any fruit bushes should be kept pruned, not overhang pathways or cast undue shadow on neighbouring plots. Any further dwarf trees can only be planted in consultation with the Allotment Committee.*
 - 5.2. Discussed ponds at length and agreed to go with a maximum size, equal to the one that already exists. Agreed new wording to be: *"The tenant shall not without the written consent of the Council erect any building or pond larger than xxxxx and the pond must be covered with a grid"*. Allen to check on the insurance documents regarding this. Also on the subject of wildlife area, will this be classed as cultivation? Agreed to insert following wording - *4.3. Tenant shall have at least ¼ of the Allotment Garden under cultivation of crops after 3 months and at least ¾ of the Allotment Garden under cultivation of crops after 12 months and thereafter. Up to a sixth of each plot may be a managed wildlife area and this will be classed as cultivation*
 - 5.3. Parking – agreed to insert *'at or near the entrance'*. No complaints from residents since the allotments have been in place about parking.
6. Issues/actions arising from the Allotment Inspection in June 2017. DG explained that she had focused on issues for the PC to deal with, so only included aspects that needed action and that came across as overly negative. Concern about it being on the website and giving a bad impression in the local neighbourhood. Worth bearing in mind how it comes across for future reports. Wording is important. Discussion around how people should be notified if they aren't meeting the requirements set out in the contract. Some concern from Melanie about how they were notified (by email), but was agreed by everyone else that prefer to receive an individual email rather than have their plot listed on the inspection report. Melanie asked for there to be 4 people on the inspection panel. Clerk noted that this would form the majority of the Parish Council. Clerk asked for this to be taken to Allotment group, and if agreed by everyone there, to come back to the PC for consideration.
7. Brief verbal report of progress from the Charlestown Allotments Group and future action plan: Struggling a bit over winter, but now it has come on leaps and bounds through Spring and Summer. Working party was stymied by weather and it will take place this weekend instead. Fencing has been worked on,

needs finishing at Naze end. Most of sheds need a bit of attention. Communal shed needs some attention. MOT on the path has worked and it is much improved.

7.1. Report from Allotments Group on budget and balances – balance in account has been very stable. £124.74. Affiliation fee will need to be renewed in January.

8. Contract for maintenance of communal areas. Three cuts this year, the last very recently. Looks better being cut more often.

9. Tenancy issues and vacant plots. Shira and Tom have moved to York and left Plot 2, new tenant already arranged. Rhoda Daley from Underbank Ave has agreed to take the plot. Clerk will forward a contract to her and arrange payment.

10. Financial matters:

10.1. Rent payments – up to date.

10.2. Water bills – paid and still very low, congratulations.

11. Dates and venue of future meetings – March 12th Allotment Committee. 7.45pm Greenwood Room.