



26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

ALLOTMENTS COMMITTEE

Wednesday 11th August 2021 at 7.00pm

PUBLIC NOTICE OF MEETING AND AGENDA AS CIRCULATED TO ALL MEMBERS OF CHARLTON KINGS PARISH COUNCIL

Membership: Cllrs Palmer (Chairman), Cockwill, Holt and Williams

**Allotment Site Representatives: Dr John Brooks (Ryeworth), Ms Michelle Kirby (Ryeworth)
Mr Maurice Febry (Sappercombe), Mr Alan Hawkins (Haver)**

You are hereby summoned to a meeting of the Parish Council Allotments Committee to be held in the **Stanton Hall**, Church Piece, Charlton Kings, on **Wednesday 11th August 2021 at 7.00pm**.

The legislation that permitted virtual meetings ended on 7th May 2021 so we are now required to hold all in-person meetings for Full Council and all Standing Committees. Members of the public are permitted to attend these meeting subject to the following points.

- The COVID-19 socially distanced capacity for the venue is assessed for each meeting, taking into account the number of Councillors and staff members who will attend the meeting. On this basis, the number of members of the public who may be admitted to this meeting is 6. Access is given on a "first-come-first-served" basis and we cannot admit more than the stated number to the meeting.
- Members of the public who wish to attend the meeting must form a socially-distanced queue at the main entrance to the Stanton Hall (by the Library) until they are given access to the building by a Councillor or member of staff immediately prior to the start of the meeting.
- Members of the public will be asked to wear face masks at all times, unless exempt from doing so under current government legislation, and use the hand-sanitizer provided at the entrance. They will be asked to provide their name and contact details on entry.
- Members of the public must proceed as directed to their seat at the meeting and remain in it until the end of the meeting.
- A Councillor or member of staff will direct members of the public to leave, one-by-one, in a socially-distanced way at the end of the meeting.
- MEMBERS OF THE PUBLIC WHO FEEL UNWELL MUST NOT ENTER THE BUILDING. You must return home and follow government guidance.
- IF YOU ARE IN A VULNERABLE CATEGORY, OR OVER 70, YOU ARE ADVISED THAT YOU ENTER THIS BUILDING AT YOUR OWN RISK.

If members of the public do not feel comfortable attending a face-to-face meeting they may submit any questions or comments in advance by 12.00 noon on the day of the meeting to officer@charltonkingsparishcouncil.gov.uk

Mrs Joanna Noles
Clerk to the Parish Council
28/07/2021

Members of the public are welcome to address the Committee in the public session from 7.00pm until 7.10pm. Questions not notified prior to the meeting may require a written response.

AGENDA

- 01/21/22** **Recording and filming of meetings** The Chairman will ask all those present if any member of the public is intending to record or film the meeting.
- 02/21/22** **Apologies** to be received.
- 03/21/22** **Declarations of Interest** To receive declarations of interest in respect of the agenda items below (Localism Act 2011).
- 04/21/22** **Election of Vice-Chair** The committee to appoint a Vice-Chair for 2021/22
- 05/21/22** **Minutes of previous meeting** To approve the minutes of the meeting held on the 2nd March 2021 (previously circulated).
- 06/21/22** **Terms of Reference** To review the Committee's Terms of Reference and agree any recommended updates to Full Council.
- 07/21/22** **Reports from Site Representatives** To receive reports from the ASRs for Ryeworth, Haver and Sappercombe.
- 08/21/22** **Plot Inspections** To report on the plot inspections which took place in June. To consider revising the documentation currently in use, and to confirm the inspection cycle.
- 09/21/22** **Vacant plots** To report on the current position on waiting lists and vacant plots.
- 10/21/22** **Seasonal bonfire ban** To report on the implementation of the seasonal bonfire ban which came into force on 1st April 2021.
- 11/21/22** **Update on current projects** To report on the successful completion of the Ryeworth Path Stabilisation project, Haver deer-deterrent hedging and the Sappercombe Easy Access plot.
- 12/21/22** **Tenancy documentation** To consider the revision of any letting agreements and associated paperwork, if required.
- 13/21/22** **Recurrent maintenance work** To review recurrent maintenance work timetable.
- 14/21/22** **Allotment competition 2021** To report on the competition judging and to discuss the arrangements for the Awards ceremony.
- 15/21/22** **Any other business** To report on any other matters for information.

Please be aware that this meeting may be filmed or recorded

Date of next meeting: Monday 11th October 2021 at 7.00pm