

**ALLOTMENTS COMMITTEE****Minutes of meeting held on 5<sup>th</sup> December 2018 at 6.00 pm**

**Members present:** Cllrs Meadows (Chair), Palmer and Williams.

**Others present:** Two members of the public.

Cllr Meadows opened the meeting by welcoming those present.

**17/18/19            Recording and filming of meeting**

There were no requests to record or film the meeting.

**18/18/19            Apologies**

Apologies were received from Cllr Jarrett and Dr Brooks.

**19/18/19            Declarations of interest**

Cllrs Palmer and Williams declared an interest as allotment holders.

**20/18/19            Minutes of previous meeting**

The minutes of the meeting held on 8<sup>th</sup> October were agreed and signed as an accurate record.

**21/18/19            Allotments committee Terms of Reference**

The committee endorsed the Terms of Reference that had been presented to Council on 26<sup>th</sup> November.

**22/18/19            Reports from Site Representatives**

No site Representatives were present.

**23/18/19            Plot inspections**

The October inspections had been carried out on 8<sup>th</sup> and 16<sup>th</sup> October. Disappointingly, it had been necessary to send 20 'Winter Cultivation Letters' to tenants with 'Red' assessments. 3 replied positively, 1 resigned (and the plot has already been re-let). All will be inspected at the end of January.

**24/18/19            Vacant plots**

There are 3 vacant plots currently - Haver 22, Ryeworth 71A and Sappercombe 83. There are 4 people on the waiting lists – 2 at Ryeworth and 2 at Sappercombe. Viewings are being offered.

**25/18/19            Easy Access plot**

Despite putting-back the deadline twice, only one expression of interest had been returned. This was not in the form of a tender and with no detail, it was not viewed as being a viable option.

It was therefore agreed that the work specifications should be split into two – one project for the ground works and water supply, and one for building the toilets. Cllr Williams would take this forward after discussion with Cllr Jarrett.

**26/18/19**

#### **Action Plan and Budget 2019/20**

The plot rent for 2019/20 would be increased, in line with the September RPI at 3.5%, from 31p/m<sup>2</sup> to 32p/m<sup>2</sup>. Water bills are still being reviewed and the Water Charge will be set at the February meeting. Projects identified for possible funding in 2018/19 (or beyond) included:

- Security mesh fencing at Croft (ATC) site
- Tree felling at Ryeworth 11.
- Range of maintenance tasks under handyman contract.
- Ideas for the future of Haver 36
- Scope improvements of Greenway Lane ditch and parking pull-in.

**27/18/19**

#### **Allotment maintenance tasks**

The table of recurrent maintenance tasks was reviewed, and 2018 projects prioritised to add to the Clerk's list.

As a result of the continuing nuisance at Croft (ATC) following the spate of vandalism, it was decided to retain the combination padlock but change the code. Tenants will be advised.

The work to make-safe the lower section of the Ryeworth path has not been completed. Cllr Meadows will talk to colleagues.

**28/18/19**

#### **Allotments competition 2019**

The 2018 competition was again considered to have been a great success and will be held again in 2019. Lessons learned from this year included:

- Shortlisting in the last week of June was thought to be about right but judging should, if at all possible, be held in the first week of July.
- The allotments 'Rules and Conditions' booklet is being revised and will determine the basis for judging in 2019. The committee is minded to make a change that reflects the increasing importance that people give to growing herbs and flowers as an integral part of their cultivation.

**29/18/19**

#### **Any Other Business**

There was no other business.

The meeting concluded at 7.15 pm.

The date of the next meeting is on Monday 11<sup>th</sup> February 2019 at 6.00 pm.