

PRESTBURY PARISH COUNCIL

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Minutes

Allotments Committee Meeting
Friday 9th July at 11.00am in the Parish Office

Attendees:
John Payne, Jen Slater, Penny Kennard

Simon Dove

Item No.	Item
21/13	Welcome The Chairman welcomed members.
21/14	Apologies received and noted. N/A
21/15	Declaration of interests None
21/16	Minutes of the meeting held on 3rd June 2021. Agreed as an accurate record.
21/17	Matters arising Plot 45 some planting activity but plot is still below the level of cultivation required. To be monitored and further inspection prior to next meeting. Four Allotment representatives (AR's) have been confirmed and it is expected that two AR's will attend future meetings as non-voting members to provide feedback from allotment holders.

	Stone has been sourced and laid – roadway improved.
21/18	<p>Review of rent arrears.</p> <p>Emails and letters have been sent and most tenants have now paid.</p> <p>Spreadsheet needs to be updated to include most recent payees. Follow up email and/or letter to outstanding payees to be completed by w/e 16th July 2021. Clerk</p>
21/19	<p>Allotment inspection – actions.</p> <p>Plots that are in poor condition have been identified.</p> <ol style="list-style-type: none"> 1. Where rent payment has been made email/letter to raise concerns about condition of plot. Action Clerk. 2. Where rent payment has not been made PPC can terminate rental agreement for plots in poor condition. Action Clerk.
21/20	<p>Review of waiting lists – actions.</p> <p>Review of current waiting list and consolidate previous requests with recent request to develop master list.</p> <p>With significant interest in allotments and estimated 2 years wait it was agreed that Prestbury residents would be a priority consideration for vacant plots.</p>
21/21	<p>Future management arrangements – Parish Clerk/Committee responsibilities.</p> <ol style="list-style-type: none"> 1. Management - Allotment committee to coordinate inspections, identify plots in poor condition, receive issues and queries; and resolve boundary disputes. 2. Administration – Clerk to action committee decisions, maintain Allotment spreadsheet and complete invoice activity. <p>It was agreed that as Allotments committee is a main PPC committee that membership should increase to 5.</p> <p>AR's are non-voting advisors as is the Groundsman.</p>
21/22	<p>Outstanding issues.</p> <p>Updated T&C's and 2022/23 rental to be added to website and for Allotment noticeboards. Action Clerk ASAP.</p> <p>General group email with updated T&C's and 2022/23 rental to be sent to any outstanding tenant holders by end of July. Action Clerk/PK</p>

	Feedback from resident in Fawley Drive with boundary fence backing allotments highlighting excessive overgrowth from allotment plot 48 (TBC). To be investigated. Action JP.
21/23	Date of next meeting. Wednesday 11 th August 2021 at 11.00am.