

## Allotment Committee Meeting

held on Friday 10 September 2021 at 10:30am in the Parish Office

## MINUTES

**Attendees** Councillors: Jen Slater (JS), Kate Bishop (KB), Penny Kennard (PK) chairman. Allotment Representatives (AR): Brian Cousins (BC), David Jackson (DJ), Matt Osborne (MO).

**Minutes** Penny Kennard

Item No. Allot/21	Item	Action
37	<b>Apologies received and noted</b> Cllr. Judith Maloney	
38	<b>Declarations of interest</b> none	
39	<b>Minutes of previous meeting</b> <a href="#">Minutes Allotment Committee 11 Aug 2021</a> were accepted.	
40	<b>Matters arising from minutes (not covered by the agenda)</b> /33 Plot 40 and fence quote. Matter raised with Finance & General Purposes Committee – not in budget for this year 2021-2022. Do not recommend that the Parish Council pay for this work as the plot holder has removed the hedging that was in place. May be reviewed in the future along with other boundary issues. /35/1 List of Committee Councillors and Allotment Representatives contact details circulated to all Members – action complete	
41	<b>Review of rent collection 2021-2022 and plot rental increase 2022-2023 notice</b> New Plot and Tenant spreadsheet create and populated with up-to-date records. This contains tenants’ personal information and is confidential. Will be held only on the Parish Office computer to conform with GDPR and be accessed only by Parish Office staff and Allotment Committee councillor on a need-to-know basis. Minutes will refer only to plot numbers. Plot Increase 2022-2023 notice will be displayed on the allotment noticeboards and on PPC website. Actions PK x2	PK PK
42	<b>Allotment Representatives’ report</b>	
/1	Plots 2A and 3A still not showing signs of cultivation – write again to ascertain intentions and set time limits (second letters)	PK
/2	Need to monitor all plots given rent free until April. Look ahead before letting any plots to have record of condition.	ALL
43	<b>Waiting List update</b> – on going. Continuing work on single list from multiple sources. Complicated by the deletion of emails by previous, data is being recovered from service provider. Some applicants from 2018 have come to light and are being contacted by email/phone to see whether they want to remain on list. It is very important that we are fair in offering allotments to people on the waiting list in a fair and transparent way. Priority to be given to Prestbury Parish parishioners although other applicants can be on the waiting list.. Aim to have up to date list by next meeting.	PK

Item No. Allot/21	Item	Action
<b>44</b>	<b>Tenant Requests/comments received since last meeting:</b>	
/1	Requests to merge two half plots, and to split a full plot into two halves. <b>Action: AC to assess and decide ALL. PK to notify tenants of outcome</b>	<b>ALL/PK</b>
/2	Community Plot 16A rent free for year 2022-2023	<b>PK</b>
<b>45</b>	<b>Allotment Tenancy Terms &amp; Conditions and Tenancy Agreement</b> documents to be split with T&Cs uploaded to website – hardcopies for tenants without internet access or who prefer available on request. Tenancy Agreements to be hardcopy to enable signing, will be issued to new tenants only until April 2022. All tenants 2022-2023 renewal cycle.	<b>PK</b> <b>PK</b>
<b>46</b>	<b>Any other business</b>	
/1	<b>Dog Mess</b> – there have been complaints about dogs not being kept on lead on the allotments and dog mess not cleaned up by the owners. Remind all tenants of the Terms & Conditions with regards to dogs (see item 45).	<b>PK</b>
/2	<b>Signs</b> – at the entrance to the allotments old and/or missing. Replace PRIVATE, DOGS ON LEAD, SPEED LIMIT 5mph. Get quotes	<b>ALL</b>
/3	<b>Water Tank Maintenance</b> – general repair required to tanks and supply (stopcocks seized in some cases) BC offered to take on a rolling schedule of maintenance, thank you. To start once water turned off on 31 Oct 2021, spend of up to £250.00 authorised by Committee. Water meter reading 07458 (previous 07336) – ensure submitted to Water company	<b>BC</b> <b>PK</b>
/4	<b>Plot 105A hedge encroaching on neighbouring property</b> - Allotment Representatives to assess and give feedback to committee.	<b>AR</b>
/5	<b>Trees on the allotment</b> – Committee to create a list of trees which require attention, (in priority order). Seek professional advice and quotes.	<b>ALL</b>
/6	<b>Plot Map</b> – BC kindly offered to bring up to date to reflect Plot number changes	<b>BC</b>
/7	<b>Plot numbers</b> – Plot holders to be reminded that under Terms & Conditions it is their responsibility to display the plot number (see item 45).	<b>PK</b>
<b>47</b>	<b>Date of next meeting</b> Thursday 21 October 2021, 10.30am Parish Office	