

Minutes of the Allotment Committee Meeting

Held on **Thursday 25 January 2024** at **10:30** in the Parish Office

Jane Tetley – Proper Officer to the Council

Attendees: Councillors: Kate Bishop (KB), John Gardner (JG), Penny Kennard (PK) chairman, Charles Taylor (CT). Allotment Representatives (AR): Brian Cousins (BC), David Jackson (DJ).

In attendance: Councillor Martyn Hansen (MH) Chairman of Prestbury Parish Council.

Minutes: PK

Item No. Allot23/	Minutes	Action
045	Apologies - Sandra Attwood (SA)	
046	Declarations of interests - none	
047	Minutes of previous meetings The Minutes of Allotment Committee meeting - 30 Nov 2023 were accepted.	
048	Matters arising from minutes – none	
049	Public session – no members of the public in attendance	
050	<p>Report from Allotment Representatives</p> <ol style="list-style-type: none"> 1. BC outlined the role of Allotment Representatives (AR) and how he and DJ came to be the current AR. It was noted that this summer the positions are due to be filled for another term of three years as they were both co-opted in 2021. During a discussion it was decided that documents defining both the role of AR and the method of recruiting/electing AR needs to be put in place before June/July. BC to send his notes to the Chair, for forwarding the committee, these to be used as a starting point for the two documents. See Item Allot23/054/1 below. 2. Since the last meeting clearing of three plots in preparation for letting to new tenants has continued and pot holes in the tracks have been filled. KB thanked the AR for their hard work and the whole Committee added their thanks. 3. Several plots* reported to be untidy and neglected/not worked as required under the allotment Terms & Conditions (T&Cs), Plot of Concern (PloC) notices will be sent to tenants on these plots. Write to tenants. 4. Tenants* who were sent PloC notices following the last meeting but have not taken action will be sent a second PloC notices asking them to consider giving up their tenancy if they are unable to meet the T&Cs. Write to tenants. <p>*Committee members see Appendix 1/25Jan2024</p>	<p>BC/Chair /All</p> <p>Chair</p> <p>Chair</p>

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051	<p>Waiting List, Plots of Concern and Vacant Plots update</p> <ol style="list-style-type: none"> There are 54 people on the Waiting List (WL), 24 are Prestbury Parish residents (who take priority over non-residents). List continues to be closed to non-Parishioners and although this is made clear on the PPC website the Committee still receives applications from non-residents; these are referred to the Cheltenham Borough Council allotment website. It was noted that allotments are currently very popular and that turn over of tenancies is low. Funds have been ear-marked within the 2023-2024 budget to hire a petrol wood chipper, as agreed at the last meeting, to dispose of the branches produced by felling several trees. AR to set a date for this work so Chair can arrange hiring of chipper through Parish Office. Wood chippings will be used on the site. 	AR/Chair /Clerk
052	Terms and Conditions – The updated Terms & Conditions agreed at the last meeting were published on the PPC website.	
/1	<p>Bonfires – a proposal was submitted to the Committee by JG to amend the Terms & Conditions referring to bonfires and burning on the allotment site, specifically Para 2.h. His proposal extending the first sentence of this section by “and then only at weekends” was seconded by CT.</p> <p>Following a lively discussion the proposal was amended to define weekends as Saturday and Sunday, to allow burning after 18:00 (Monday to Friday) and during school holidays/including half-terms – the reason that the proposal was submitted being the concern that children attending Prestbury St Mary’s Church of England School were being exposed to smoke from burning as the playground is adjacent to the allotment site.</p> <p>The revised proposal was unanimously passed after a vote and will come into effect from 1 November 2024. Current tenants to be informed of the changes when the rent payment request is sent out on 1 April 2024.</p> <p>Amended clause:</p> <p>2.h. Bonfires or any other type of burning, including burning in garden incinerators, is only permitted between the 1 November and 31 March and then only at weekends (Saturday and Sunday) or after 18:00 or during school holidays/half-terms. The Tenant should be mindful of the potential nuisance and only burn material that is dry, and that has originated from their allotment. Bonfires must not be left unattended and must be extinguished before leaving the Site. The burning of any material containing bituminous substances (tar/pitch), paint or any solvent is strictly prohibited. Any Tenant who contravenes these conditions will be subject to action by Prestbury Parish Council and/or Cheltenham Borough Council.</p>	Chair
/2	Fruit trees – see Item 054/3	

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P A R I S H C O U N C I L

Parish Council Office - The Pavilion - New Barn Close – Prestbury – Cheltenham – GL52 3LP

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053	Infrastructure & Maintenance:	
/1	Water – despite the water being turned off since November 2023 we have received bills using estimated meter readings. Parish Clerk is contacting water company to resolve the issue. Need to read the water meter and photograph both the meter reading and the meter serial number.	Chair
/2	Trees – Councillor Bishop is arranging for tree surgeons to view the fir tree on boundary of Plots 24A and 36B to get quotes for the felling of the tree.	KB
/3	Gravel – six tonnes of gravel ordered and delivered to car park to replace that used to fill pot holes in the allotment site track. The Committee thanks the Parish Clerk for ordering and arranging delivery. Gravel is available to fill any further pot holes as required.	
054	Matters for future consideration <ol style="list-style-type: none"> Allotment Representatives – ‘role of ‘ and ‘how chosen/elected’. Allotment Committee Terms of Reference – to review and update as required, the ToR to be used by the new allotment Committee formed at the PPC Annual Meeting on 20 May 2024. T&C Para 2.c. regarding fruit trees to be clarified...see previous minutes for suggested changes and Allot23/042/3. 	
	Date of next meeting – Thursday 21 March 2024 @ 10:30 in the Parish Office <i>Please check the Prestbury Parish Council website Events calendar for any changes to date/time.</i>	Chair