

## Minutes of the Allotment Committee Meeting

Held on **Thursday 21 March 2024** at **10:30** in the Parish Office

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

**Minutes:** PK

Item No. Allot23/	Minutes	Action
055	<b>Apologies</b> - Sandra Attwood (SA), David Jackson (DJ)	
056	<b>Declarations of interests</b> – none.	
057	<b>Minutes of previous meetings</b> were accepted. <a href="#">Allotment Committee meeting minutes 25 Jan 2024</a>	
058	<b>Matters arising from minutes</b> – none.	
059	<b>Public session</b> – no members of the public in attendance.	
060	<p><b>Report from Allotment Representatives</b></p> <ol style="list-style-type: none"> <li>Brian Cousins is stepping down as an allotment Representative at the end of April. The Chair on behalf the committee thanked Brian for his excellent contribution to the smooth running of the allotments over the past three years. Brian you're a 🌟</li> <li>For the last time BC gave the AR plot report. As ever some plots* reported to be untidy and neglected/not worked as required under the allotment Terms &amp; Conditions (T&amp;Cs), however all but one have already received Plot of Concern (PloC) notices and been asked to consider giving up their tenancy.</li> </ol> <p>*Committee members see Appendix 1/21Mar2024</p>	
061	<p><b>Waiting List, Plots of Concern and Vacant Plots update</b></p> <ol style="list-style-type: none"> <li>There are 51 people on the Waiting List (WL), 26 are Prestbury Parish residents (who take priority over non-residents). List continues to be closed to non-Parishioners. Three names have been removed from list as we have been unable to contact them.</li> <li>Several tenants have received PloCs* and been asked to consider giving up their tenancies as there are so many people on the WL for a plot. Any tenants who indicate they wish to renew will continue to be monitored and their tenancies will be terminated if their plots are not cultivated to the required standard when next inspected. Termination of tenancy is obviously not something the Committee wants to do but with such a long WL it is unfair to let existing tenants coast.</li> <li>Vacant plots – several tenants have indicated that they do not want to renew their tenancies so people on the waiting list will be offered a plot shortly.</li> </ol> <p>*Committee members see Appendix 1/21Mar2024</p>	

Allot23/	Minutes	Action
<p><b>062</b></p>	<p><b>Security of the Blacksmith Lane Allotment Site</b></p> <p>Since Mid-February there have been incidents of trespass and vandalism on the allotment site. Sadly the allotments are not the only PPC facility which experience antisocial behaviour, both the Memorial Playing Fields and Barley Road Public Open Space have periodically been targets; nor is Prestbury alone, other parishes and areas in Cheltenham also have to deal with it.</p> <ul style="list-style-type: none"> <li><b>a. Gates</b> – two gates off Blacksmith Lane – pedestrian and vehicle. Both have keypad access. The pedestrian gate is kept shut and keypad access is required at all times; the vehicle gate is opened in the morning and closed in the evening (no rota – done by various people). It was suggested that this gate be kept closed, however objections about inconvenience, the heaviness of the gate and the noise made opening/closing the gate disturbing nearby residents were raised. Decided to continue to leave vehicle gate open during day for time being.</li> <li><b>b. Fence</b> – part of the site perimeter along Blacksmith Lane has a hedge and old fence, ingress has been observed when the vehicle gate is shut. Committee discussed getting a “ballpark” quote for replacing with a new fence similar to the rest of the perimeter, this is not in Allotment Committee 2024-2025 budget.</li> <li><b>c. Police</b> - the Parish Clerk has reported antisocial behaviour and vandalism to the police and some patrols have been carried out. It is believed that an arrest was made following an aggressive behaviour incident.</li> </ul> <p>The Committee has been asked what a tenant should do if they are on the site and see antisocial behaviour and/or vandalism. If you feel “uncomfortable” move towards other people on the site. Tenants are advised not to challenge anyone directly but to report incidents to the police by calling 101 or online, also report the matter to PPC . It is important to provide the date, time and details of any incident including plot number(s). Photographs are extremely useful but do not put yourself at risk to take a photo.</p>	
<p><b>063</b></p>	<p><b>Allotment Committee Terms of Reference (TOR)</b></p> <p>This is a PPC governance document, not to be confused with the Terms &amp; Conditions of tenancy.</p> <p>There is no longer a requirement to hold an Annual Rent Collection meeting since attendance at the meetings, last one held in 2019, was decreasing year on year - majority of rent is now paid by BACS payments.</p> <p>It was observed that at the moment the Chair carries out a lot of day-to-day running site not the the Parish Clerk (e.g. agendas/minutes, maintaining the tenant/plot records and waiting list spreadsheets and communicating with tenants) and it was remarked that should a new Chair take up office this work would probably revert to the Clerk, adding considerably to their duties.</p> <p>Amended TOR approved, unanimous vote in favour. To be published on the PPC website.</p>	<p><b>Chair</b></p>

# PRESTBURY

PARISH COUNCIL

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

Allot/23	Minutes	Action
<b>064</b>	<b>Allotment Representatives (AR)</b>	
/1	<b>Role of AR</b> BC provided a summary of activities carried out by current AR, circulated to Committee by email. All agreed the list seems complete and that it should be used when drafting the “role” document proposed at the last meeting.	<b>Chair/All</b>
/2	<b>AR – how chosen/elected</b> In his summary BC also gave background on selection/election of current AR. Some research has already been conducted into how other allotment sites are managed e.g. having Site Wardens rather than Allotment Representatives was discussed, although concern was raised over title warden. It was agreed to continue research and to borrow/develop an extant mechanism used by other allotment providers if appropriate.	<b>Chair/All</b>
<b>065</b>	<b>Terms and Conditions</b> – Updated T&Cs were proposed and voted on unanimously. Amendments/changes: Bonfire and burning , fruit tree/nut tree/ornamental trees and shrubs, fences and gates To be sent to all tenants with the annual rent request on 1 April 2024, published on the website and displayed on the two PPC noticeboards on the allotment site.	<b>Chair</b>
<b>066</b>	<b>Infrastructure &amp; Maintenance:</b>	
/1	<b>Water</b> – water to be turned back on a beginning of April, although it was noted that with the wet weather over winter/spring tenants should have collected enough rain water from shed and greenhouse roofs not to need water from the tanks for a few months.	
/2	<b>Trees</b> – tree surgeon to fell fir tree on boundary of Plots 24A and 36B at the end of April.	
<b>067</b>	<b>Matters for future consideration</b> – none	
	<b>Date of next meeting</b> – Thursday 23 May 2024 @ 10:30 in the Parish Office <i>Please check the Prestbury Parish Council website <a href="#">Events</a> calendar for any changes to date/time.</i>	