

## Minutes of the Allotment Committee Meeting

Held on **Thursday 23 May 2024 at 10:30** in the Parish Office

**Attendees:** Councillors: Sandra Attwood (SA), Kate Bishop (KB), Cathy Hunt (CH), Sheila Hope (SH), Penny Kennard (PK) Allotment Representatives (AR): Brian Cousins (BC), David Jackson (DJ)

**Minutes:** PK

Item No. Allot24/	Minutes	Action
<b>001</b>	<b>Apologies</b> – Cllr Sheila Hope to be a few minutes late	
<b>002</b>	<p><b>Resignation of Chair 2023 – 2024 session, elect Chair for 2024-2025 session</b>                      As outgoing Chairman Cllr Kennard welcomed returning Committee members (Cllrs Sandra Attwood &amp; Kate Bishop), the Allotment Representatives (Brian Cousins and David Jackson) and new member Cllr Cathy Hunt (who has previously served on the Allotment Committee).</p> <p>Cllr Kennard resigned as Chairman.                      Cllr Bishop proposed Cllr Kennard for Chairman of Allotment Committee session 2024-2025. Seconded by Cllr Cathy Hunt.                      Cllr Kennard accepted nomination and was unanimously re-elected.                      There were no declarations of interest by any attendees.</p>	
<b>003</b>	<p><b>Minutes of previous meetings</b> were accepted.  <a href="#">21 March 2024 Allotment Committee meeting minutes</a></p>	
<b>004</b>	<b>Matters arising from minutes</b> not on the agenda - none.	
<b>005</b>	<p><b>Public session</b> – no members of the public in attendance.  <i>Councillor Sheila Hope joined the meeting.                      Chair welcomed new Committee member and made introductions.</i></p>	
<b>006</b>	<p><b>Report from Allotment Representatives*</b></p> <ol style="list-style-type: none"> <li>1. Brian Cousins is continuing as an Allotment Representative having reversed his decision of step down – the Committee is grateful - thank you Brian.</li> <li>2. The Allotment Representatives presented their report to the Committee. Please note that the content of their report is confidential since it contains the names of tenants and references to personal circumstances. Committee members see Appendix 1 to these minutes.</li> <li>3. As ever some plots reported to be untidy and neglected/not worked as required under the allotment Terms &amp; Conditions (T&amp;Cs). Several tenants to be approached informally or formally, Plot of Concern (PloC) notices issued. Tenants who are already being monitored will be asked to consider giving up their tenancy.</li> <li>4. The Committee noted the tendency of some tenants to use their plots as gardens, tenants are urged to study the <a href="#">Terms &amp; Conditions</a> which they agreed to abide by when they renewed their tenancy in April. Over the coming year the Committee will continue to address the misuse of plots as there are many people waiting to rent plots.</li> </ol>	<b>AR/Chair</b>

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<b>007</b>	<p><b>Waiting List, Plots of Concern and Vacant Plots update*</b></p> <p>1. There are 48 people on the Waiting List (WL), 23 are Prestbury Parish residents (who take priority over non-residents). List continues to be closed to applicants not living in Prestbury Parish.</p> <p>The current online Waiting List application form to be updated, applicants to state they have read the Terms &amp; Conditions before the application form can be submitted. Applicants will also be asked if they have previously had a Blacksmith Lane Allotment Site plot and if they have to give details of when and why they gave up the plot.</p> <p>2. Several tenants to receive PloCs and the Committee continues to monitor several plots which fall short of the required standards of cultivation, these tenants will be sent a second PloC notice.</p> <p>Clarification of plot monitoring procedure:</p> <ul style="list-style-type: none"> <li>• Plot of Concern notice outlining infringement(s) and laying out a time frame for rectification.</li> <li>• Second PloC notice with a final deadline for remedial action to be taken by the tenant.</li> <li>• Termination of Tenancy notice if Committee not satisfied that the tenant is fulfilling their obligations.</li> </ul> <p>Additionally a tenancy can be terminated by the Committee if there is a breach of the Terms &amp; Conditions paras.4.b.ii, iii or iv.</p> <p>3. Vacant plots – ten applicants on the Waiting List have taken on plots following the annual tenancy renewal period, the previous tenants having either given up their plots or had their tenancies terminated.</p> <p style="text-align: right;"><i>Cllr SA left the meeting.</i></p>	<b>Chair</b>
<b>008</b>	<p><b>Allotment Representatives (AR)</b></p> <p>Role and selection/election of AR – continued document development. A discussion took place following presentation of an outline document by the Chair to the Committee. It was agreed in principle to keep the term Allotment Representatives rather Warden, more commonly used by other allotment providers as it is a better description of the role on our site.</p> <p>Chair to circulate the current outline document to the Committee for their comments and input. To forward documents from other providers as they become available.</p>	<b>Chair/All</b>
<b>009</b>	<p><b>Infrastructure &amp; Maintenance:</b></p>	
<b>/1</b>	<p><b>Water</b> – water was turned back on a beginning of April. No over winter damage reported to the tanks or pipes.</p> <p>Meter to be read and reading submitted to the water provider.</p>	<b>AR/Clerk</b>

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/2	<p><b>Trees</b> – at the end of April the large fir tree on the boundary of Plots 24A and 36B was felled. The Chair thanked Cllr Bishop for her work getting the required three estimates from tree felling contractors.</p> <p>Tenants are reminded that no ornamental trees (or shrubs) are to planted on their plot – the large fir tree was once a small Christmas tree and it was expensive to get it felled.</p>	
/3	<p><b>Fence</b> – Blacksmith Lane Boundary. Site security.</p> <p>Length/type of fence required to be established and quotes sought – as this would benefit from the advice from PPC councillors currently working on the Pavilion Development project which is time critical this will be delayed until at least the summer. As previously noted there is no allocation for the fence in the Allotment Committee budget so any proposal would need to be presented to the full Parish Council to release fund from the main budget, highly dependent on Pavilion Development final costs, or deferred unit 2025-2026.</p> <p>Two incidents of strangers on the site were reported. One a cyclist who may have been having a look prior to applying for a plot, the second a car driver who was parked up listening to music (aggressive when questioned about his intentions and told that the allotment are private).</p> <p>All tenants are reminded that if they have any concerns about people on the plot to alert the Allotment Committee by email (address at bottom of page) giving date, time, any other relevant details. We cannot act if we are not made aware and we need as much information as possible to enable us to investigate.</p>	
010	<p><b>Matters for future consideration</b></p> <p>Probation period for new tenants and photos of plot condition, mentioned during meeting – to be added to next agenda.</p>	
	<p><b>Date of next meeting</b> – Thursday 25 July 2024 @ 10:30 in the Parish Office</p> <p><i>Please check the Prestbury Parish Council website <a href="#">Events</a> calendar for any changes to date/time.</i></p>	

\*Committee members see Appendix 1/23May2024