

ALLOTMENTS COMMITTEE

Minutes of the meeting of the Allotments Committee held at 7.00 pm on Thursday, 6th July 2006 at the Allotments, Hall Meadow Road. Councillors Barber, Blessett, Fisk (Chairman) and Thomas, and the clerk Mrs Sheila Kostyrka. No members of the public were present.

001 ELECTION OF CHAIRMAN

It was proposed by Cllr Blessett, seconded by Cllr Thomas that Cllr Fisk continues as Chairman, which was duly accepted.

002 APOLOGIES FOR ABSENCE

Cllr Helyer did not attend.

003 DECLARATIONS OF INTEREST

None

004 CONSIDERATION OF ITEMS REPORTED TO COUNCIL ON 27.04.06 AND MATTERS ARISING

A letter of thanks was sent to Eve and Ward, who have not responded to our offer of sponsorship. Quotes have already been received for 100 tons of plainings from three contractors and it was agreed to accept the quote from Bullimors. This is to be ordered, delivered to the allotment garden site and stored at the far end of the car park. Cllr Fisk agreed to obtain a quote from Grooby's to fill the pot holes and the main turning areas. Tenants on Plots 54 and 61 have now made contact with the Clerk to end their tenancy agreement. The maintenance operative will be asked to trim the grass as soon as possible on these plots. Plot 54 has been re allocated and contact has been made with the next person on the list with regard to Plot 61.

005 TO RECEIVE CORRESPONDANCE REFERRED FROM COUNCIL ON 22.06.06

In a letter, the Allotments Association requested that letters be sent to tenants regarding uncultivated or nuisance allotment plots. Two of these have now been re-let. The Committee found that there were five additional plots which also needed attention. It was confirmed that action had been taken immediately regarding community waste pending further investigations. The Clerk asked for clarification on the authority and communication channels of the Allotments Association and requested that the Terms of Reference and Delegated Responsibility be considered at the next meeting.

006 TO CONSIDER THE TENANCY AGREEMENT AND ACTIONS TO BE TAKEN

The Tenancy Agreement had been previously circulated. It was **recommended** that Clause 2. is amended to confirm that the rent must be paid by the end of September for the renewal to take place and the agreement to stand, and Clause 5.1 be amended to cover "and boundaries". A new clause at 5.12 to include that only wood, bark and other plant matter produced on the allotment plot may be burnt on it, and the transfer of other waste is not allowed. It was further agreed that the maintenance operative would continue to weed spray problem areas as deemed necessary with care. A copy of the Tenancy Agreement is attached at **Appendix 1**.

007 TO CONSIDER THE MAINTENANCE ISSUES AT THE ALLOTMENT GARDENS

The grass has been cut twice this year by the contractor, and two more cuts will take place within the allocated budgets. The maintenance operative will continue to spray weeds on site, but care must be taken. The plot indicators will be renumbered if necessary over the winter. The Clerk will continue to make regular checks. Two quotes have been received for the water browsers a Private and Confidential breakdown is attached at **Appendix 2** to this report. It was agreed to **recommend** that the highest quotes be accepted.

008 TO CONSIDER THE STORAGE, SORTING AND DISPOSAL OF COMMUNITY WASTE

A report and **recommendation** is attached at **Appendix 3** to this document.

009 TO DISCUSS THE COUNCIL PLOT

It was **recommended** that the Community Service Team be approached to help clear Plot 32 to enable it to be let. A breakdown of skip hire is attached at **Appendix 4** to this report.

010 TO REVIEW THE WAITING LIST FOR ALLOTMENT GARDENS AND FORTHCOMING RENEWALS

The renewals and the Tenancy Agreement are to be sent out in August with a four week deadline. There are currently 23 on the waiting list. Tenants would be advised of the increase in fees to £25.00 per year from 01.10.07.

011 DATE OF NEXT MEETING

A letter would be sent to Mr John Broughton as Chairman of the Allotment Association inviting them to send a nominated representative to the next meeting on 12th October 2006.

There being no further business, the meeting was closed at 8.10 pm.