

**Minutes of the Allotment Committee Meeting held on
Monday 15th June 2020 at 7.30 pm Conducted Online Via Zoom**

MEMBERS PRESENT: Cllr Smith (Chairman), Cllr Ellicott (V. Chairman), Cllr Edwards, Cllr Wilson, Cllr Funnell and Miss French

OFFICER PRESENT: Su Denne

MEMBERS OF THE PUBLIC PRESENT: Two members of the public present.

Election of Chairman and Vice Chairman

- 1. Enquire whether anyone present intends to film, photograph and/or record the meeting** – - No-one present intended to film, photograph and/or record the meeting.
- 2. To receive and approve apologies for absence:** None
- 3. Declarations of Personal and Prejudicial Interests-** Cllr Ellicott, Cllr Smith, Cllr Wilson and Miss French have allotment plots.
- 4. Declarations of Lobbying.** None
- 5. Minutes -** To resolve that the minutes of the Committee Meeting held on **16th March 2020** were agreed, and it was **RESOLVED** that the Chairman signed them as a true record.
- 6. Open session for questions from the public:** None
- 7. Committee member resignation-** Cllr Smith informed the members that Mr Benoy had resigned from the Committee. Cllr Smith thanked him for his outstanding contribution whilst Chairman when a Cllr, and as a plot holder. The members agreed that the Clerk would ask plot holders from WG if one of them would like to join the Committee.
- 8. To Consider Maintenance Work and any Quotes Received –**
 - a) Replacement wooden fencing SW Rd
 - b) New standpipes in SW Rd and Wickham Gardens
 - c) New fencing along Wickham Gardens

It was agreed that the Clerk would obtain quotes for a) and c). Cllr Edwards offered some wooden rails for item a). Item b) It was agreed that two further water tanks would be more beneficial than stand pipes. Committee to carry out a site visit on the 24th June at 10 am to take a look at siting for extra water tanks. Miss French informed the members that she had an old tank that could be used for one of the locations. It

was also agreed that all water tanks should be cleaned out once the water is turned off, in the late Autumn.

- 9. To Consider Amendments to Tenancy Agreement-** The members agreed to the attached amendments to the TA. The Clerk to inform all plot holders, the amended agreement to come into force immediately for all new tenants but not until the 1st January for current tenants. It was also agreed that the maximum size of a shed would remain 6ft by 6ft.

- 10. To Agree Details of Competition Judging and possible BBQ -** It was agreed that the two Borough Councillors would be invited to judge the plots. To take place on either the 29th or 30th June. Clerk to confirm dates with Cllr Podbury and Cllr Funnell. It was also agreed that the BBQ on the 18th July would be a picnic, with plot holders bringing their own food and chairs. This will be subject to Government legislation at the time.

- 11. Enforcement of Rules –** Differed until September

- 12. Tidying up Sites and Removal of Rubbish –** It was agreed that there would be two clearances for SWR main site and one each for the extension and WG. Plot holders to load their rubbish on to the lorry, not leave it at the gate for others to do. Clerk to arrange dates and times.

- 13. To Discuss Feasibility of Southwood Road site becoming an Association –** The Clerk and Cllrs had received feedback from plot holders stating that they did not want to form an association.

- 14. Clerk’s Report –** The Clerk requested that a covering, such as small stones could be laid down by a water tank on WG, as it gets very muddy.

- 15. Chairman’s Report -** Nothing to report

Meeting Closed at 20:50

..... Chairman

Dated

Item 9 Amendment to TA

TERMINATION

9.1.7 New Clause

New tenants will be given a 3 month probationary period following which if the officer of the Council or Committee deem insufficient work has been carried out the Council reserves the right to terminate the agreement and refund the rent.

INSPECTION

4.1 New Wording

An officer of the Council, or Members of the Allotment Committee acting in their official capacity, may enter allotment gardens for inspection of the state of cultivation and general condition of the plot, sheds, greenhouses, poly tunnels and livestock. Full access must be given by the Tenant to the officer or Committee at a mutually agreed, mutually convenient time to inspect livestock and locked premises. Following reports and requests for works to be completed by the tenant written/email notice will be sent to the tenant which will include a time limit of 14 days for works to be completed by the tenant.

4.2 New Wording

Following such written notice, if the tenant has failed to carry out such work as requested by an officer of the Council or Committee within a period of 14 days; the tenancy will be deemed to have been terminated.

4.3 New Wording

The tenant must have at least 50% of the plot worked/cultivated by the second week of May and 75% by the 14th June.