

Carlton Parish Council

Minutes of the Allotment Working Group (AWG) meeting held on 12th October 2022

Present: Cllrs Lisa Quinn (Chair), Michelle Deller and Natalie Land

Attending: Two members of the public.

10. Apologies for Absence

None received.

11. Declarations of Interest

None raised.

12. Terms of Reference

This was reviewed and agreed in essence but there is a question over section **1. membership** that needs resolving before we can be accept in full. The law permits for membership by other parties - and our MOP's needed to be considered. We need to secure our membership to the National Allotment Society so we can call on their expertise.

It was noted that if not already in place a risk assessment for the allotments requires completing or reviewing.. This needs addressing and/ or reviewing at a meeting in the near future.

Resolved: That the review of the AWG Terms of Reference be deferred to the next scheduled meeting.

Recommendation to Council: That the council consider approval of membership to the National Allotment Society, currently charged at £55.00 + VAT per annum plus a nominal £1.00 joining fee.

13. Waiting List and Tenants

The AWG received the update from the clerk regarding the current allotments waiting list and tenants.

One 'plot' is available, but it was felt that decision on rental of this plot should be deferred until approval is sought regarding the proposed plan.

Resolved: That the decision of rental of the vacant plot be deferred until the overall plan of the area be agreed.

14. Contract/ Rental Agreement

14.1 The working group reviewed the current contract/ rental agreement.

Contract was considered and found in need of redraft (not fully legally compliant). It was agreed that Cllr Quinn would draft the Terms and Conditions and the Contract in consultation with the National Allotment Society and present this for further discussion at the next scheduled meeting.

Resolved: That Cllr Quinn to draft an updated contract/ agreement to present to the AWG at the next meeting be approved.

14.2 The AWG considered the current rental charges and after discussion it was felt the need to defer until the proposed plan and the Terms and Conditions are approved by the council.

Resolved: That the review of the contract/ rental agreement be deferred until the next scheduled meeting.

- 4.3 The AWG considered the current rules for allotments and tenants, and after discussion it was felt the need to defer until the contract agreement has been drafted and reviewed.

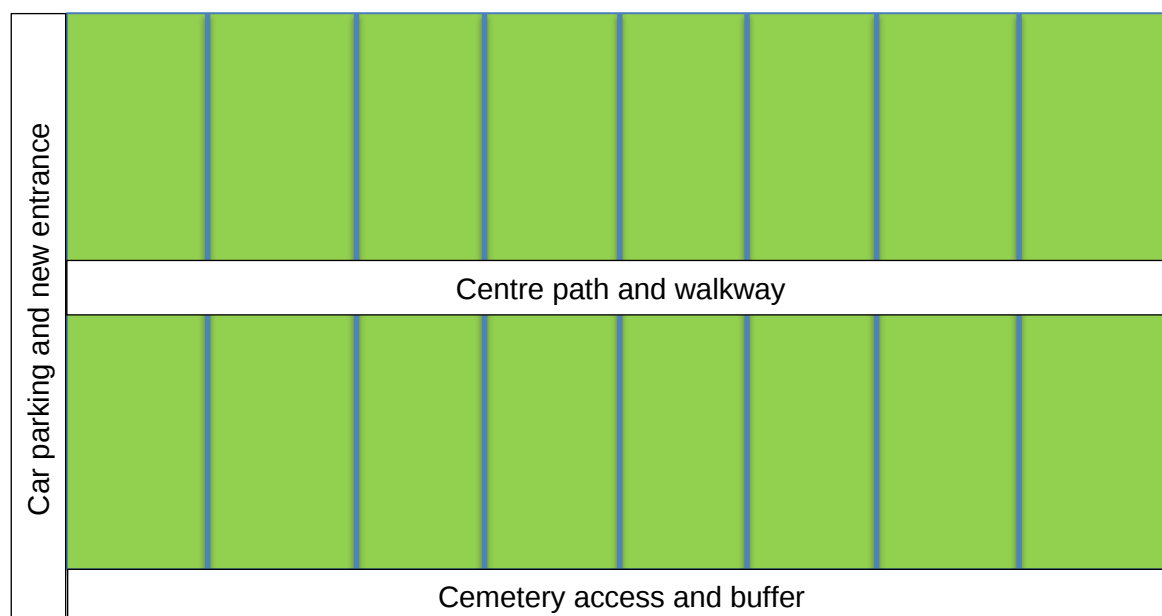
Resolved: That the review of the allotment rules be deferred until the next scheduled meeting.

15. Layout of the Current Plots

The AWG reviewed the current layout of the allotment plots.

A discussion was held and using guidance the following was found: -

- The current layout did not offer maximum benefit to the community.
- The site is approximately 60m x 30m at present. Plots, currently divided by the council, are too large and equate to 4 oversize allotments in total.
- The full sized plots are approximately 28 x 15 m - 420m²
- The half plots are approximately 14 x 15m - 210m²
- The quarter plots are 14 x 7m - 105m²
- The plots have previously been administrated as full, half and quarter plots but having different sized plots is less manageable, inconsistent and not meeting demand or standard allotment plot sizing and pricing.
- A proposal to divide the land from a mix of full, half and quarter plots into a set of 16 approximately equal sized plots which will be each rented out as 'Allotment Gardens' for a single unified standard charge. (as below)



Recommendation to Council: That Cllr Quinn and Cllr Land measure up and replan the land if the proposed plan be approved.

16. Facilities of the Allotments

The AWG reviewed the current facilities of the allotments.

An extensive discussion took place around needs of the tenants, and provision of the allotments.

Recommendation to Council: That

- approval be given for the installation of a 'Y' junction at the current water supply from the cemetery giving the tenants access to water on the allotment area.

- ii) approval be given for the lagging of existing tap and piping at the cemetery/ allotment boundary as a matter of urgency; and
- iii) approval be given for the installation of an access gate from Fairfield Avenue parking area to the allotments subject to agreement with the Shire Green management company.
- iv) approval be given for the clerk to investigate the possibility of waste disposal bins for black and green waste from the allotments.

17. Date and Time of Next Meeting

Wednesday 23rd November 2022 at 7pm