MINUTES

**ALLOTMENT SUB COMMITTEE MEETING** held on Monday 22nd November 2021.

Meeting opened at 6.30p.m.

**Present:** Councillor Mr P. Metcalfe (allotment subcommittee **Chairman**) and

**Councillors:** Mrs. P. Crathorne **(Chairman)** Mrs J. Grafton, Mr. R. Vaughan, Mrs M. Walker.

**In attendance:** Mr D. Snowball (Parish Clerk)

**ASC- 01\_21/22 ELECTION OF CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022**

It was proposed by Councillor Mrs J. Grafton and seconded by Councillor Mrs M. Walker that Councillor Mr P. Metcalfe be elected as Chairman of the Allotment Sub Committee. The proposal was unanimously agreed and

***RESOLVED:***

That Councillor Mr P. Metcalfe be elected as the Chairman of the Allotment Sub Committee for the Municipal Year 2021/2022.

**Councillor Mr P. Metcalfe took the chair for the meeting.**

**ASC- 02\_21/22 ELECTION OF VICE CHAIRMAN FOR THE MUNICIPAL YEAR 2021/2022**

It was proposed by Councillor Mrs P. Crathorne and seconded by Councillor Mr P. Metcalfe that Councillor Mrs J. Grafton be elected as Vice Chairman of the Allotment Sub Committee. The proposal was unanimously agreed and

***RESOLVED:***

That Councillor Mrs J. Grafton be elected as the Vice Chairman of the Allotment Sub Committee for the Municipal Year 2021/2022.

**ASC- 03\_21/22 APOLOGIES**

Apologies were received from Councillor Dr. S. Drew.

The Clerk informed the meeting that Councillor Dr S. Drew had resigned his position on the allotment sub committee for personal reasons.

***The resignation was noted.***

**ASC- 04\_21/22 DECLARATIONS OF INTEREST**

The Chairman invited members who wished to do so to make declarations of interest in respect of items on the agenda for this meeting.

Councillors Mr P. Metcalf and Mrs J. Grafton declared an interest in agenda item 8 Allotment Review / Draft Discussion document. They remained in the meeting and discussed and voted on matters.

**ASC- 05\_21/22 MEMBERS DISPENSATION**

The Clerk informed the meeting that there were no dispensations for this meeting.

***It was noted that there were no dispensations.***

**ASC- 06\_21/22 PUBLIC PARTICIPATION**

There were no members of public present for this meeting.

***It was noted that there were no members of public present.***

**ASC- 07\_21/22 MINUTES OF THE PREVIOUS MEETING**

None; due to this being the first meeting of the Allotment Sub Committee Meeting since the elections.

**ASC- 08\_21/22 ALLOTMENT REVIEW (Report previously circulated) / DISCUSSION DOCUMENT**

Members had previously received the report at the Ordinary meeting of Council and used this document for discussion at this meeting. The following are details of the discussion document used at this meeting.

1. Allotment site visit by the Clerk and Allotment subcommittee members, to also include individual assessment of the current let plots to ensure that they are only being used as they should, use revised rules and regulations as guidance.
2. Consult with current allotment plot holders and engage with them in the development of the site.
3. The Clerk has been in communication with a representative from

East Durham College, Houghall Campus, Houghall, Durham

It is proposed to develop an informal working partnership arrangement with this organisation that will lead to approximately eight students (3 – 4 hours per week) helping to clear and develop the allotment site with the only cost to the council being the purchase of safety equipment and basic gardening tools for the students to use when on site. All works will be risk assessed and supervised by college staff and overseen by the Clerk.

1. Consider the motion from Councillor P. Metcalfe (deferred to the allotment subcommittee for consideration).

**Small bunded or walled area for storing wood chippings and manure.**

1. Boundary Fencing condition/replacement – security.
2. Water, determine: -
3. if there are any leaks / replumb / replace.
4. if there are any incorrectly taps installed that the council have not completed, if any, and determine the action(s) to be taken against the offenders.
5. Internal pathways, fencing and bridges condition / improvement.
6. Identify current waste / fly tipping and determine a plan of action for removal.
7. Determine the number of vacant plots.
8. Confirm current plot holders and review/update the waiting.
9. Revised application form implementation.
10. Revised rules implementation.
11. Review the rents charged and identify what other authorities are charging to do all possible to minimize the gap between expenditure and income. Any increase in charges should eb carefully considered and increased incrementally over two/three years as well as assessed as part of the annual budget setting process.
12. Allotment handbook – it may be helpful to develop a handbook reinforcing rules and regulations, providing guidance on setting up an allotment, storing and removing waste, etc., etc.
13. Approach the National Allotment Society’s (NAS) to determine what support can be provided in the completion of a detailed allotment review and associated costs.

Build this cost into the budget for 2022/23.

1. Develop a 5-year Allotment Plan for consideration by full council for implementation. *(Where we are today and where we want to be in five years’ time!)*

The aim of the 5-year Allotment Plan should be to ensure that Cornforth Parish Council manages and develops its current allotment site through the effective and efficient use of available financial and physical resources -

1. Earmarked reserves £20,0000 over a three-to-five-year period.
2. Demand on the Clerk’s time for this process.

It was proposed by councillor Mrs J. Grafton and seconded by councillor Mrs P. Crathorne and

**RESOLVED**

That a draft task list is developed from the discussion document by the Clerk and this is used to progress the items identified in the document and to attach a copy of this draft task list to these minutes.

**ASC- 09\_21/22 DATE OF NEXT MEETING**

It was agreed that the date for the next meeting of the Allotment Subcommittee be;

**Monday 17th January 2022 at 6.30p.m.**

***Meeting closed at 08.00 p.m.***

Signed (Chairman):

Date:

ALLOTMENT SITE IMPROVEMENTS - TASK TRACKER

***This is a live document and will be amended and may be added to as progress is made.***

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| **REF** | **ITEM** | **WHO**  | **TIMESCALE** | **COMPLETED** |
| 1 | Allotment site visit | All members of the subcommittee and clerk | 30th November 2021 |  |
| 2 | Consultation with current allotment holders | To be included in the review of the allotment site. | 30th April 2021 |  |
| 3 | Informal Partnership with East Durham College – invite officer to the next meeting of the Allotment subcommittee | Clerk | 17th January2022 |  |
| 4 | Motion – Small bunded or walled area. | To be included in the review of the allotment site. | 30th April 2021 |  |
| 5 | Allotment Site Boundary fencing. | To be included in the review of the allotment site. | 30th April 2021 |  |
| 6 | Water supply | To be included in the review of the allotment site. | 30th April 2021 |  |
| 7 | Internal pathways, fencing and bridges improvements. | To be included in the review of the allotment site. | 30th April 2021 |  |
| 8 | Identify current waste / fly tipping and determine a plan of action for removal. | All members of the subcommittee | 31st March 2022 |  |
| 9 | Determine the number of vacant plots. | To be included in the review of the allotment site. | 30th April 2021 |  |
| 10 | Confirm current plot holders and review / update the waiting list. | Clerk | 17th January 2022 |  |
| 11 and12 | Implement revised application form and rules. | Clerk | Immediate |  |

ALLOTMENT SITE IMPROVEMENTS - TASK TRACKER – continued

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| **REF** | **ITEM** | **WHO**  | **TIMESCALE** | **COMPLETED** |
| 13 | Review rents | Full council as part of the annual budget setting process. | 31st January 2022 |  |
| 14 | Develop an allotment handbook | Clerk to provide progress update for the next meeting of the allotment subcommittee. | 17th January 2022 |  |
| 15 | Approach the National Allotment Society to identify if support is available for the completion of an allotment review. | Clerk | 31st December 2022 |  |
| 16 | Develop a 5-year allotment plan | Clerk to provide progress update for the next meeting of the allotment subcommittee. | 17th January 2022 |  |

**Note: Timescales are for guidance purpose only and may be liable to change depending upon members and Clerk work load demands and possible external factors.**