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

**Councillors:** Mrs. P. Crathorne **(Council Chairman)** Mrs J. Grafton (allotment subcommittee Vice chairman),

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

**ASC- 13\_22/23 APOLOGIES**

Councillor Mr. R. Vaughan

Councillors not present; Mrs M. Walker, Mr P. Mayew.

**ASC- 14\_22/23 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. They remained in the meeting and discussed and voted on matters.

**ASC- 15\_22/23 MEMBERS DISPENSATION**

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

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

**ASC- 16\_22/23 PUBLIC PARTICIPATION**

There were no members of public present for this meeting.

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

**ASC- 17\_22/23 MINUTES OF THE PREVIOUS MEETING**

Monday 16th May 2022

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

***RESOLVED:***

That the minutes of the Allotment Subcommittee Meeting of Council held on Monday 16th May 2022 be approved as a correct record and signed by the Chairman at this meeting.

**ASC- 18\_22/23 ALLOTMENT SITE IMPROVEMENT TRACKER UPDATE**

The Clerk updated the meeting on progress with the tracker items.

This was noted.

**ASC- 19\_22/23** **ALLOTMENT STRATEGY 2023 - 2027**

The Clerk presented the proposed strategy for the period 2023 – 2027 to the meeting and explained that by having a strategy this would help to put in place a set of guiding principles to help make decisions and allocate resources.

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

***RESOLVED:***

That the strategy was agreed and is to be placed on the agenda for the next Ordinary meeting of council for final approval and adoption.

**ASC- 20\_22/23** **UPDATED ALLOTMENT SITE PLAN**

The clerk informed the meeting that the allotment site plan had been updated to reflect the current updated tenancy list. A number of amendments were made and agreed.

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

***RESOLVED:***

To agree and receive the updated site plan as amended.

**ASC- 21\_22/23 WATER ANALYSIS – TO DATE**

The Clerk presented the water analysis and concern was raised that the cubic metres appears low but there are 1,000 litres in a cubic metre. (For example, it was an average of 6 cubic metres – 6,000 litres) per week.

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

***RESOLVED:***

To;

1. accept the water analysis to date and continue to closely monitor usage.
2. Investigate the installation of a stop valve inside the allotment site that is fully secure.
3. The water is to be turned off until spring 2023.

**ASC- 22\_22/23 NEW GATE KEYS FOR ALLOCATION TO PLOT HOLDERS**

The clerk has copies of the new external gate lock key and these will be provided to plot holders upon request.

Councillor Mr P. Metcalfe provided a copy of the key for the internal gate to have copied for allotment users. The clerk will return the key when copies are made at the earliest opportunity.

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

***RESOLVED:***

To allocate keys as requested and to keep a record of who has been allocated keys.

**ASC- 23\_22/23 2022 RENT PAYMENTS UPDATE**

The Clerk informed the meeting that 3 plots had not been paid for, two individuals.

Plot numbers 19, (28 and 33)

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

***RESOLVED:***

That the clerk writes to the plot holders who have not paid their rent requesting immediate payment.

**ASC- 24\_22/23** **ALLOTMENT SUBCOMMITTEE MEETING SCHEDULE**

The clerk explained the requirement to set agreed dates for the Allotment Subcommittee for 2023 to align with the new strategy action plan and timelines for budget consideration. Additional meetings may also be called as and when required.

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

***RESOLVED:***

To adopt the meeting schedule dates and for these to be added to the council’s schedule of meetings document.

**ASC- 25\_22/23** **CORNFORTH PARTNERSHIP**

The clerk informed the meeting that Cornforth Partnership had requested a plot, number 12, adjacent to the current community plot, for similar use.

The clerk informed the meeting that this plot could be let free of charge to support the charitable organisation and community families.

During discussions members requested the clerk corresponds with the Cornforth partnership to;

1. Obtain further information in connection with the use of the plot being requested.

and

1. request an update on the current community plot to identify how many members of the community are accessing and involved in the plot and its use and if there are disable users accessing the plot?

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

***RESOLVED:***

That the clerk corresponds with the Cornforth Partnership for further details on the plot being requested, to include

1. Who will be the name on the plot application?
2. Who will be responsible for looking after the plot?
3. Who will benefit from the plot and how will they be involved?

And to;

Request information to identify how many members of the community are accessing and involved in the current community plot and its use and if there are disable users accessing the plot.

**ASC- 26\_22/23** **VACANT PLOT NOTICE**

The clerk informed the meeting that it was planned for the relevant notice to be placed on the vacant plots informing that works will be carried out to bring the plots into a lettable condition and will be let to reduce the waiting list.

Councillor Mr P. Metcalfe offered to display the notices.

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

***RESOLVED:***

That Councillor Mr P. Metcalfe displays the notices of works to the vacant plots.

**ASC- 27\_22/23** **DATE OF NEXT MEETING**

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

**Monday 21st November 2022 at 6.30p.m.**

***Meeting closed at 8.00 p.m.***

Signed (Chairman):

Date: