Dear Councillor,



I Hereby Give You Notice that a meeting of the Allotment Subcommittee will be held following the **ORDINARY MEETING** on **Monday 13th November 2023** at **Cornforth Community Centre.**

**This is the rescheduled October meeting that was not completed due to being inquorate.**

**Note that this meeting is following the Ordinary Meeting.**

**PLEASE BRING THE DOCUMENTS THAT WERE ISSUED FOR THAT MEETING WITH YOU AS THESE ARE NOT BEING REISSUED.**

Dated this 3rd day of November 2023.



Derek Snowball - Clerk to the Council

AGENDA

**1. APOLOGIES**

Members who cannot attend a meeting shall tender their apologies to the Parish Clerk prior to the meeting as, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for a member's absence shall be accepted.

**2. DECLARATIONS OF INTEREST**

To notify of any items that appear in the agenda in which you may have an interest, including those that have previously been recorded in the Members Register of Interests.

**3. MEMBERS’ DISPENSATION**

To consider written requests, submitted in writing to the Clerk prior to the meeting, for dispensations from members who have declared interests under Disclosable or Non-Disclosable Pecuniary Interests – Section 33 of the 2011 Localism Act.

**4. PUBLIC PARTICIPATION**

To deal with any questions, or brief representations, from members of the public in accordance with relevant legislation and Cornforth Parish Council Policy.

**5. MINUTES OF THE PREVIOUS MEETING**

Draft minutes reflect an accurate record of what transpired at that meeting and are put before this meeting for confirmation of accuracy and to consider, resolve to approve and to be signed by the Chairman.

held on; Monday 17th July 2023.

**6. ALLOTMENT CHARTER**

To receive and consider the attached report of the Parish Clerk.

**7. ALLOTMENT HANDBOOK**

To receive and consider the attached report of the Parish Clerk.

**8. ANNUAL HEALTH AND SAFETY INSPECTION AND RISK ASSESSMENTS**

To receive and consider the attached report of the Parish Clerk.

**9. ANNUAL REVIEW OF THE ALLOTMENT STRATEGY OBJECTIVE AND AIMS**

To receive and consider the attached report of the Parish Clerk.

**10. ALLOTMENT STRATEGY 2023 - 2027**

To receive a verbal update from the Parish Clerk.

**11.** **ALLOTMENT IMPROVEMENTS (£20,000)**

To receive a verbal update from the Parish Clerk.

**12. WATER ANALYSIS – TO DATE**

To receive the analysis of the water usage.

**13. SPOT VISIT TO THE ALLOTMENT SITE**

**Saturday 18th November 2023 @ 9.30am (Weather dependant)**

To confirm availability to meet clerk on site for the spot visit.

**14. ALLOTMENT HALF PLOTS**

To receive and consider the attached report of the Parish Clerk.

**15. ALLOTMENT PLOT Holder name change**

To receive and consider a request to change the names of the plot holder on two allotment plots.

**16. DATE OF NEXT MEETING**

Consider if it is appropriate to arrange an extra meeting for Monday 27th November 2023

@ 6.30pm to discuss actions required from the spot visit if it is completed.

NEXT MEETING IS SCHEDULED FOR - Monday 22nd January 2024 @ 6.30p.m

Members of the Allotment Sub-Committee:

Councillors: Mr. P. Metcalfe (Chairman)

Mrs. J. Grafton (Vice Chairman)

Mr P. Mayhew

Mr. R. Vaughan

Mrs. M. Walker

Mrs. P. Crathorne (Chairman of Council)