Dear Councillor,



I Hereby Give You Notice that a meeting of the Allotment Subcommittee will be held at **6.30pm** on **Monday 22nd January 2024** at **Cornforth Community Centre.**

Dated this 15th day of January 2024.



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 16th November 2023.

**6. NEW TENANTS welcome statement**

To agree the proposed welcome statement for new tenants.

**7. UPDATED WAITING LIST**

To receive a verbal update from the Clerk.

**8.** **ALLOTMENT IMPROVEMENTS**

To receive a verbal update from the Clerk.

**9. ALLOTMENT STRATEGY PROGRESS**

To receive a report of the parish clerk.

**10. CORRESPONDENCE FOR PLOT HOLDERS**

To consider and agree the two correspondence documents to allotment tenants;

1. Invite to plot holders to the next Allotment Subcommittee meeting. (Draft letter)
2. 2003/04 rent letter for plot holders (Draft letter, includes rent rise for 2025)

**11. NEW POLICIES FOR CONSIDERATION TO SUBMIT TO FULL COUNCIL FOR APPROVAL**

To consider the proposed new policies, that pertain to the Allotment Site, as listed below for submission to full council for final approval;

1. Health and Safety
2. Risk Assessment
3. General

**12. HEALTH and SAFETY GUIDANCE FOR ALLOTMENT TENANTS**

To consider and agree the newly developed Health and Safety Guidance to be provided to allotment tenants, copy attached to this agenda.

**13. DATE OF NEXT MEETING**

Monday 15th April 2024 @ 6.30p.m. – PLOT HOLDERS INVITED TO THIS MEETING