

South Willesborough and Newtown Community Council
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Minutes of the Meeting of the Allotments Committee held on Wednesday
30th September 2021

19:01 Meeting Opened

Present: Nirosha Thilagarajan (NT), Steve Campkin (SC) Andy Rogers (AR)
 Stefan Heathfield (SH) Site Rep Gas House Fields.
 Clerk Sarah Evans (SE)

10/21 Apologies for absence and approval

Johnny Hunt (JH)
 Clerk Rob Woods (RW) was also unable to attend.

11/21 Declarations of Interest

SC Tenant at Gas House Fields

12/21 To agree minutes of the last meeting January 2021 and sign

The minutes of the July Meeting were agreed as a true record of proceedings and signed.

Resolved: Proposed AR Seconded SC Agreed Unanimously.

13/21 To receive a verbal report of the Clerks on the Delegation Scheme for

Allotment Officer and Terms of Reference for the Allotment Committee.

Members were also circulated a written report which was discussed and considered.

Resolved: Proposed AR Seconded SC Agreed unanimously : - 1) the considered changes to the Terms of Reference for the Committee 2) The role and responsibilities of the Allotment Officer and recommend to council to agree and add to the delegation scheme. Additional Clauses for Terms of Reference for Committee

Clause 4.3.4 viii

Undertake or oversee a regular inspection of allotment plots, correspond with tenants, terminate tenancies and appoint new tenants

Clause 4.3.5

Subject to Council approval the Committee may delegate routine procedural matters, correspondence not requiring a Committee decision, inspections and control to the Allotments Officer

Allotment Officer role and responsibilities

- a) Section 2 – Revised Heading - Clerk/RFO/Allotments Officer (and Assistant RFO/Allotments Officer)
- b) Section 2 – add New paragraph

Allotments Officer

The Allotments Officer is specifically authorised to Respond to routine procedural matters and correspondence not deemed to require a Committee or Council decision

To approve or refuse proposals for new constructions and facilities on the allotment plots

To undertake regular inspections of the allotment plots and to correspond with tenants in breach of, or potentially in breach of, their terms and conditions of tenancy and/or in the interests of Health and Safety

To agree extensions of time to allow tenants to meet contractual commitments
To terminate a tenancy where there is a clear and continuing breach of tenancy terms and conditions subject to agreement of the Chair of the Committee and report to the next available Committee

To appoint new tenants from the Waiting list

To represent the Council at tenant and other allotment organisation meetings

14/21 To review an update report from the Allotment Officer for Quarter 2 and Quarter 3

Resolved: Agreed unanimously

1) To advise tenants of a change of code on the locks and implement by week ending 8th October 2021.

2) To add laminated posters to remind tenants locks must be scrambled. For the Allotment Officer to continue with the duties as outlined in the report and keep committee up to date.

3) To review the effectiveness of the Combi Locks in 6 months' time.

4) To invoice the tenants for 2021/2022 and if payments are not received within 30 days to enter a further code change on the locks and the code will not be given until payment is received.

5) To continue with Allotment Officer report on a quarterly basis.

SH/SE to meet to change combi locks.

SE To create laminated posters.

15/21 To consider a report on the plot size trial and agree.

Members considered a previously circulated report and reviewed the progress to date of the smaller plot sizes trial.

Proposed SC Seconded AR Agreed Unanimously: -

1. To continue splitting plots returned at end of tenancy 2021 in order to continue the good management of costs and capacity.
2. To consider the use of the 2 plots which have been progressed from nursery to a further plot as a bench mark for any other tenants with a small plot wanting a further size. This will be subject to the agreed waiting list priorities.
3. To review again in 6 months to confirm the effectiveness of the trial after 1 year.

16/21 To note the outcome for the Capital Grant bid for Community Projects

Members noted that the Capital Grant Bid was successful and the outcome was more than bid for at 40%.

17/21 To consider a report on the proposed schedule of the living workshop and agree.

Agreed Unanimously: 1) The format of the proposed workshop and the recording of it.

2) The schedule of the workshops was agreed and the content, however it was decided not to include the Incinerator process for safety and management.

3) To advertise as an open workshop for tenants to attend when possible.

4) To invite Mayor in Spring 2022 to review the work of the project.

Action SH, SE and JH to commence the Workshop Project.

18/21 To consider a draft framework report for the Community Plot and agree.

Members considered a previously circulated report

Resolved: Agreed unanimously for the drafted plan to commence the Community Plot Project with the aim of it being functional by Spring 2022.

Action SE to begin advertising and procuring equipment.

19/21 To consider a draft policy on the use of pesticides and agree.

Members noted this should be referred to as an herbicide not a pesticide. The weedkiller code was considered and agreed with the addition of note to dispose of the container away from the Gas House Fields Site, and any costs incurred due to damage caused by weedkiller would be passed on the responsible parties. With the addition of the weed killer code and the point that permission must be asked to use weed killer added to the terms and conditions.

20/21 To review the Terms and Conditions and Tenancy agreement for 2022/2023

Members considered the recommendations in the Allotment Officer report on the terms and conditions.

Resolved: Agreed to add the need for tenants to have their own public liability insurance in place and to investigate the suggested limit with the National Allotment Society and agree by email. 2) the weed killer code and point agreed in item 19/21 3) to prohibit the use of vehicles on site between October as from when the water is turned off and April when the water is turned back on to prevent damage to the access and site.

21/21 To receive a verbal report regarding de-silting works scheduled for November 2021

Members noted that works were due for November 2021 and had been referred to Finance and General Purposes Committee to consider.

Resolved: Agreed that the committee would receive a report after the works had been completed.

22/21 To agree to hold an annual Tenants meeting and agree a date.

Resolved: Agreed That the meeting would be held the weekend after Easter and to invite Peter New from Neighbourhood Watch to help Tenants on site and to offer all for a security review in November subject to agreement with Peter New.

23/21 To agree the date of the next meeting as 16th December 2021 and items to be included on the Agenda.

Resolved by unanimous agreement to meet 16th December 2021.

There being no other business, the Chair closed the meeting at 8.45pm

Signed Dated

Chair

Appendix

Report of the Clerk on TOR and Allotment Office Role for Delegation Scheme.

Update Report of Allotment Officer Quarter 2.

Updated Report September 2021.

Draft Framework for a Gas House Fields Community Plot.

Draft Points on the Gas House Fields Living Workshop.

Draft points for Weed killer Code.

Report on plot Size Trial.

DRAFT