

South Willesborough and Newtown Community Council
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Minutes of the Extraordinary Meeting of the Allotments Committee held
virtually on Wednesday 27th January 2021

19:01 Meeting Opened

2/20 Record attendance and list apologies for absence

Nirosha Thilagarajan (NT) Nick Cane (NC) Andy Rogers (AR) Steve Campkin (SC)
Also in Attendance Stefan Heathfield (SH) Clerk Sarah Evans.

3/20 Declarations of Interest

SC declared he has an allotment on Gas House Fields.

4/20 To review reconciliation of rental income and receipt of tenancy agreements to date.

A report was previously circulated and the updated rent amounts received to date were confirmed.

Outstanding Tenancy Agreements and Payments were reported.

Resolved: Agreed unanimously to write once more 2 outstanding plot holders by hand delivered letter which would be photographed on delivery as a record, to prevent any possible reputational risk of not attempting all methods of contact

Actions SE to contact tenants by letter to chase payment and tenancy agreements with 7 days notice. Highlighting again that if finance is an issue to contact us and discuss.

4/21 To consider and agree Draft Risk Assessment for Gas House Fields and correlating draft Risk Assessment Inspection form for its implementation.