

**MINUTES OF THE ALLOTMENT COMMITTEE MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON TUESDAY, 5 JULY 2016**

		Action By
	<p>Present - Parish Councillors: Cllr Tarrant and Cllr Duff, together with Allotment Representatives Mr Earle (DAS) and Mr Brisley. Chairperson Cllr Chudleigh and Clerk Mrs Joanne Depradines-Smith. Four members of the public were present.</p> <p>Open Forum A member of the public requested that regular communications be placed on the allotments noticeboard. This was duly noted. Cllr Tarrant reminded all in attendance that there is a competition at the Duxford Village Show this year for Duxford's favourite flower, and that any produce for the fundraising stalls would be warmly welcomed.</p>	
1	Apologies for absence – Cllr Young	
2	Minutes of the Allotment Committee Meeting held on the 9 th February 2016, circulated to all members. These were amended as per 3-3-5 below, and agreed and signed by the Chairperson.	
3	Matters Arising 3-5 – The Clerk will double check if any funds were carried over from the previous financial year, and if so, earmarked for what purpose.	Clerk
	7 – The Chair will liaise with the DPC FRG&B Chair to confirm if assessing the water supply maintenance could be a village handyman task.	Chair
	<p>a. Allotments water supply – the Clerk confirmed that Steve Marshall emailed the Parish Council in February 2016 confirming that the Scout Hut water supply is safe to use. Also that the Scout Hut has been removed from the Allotments plan, as entirely separate to the Allotments with the exception of dual access and a water supply.</p> <p>b. Land Registry - Mr Earle confirmed that an application to the Land Registry is a work in progress, with an aim to bring a paper to the main Parish Council for a decision shortly. If agreed, the Clerk and Mr Earle will complete the application.</p> <p>c. 5 Year Plan – Mr Earle advised that many aspects of the 5 year plan have come to fruition already, and a new plan should be considered.</p> <p>d. Mini-plot quotes – The Chair shared two quotes for creating an edge around the mini-plots path. It was confirmed that Horti-Services will provide bark chippings, as included in their previous invoice. The Clerk will investigate how much the materials cost and a working party could put these in place on the morning of the DAS barbecue (14th August).</p> <p>e. Tracks quote - The Chair confirmed that a second quote was expected, but had not arrived in time for the meeting. After much discussion, it was decided that the quote from Horti-Services required more detail, and due to the amount of money involved, the decision should be taken at the main Parish Council.</p> <p>f. Earth moving from bonfire area – this matter is to be carried over.</p> <p>g. Catchment area – it was agreed that the Allotment catchment area should be the same as the Parish Council Councillor catchment, which is to reside, tenant or work within a three miles radius for a minimum of twelve months previously. This is to be included in the next tenancy agreement.</p>	Mr Earle /Clerk
		Clerk
		Clerk
		Chair
		Clerk

		Action By
4	<p>Parish Clerk report</p> <p>a. Renewals The Clerk confirmed that approximately £450 of renewals income had been received (six month renewals only).</p> <p>b. Current waiting list The Clerk confirmed that one leaseholder has asked to be added to the list for a plot which is still being leased by another tenant, for if it ever becomes free. Two other plot requests are pending application / agreement.</p> <p>c. Finance update - Item covered in item 4a.</p> <p>d. Monthly Inspections The Clerk confirmed that an inspection is due and will be achieved the following week.</p>	
5	<p>Bonfire area management The Chair confirmed that the Parish Council's existing insurance policy does not cover any bonfires within 100 metres of trees, people and property, and that the area should remain closed at this time. The Clerk will investigate if the insurance company would be willing to insure the bonfire area for an extra fee. Mrs Earle kindly provided the Committee with details of an insurance company who would be willing to insure the bonfire for a fee of £255 per annum, including tax. This is to be investigated further as it could mean an allotment rent increase and not all leaseholders use the bonfire area. Allotment insurance will be raised at the next main Parish Council meeting.</p>	<p>Clerk</p> <p>Mrs Earle /Clerk</p>
6	<p>Maintenance – the Chair advised that the Parish Council FRG&B Committee are considering taking ownership of all non-leased areas of the allotments, and increasing the frequency of maintenance visits, including strimming vacant plots. This matter will be discussed further at the next main Parish Council meeting.</p>	
7	<p>Deposit scheme – after much discussion it was decided not to have a deposit scheme in place at this time.</p>	
8	<p>Allotment Leasing (a&b) There was a lengthy discussion regarding whether the allotment rental fee should be increased to cover the Clerk's time and other expenditure, with a final figure undecided until the insurance is resolved. Concern was raised about a large percentage increase, despite no rental increases for years. It was decided that this matter would need to be discussed further via email, as the next Allotments Committee meeting takes place after the renewals date, and this would need to be agreed by the main Parish Council beforehand.</p>	<p>All</p>
9	<p>Allotments Management Group The Chair formally proposed that the Allotments Committee consider working towards the creation of a new Allotments Management Group, who would manage the allotments outside of the Parish Council. The transition would depend upon many factors, including having enough dedicated members to manage the site and delegating existing Parish Clerk tasks to individuals on a gradual basis, such as renewals and inspections.</p>	

	<p>The Chair requested that all Committee members take the time to think about how best this could be achieved, including asking allotment leaseholder's opinions and communicating progress, should this be agreed upon.</p> <p>A draft lease is to be created and arrangements to be made to meet and speak with allotment holders, to ascertain if this idea is favourable.</p>	Action By
10	Next Meeting – 24th November 2016	
11	Close: 10.00pm	Chair
	Signed:	
	Dated:	