

**MINUTES OF THE ALLOTMENT COMMITTEE MEETING  
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY, 1 SEPTEMBER 2016**

|   |  | <b>Action By</b> |
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|   | <p><b>Present</b> - Parish Councillors: Cllr Tarrant, Cllr O’Grady, Cllr Young and Chairperson Cllr Chudleigh. Clerk Mrs Joanne Depradines-Smith.<br/>Two members of the public were present.</p>  |                  |
| 1 | <p><b>Apologies for absence</b> – Mr Brisley and Mr Earle.</p>   |                  |
| 2 | <p><b>Chairperson’s report</b></p> <ul style="list-style-type: none"> <li>a. The Chairperson announced with regret, that Cllr Celia Duff had resigned from the Parish Council, and therefore would not be attending the meeting in a Cllr capacity. The Chairperson officially thanked Cllr Duff for her valuable hard work and achievements, during her time on the Allotments Committee.</li> <li>b. The Chairperson welcomed new Parish Councillor Roy O’Grady to the Committee.</li> <li>c. The Chairperson confirmed that the main Council had agreed to the tracks and bonfire area clearance quotes, as funded by the Parish Council reserve funds, and that allotment rental increases of £24.00 for a whole plot, £16.00 for a half plot and £11.50 for a mini plot were also agreed.</li> <li>d. The Chairperson acknowledged questions provided at the most recent Parish Council surgery, which would be covered in the meeting.</li> <li>e. The Chairperson officially thanked the Duxford Allotment Society for an excellent barbecue on 6<sup>th</sup> August and offered congratulations to all trophy / prize winners.</li> </ul> |                  |
| 3 | <p><b>Minutes</b> of the Allotment Committee Meeting held on the 5<sup>th</sup> July 2016, circulated to all members, were agreed and signed by the Chairperson.</p>   |                  |
| 4 | <p><b>Matters Arising</b><br/>3-5 – The Chair and Clerk confirmed that £500 is held in earmarked reserves for the Allotments. (£250 per year for the last two years).</p>  |                  |
| 5 | <p><b>Parish Clerk report</b></p> <ul style="list-style-type: none"> <li>a. <b>Current waiting list</b><br/>The Clerk confirmed that the waiting list is currently empty.</li> <li>b. <b>Vacant allotments</b><br/>Five allotments are currently vacant. The clerk advised that a further 2 are likely to become vacant shortly. Plot advertising will take place in the Chatterbox and the DPC website.</li> <li>c. <b>Monthly Inspections</b><br/>The Clerk confirmed that an inspection took place the week before and emails issued to five leaseholders whose allotments had not met the inspection criteria.</li> </ul>  | <b>Clerk</b>     |
| 6 | <p><b>Inspections criteria</b><br/>The Clerk confirmed that presently, an email is sent to any leaseholder with an unsatisfactory plot, giving two weeks’ notice to bring the plot back to an acceptable standard, or the Clerk will issue a 30 day notice of leasehold termination. This only applies plots leased for three months or more. It was agreed to continue this process going forward. Extenuating circumstances will continue to be dealt with sympathetically.</p>  |                  |

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| 7  | <p><b>Allotment Maintenance</b><br/>After much discussion, it was decided that the DPC handyman would trim / clear vacant plots, and remove all strimming cuttings, at regular intervals throughout the year.</p> <p>The Chairperson will liaise with the Chairperson of the Footpaths Committee to decide how much of the allotments site would come under the main Parish Council jurisdiction in future, i.e. paths / tracks.<br/>The Clerk and Chairperson will ensure pathway maintenance responsibility is included in the tenancy agreement for 2017/18, and for 2016/17 if possible.</p> | <p><b>Chairperson</b><br/><b>Chairperson / Clerk</b></p>      |
| 8  | <p><b>Water</b><br/>After a brief discussion regarding taps being left on, Cllr Young agreed to take ownership of this issue, investigate solutions, perform a survey of the allotment water supply and report back to the committee at the next meeting.</p> <p><b>At 8.34pm, Cllr Young left the meeting.</b></p> <p>Cllr O’Grady will communicate ideas concerning flood prevention devices for water butts to Cllr Young.</p>  | <p><b>Cllr Young</b><br/><b>Cllr O’Grady</b></p>              |
| 9  | <p><b>Waste Management</b><br/>After a brief discussion, it was unanimously agreed not to use plot number 30 for composting.<br/>It was unanimously decided that to ensure the newly cleared bonfire area remains tidy, that two apple trees should be planted in the area. The Clerk will speak with Rob Smit to see if this can be incorporated.</p>   | <p><b>Clerk</b></p>   |
| 10 | <p><b>Agree lease amendments</b><br/>After much discussion, the revised draft lease was agreed upon. This will be published on both the allotments noticeboard and the website.<br/>It was agreed to email this to leaseholders where possible, providing bank transfer details.<br/>It was agreed that the Clerk and the Chair will attend the 8<sup>th</sup> October DPC surgery at the United Reformed Church in Duxford, to collect any rental monies. This will be detailed on the renewals covering letter.</p>  | <p><b>Clerk</b><br/><b>Clerk</b><br/><b>Clerk / Chair</b></p> |
| 11 | <p><b>Communications</b><br/>The Chairperson confirmed that the annual allotments open meeting will take place at the DPC surgery at the United Reformed Church in Duxford, between midday and 2.00pm on 5<sup>th</sup> November. This will be communicated in the Chatterbox and website. Mr Earle and Mr Brisley will be invited to speak at the meeting.</p>  | <p><b>Clerk</b></p>   |
| 12 | <p><b>Allotments Management Group</b><br/>This item was postponed until the next meeting.</p>  | <p><b>Clerk</b></p>   |
| 13 | <p><b>Next Meeting</b> – the 24<sup>th</sup> November meeting is to be rescheduled.</p>  |   |
| 14 | <p><b>Close:</b> 9.16pm</p> <p style="text-align: right;"><b>Signed:</b><br/><br/><b>Dated:</b></p>  |   |