



Minutes of Witham St Hughs Allotment Committee meeting held on Monday 24th July 2023 at 7pm, in the village hall.

Present Cllr Karen Harrison - Chair, Claire Shepherd Cargill Representative & Stuart Traves Cargill Representatives, Vicky Trotter & Electra Pearce plot holders, Cllr Danny Bell.

Rachel Popplewell – Parish Clerk.

Public comments were received for Agenda item 9b & 9c.

Agenda Items

1. Welcome & Apologies

The Chair welcomed everyone to the meeting.

Apologies were received and accept from Cllr Derek Fletcher.

Karl Gandy – Committee member absent.

2. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.

Cargill representatives – Claire Shepherd & Stuart Traves.

Allotment plot holders – Vicky Trotter & Electra Pearce.

3. Notes of the Allotment Committee meeting held on Monday 24th April 2023 to be approved as minutes.

It was **Resolved** to approve the notes as minutes and a true record, All Agreed – show of hands.

4. To define a leavers Process/Policy for when allotment plots are vacated.

The Chair made comment that a process/policy was required to ensure the plots that have/are being vacated are empty and in a good order before being passed onto a new plot holder.

The Clerk was asked to investigate policy wording, to be circulated to the Committee.

Action Clerk.

5. Update on plot holder issued with eviction notices and agree any further steps if required.

Committee members made comment that the plots, issued with a notice had not been vacated, the Chair and members of the Committee, will arrange a meeting with the plot holders to ensure the plot is vacated quickly.

Committee members.

6. To set time scales for allotment plot inspections and subsequent meetings.

After discussions it was **Resolved** to set bi-monthly meetings and bi-monthly allotment inspections over summer, all agreed – show of hands.

7. Report from Liaison Officer.

In the absence of the Liaison Officer, the Clerk made comment that there are currently, 4 half plots & 1 full plot vacant.

The Parish Council has approved the costs to hire a skip for the rubbish, to delivered in the coming weeks.

All the tyres had been removed from the Allotments, except for the ones on plot 3A & 25/27B, these will be removed by the autumn by the plot holders.

Thanks were passed onto NKDC for the collection of the tyres FOC.

8. Terms & Conditions - to discuss and to Resolve approve any amendments.

a. How legally binding are they if a tenant doesn't comply.

Cargill representative made comment that if the Terms & Conditions of the Lease were not being upheld, they are within their rights to terminate the Lease giving 13months notice.

b. To discuss gate locking/unlocking protocol (T&C number 9b)

*It was **Resolved** to suspend Standing Orders, to allow members of the public to make comment on this agenda item – All agreed, show of hands.*

Comments were received from the committee, after a recent incident at the allotments when the emergency services couldn't access plots because the gate was locked, the person requiring attention couldn't get to the gate to open it.

After discussions it was **Resolved** to put a combination lock on, with the number being passed onto the emergency services. Plot holders would still access the allotments with a key. The small gate can be left unlocked, but the big gate must be kept locked. The Terms & Conditions to be amended accordingly.

Action Clerk.

c. Fires on the Allotment (T&C 9u).

Cargill representative made comment that 9u on the T&C would not be changed, with reference to an organised bonfire once a year this needed to be considered further with Cargill legal team.

Action Cargill Representative.

Standing Orders were re-instated.

9. To discuss the renewal of the Lease Agreement.

Cargill representative made comment that the lease is due to be renewed for the next 5 years, no amendments should be required, paperwork to be signed once received from the Solicitors.

10. Date & time of the next meetings

Monday 25th September 2023 at 7pm

Monday 27th November 2023 at 7pm

Meeting Closed at 8.45pm