

Minutes

Allotment Committee

Monday, 24th July 2017
Court Hall, Winchelsea

Start time: 19:00
End time:

Present:

✓	Cllr. P Turner
✓	Cllr. Ms J Austen
✓	Mr J Clarke
✓	Mr S King
✓	Mr M Stevens Snr.

✓	Cllr. R Davis
✓	Cllr. S Tollett
	Mr J Hollands
✓	Rev. H Norton
✓	Mr R Vidler

1. Apologies for Absence. None.
2. Approve the minutes of the last meeting of 30th May 2017 – approved.
3. Review draft tenancy agreement. It was agreed to recommend to council that the tenancy agreement is changed as follows:
 - a. It will run from the 28th March to the 27th March annually.
 - b. There will be no quarterly invoicing.
 - c. Legal advice we will sought on the notice period required and the process for changing existing agreements to the new agreements.

The clerk pointed out that the current allotment software does not appear to support changing the tenancy agreement and advised that advice will need to be sought on whether it is capable of the change or if new software will need to be purchased.

4. Review of charges. It was agreed to recommend to council that:
 - a. Metric measurements are used and that tenants are charged per square meter.
 - b. This will be a transitional change starting when new plots are let.
 - c. New tenants to be put on a temporary agreement pending changes to the tenancy agreements as per item 3 above.
5. Site security. Recommend to council the purchase of a security padlock and keys and a sign stating *no right of public access or right of way* at the Cricket Field site.
6. Sheds. To recommend to council that a letter is written to the National Trust asking them to relax the rules on sheds to allow standard size sheds on site.

7. Site inspection timetable. This was agreed with Cllr Tollett taking the lead. Star plots will be identified as well as those requiring action.
8. Oak tree at Highfords. Cllr Ms Austen will report back.
9. Vacant and uncultivated plots and plot 29a Cricket Field. Plot 29a – the chairman advised that this may be let. Concerns were raised about the maintenance work undertaken at Pear Tree Marsh. The following was agreed:
 - a. Site representatives will meet on site with the contractor whenever maintenance work is undertaken
 - b. Letters will be issued to residents on the waiting list to confirm that they still want an allotment
 - c. The small works contractor will be asked to quote for plot clearance work at Pear Tree Marsh
 - d. It be recommended to council that vacant plots can be let for free (up to one year depending on the state of the plot) if they agree to clearing it.
10. Three year plan. It was agreed that the following be included:
 - a. Site security
 - b. Review of site boundaries
 - c. Rabbit proof fencing
 - d. Communication
 - e. Use of ferrets
 - f. Environmental plan
 - g. Skips
 - h. Compost
 - i. Composting areasAll agreed to identify further actions for the plan by the next meeting.
11. Urgent matters
12. Date of Next Meeting 23rd October 2017, 7pm at the Court Hall, Winchelsea. A working group meeting will be held on the 29th August 2017 after Planning Committee.

Meeting closed at 8pm