

# HANSLOPE PARISH COUNCIL

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Minutes of The Allotment's Committee held on Thursday 4th February 2021 at 2.00pm via Zoom.

## Minutes

Present: C Walmsley (Chair) R Simpkins  
J Cass B Cass  
P Cook  
G Merry (recording) Members of Public: 0

### **21.011 Apologies**

No apologies

### **21.012 Declarations of interest**

Except for Cllr Simpkins, all members are allotment holders and therefore declared that as their interest.

### **21.013 Minutes of the last meeting – held 14/01/2021**

The minutes had previously been circulated and were agreed

**MOTION:** To agree the minutes for the meeting held 14/2/21 PROPOSED by Cllr Cass SECONDED by Mrs Cook and AGREED

### **21.014 Committee Structure and membership**

Cllr Simpkins expressed concern that from the tenant's point of view, the committee may appear unelected and that there needed to be transparency as to how in the future, members can put themselves forward for potential election. This was discussed and it was agreed that the committee would have the same lifespan as the parish council unless any members stepped down in the interim. It was agreed that although all were happy with the current membership and that it needed to become established this year, the Terms of Reference allowed for expansion in future if necessary. This would be an item on the agenda for the next tenant's meeting and interested parties could then put their names forward if they wished. To help with communication, the clerk offered to set up a page on the website for allotment holders. Other suggestions to promote a sense of community, included holding a small get-together on-site in the summer. It was agreed to extend responsibilities as follows:

BC – pole numbering

RS – lettings and PC representation

PC – general advice and help

PC/BC/CW – inspections

CW – tree maintenance

BC/PC/CW – Plot clearance and site maintenance

JC/BC – Project managing the improvements

### **21.015 Feedback from tenant's meeting**

It was agreed there had been significant support for the car parking proposal. A cleaning regime would be implemented for the proposed new toilet, but it was agreed that once installed, this would remain closed for the duration of the pandemic. Plot maintenance was discussed, and CW felt it important to maintain a sympathetic approach and awareness of personal circumstances. The current system would remain in place: i.e. a warning letter giving 28 days to rectify identified issues, followed by an intention to terminate letter, advising tenants of their right to appeal. Cllr Simpkins reported that the

recent allotment management course attended by himself, the clerk and Cllr Cass, had recommended using an independent final arbiter and this was discussed and generally agreed.

**21.016 Allotment's round-up and any work needed.**

- i. Boundary definition and plot measurement: This had not been possible yet due to the wet ground conditions. Plot 17b was discussed as the tenant had expressed interest in a larger plot. It was agreed 17b could be expanded as 17a had wanted a smaller plot. BC would contact the tenant and offer to help with the re-definition required. It was agreed that any requested changes should be circulated via email to the whole committee before making offers to tenants.
- ii. Risk Assessment: Cllr Cass reported from the allotment management course that risk assessment should be done annually, and it was agreed that this was now needed. JC had circulated a draft which could be expanded-on and it was agreed this would be checked, and comments/additions circulated to all committee members by 18/2/21. The final draft would be sent to tenants, to minimise risk as far as possible.
- iii. Other work: CW expressed concern that the ridings had been significantly churned up by vehicles and this was discussed. It was agreed that when the new gates are in place, this will be minimised. However, until then signage would be improved, and BC offered to produce the signs. It was agreed that wood shavings would help firm up the ground, and BC offered to source these. Brambles adjacent to plot 18 needed pruning and CW agreed to attend to this, along with the broken bench.

**21.017 Purchase of Public Liability Insurance**

The clerk asked for clarification on the company and the quantity to be purchased. RS and BC both offered to send the details.

**21.018 2021 Improvement project**

Cllr Cass reported that herself and BC had prepared the supplementary paperwork for the planning application and the clerk would now complete the form and payment. Following this, approval would take 8-12 weeks and the timeframe for placing orders may need to be adjusted accordingly. JC offered to do any site visits needed with the case officer.

**21.019 Timeframe for next meeting**

It was agreed committee meetings would follow plot inspections and the following were suggested:

- Late April following the April inspections
- Mid-August following the August inspections
- November following October inspections.

After Note: CW circulated the following dates for all to diarise: -

29/04/2021

26/08/2021

18/11/2021

Signed: ..... Date:.....