

ALLOTMENTS COMMITTEE

Minutes of the meeting of the Allotments Committee held at 6.30 pm on Thursday, 12th October 2006 at The Institute. Councillors Barber (arrived at 6.50pm), Fisk (Chairman) Helyer (arrived at 7pm) and Thomas, and the clerk Mrs Sheila Kostyrka. Mr J Broughton attended as a representative from the Allotment Association.

There was not a quorum until after item 14 when Cllr Barber arrived.

012 Apologies for Absence

Cllr Blessett (holiday) Cllrs Barber and Helyer for late arrival due to early start of meeting.

013 Declarations of Interest

None

014 To adopt the minutes of the meeting held on 6th July 2006 and to discuss any matters arising not considered elsewhere on the agenda.

Referred to Council on 26th October for adoption. The Clerk confirmed that all outstanding agreed works were now complete and a breakdown of the Allotment income and expenditure as at 30.09.06 was discussed:

Projected Income		£1170.00
April – June	£10.00	
July – Sept	£1000.00	£1010.00
Plus income from bowser offset		
Against bill		£ 275.00
		£ 1285.00
 (£160.00 income yet to come)		
 Projected Income for year		 £1445.00
 Projected Expenditure		 £3400.00
C/F creditors		£650.00
TOTAL		£4050.00
April – June	£943.02	
July - Sept	£2021.22	£2964.24
Minus income from bowser offset		
Against bill		£ 275.00
 BALANCE		 £810.76

The Clerk confirmed that following the Council's decision not to proceed with the soil analysis (Min 59/06) on Plot 32 due to the costs involved, she had now met on site with the Environmental Officer for an assessment of the land. The officer's recommendation to make the plot suitable for use is "that the allotment that has been used for bonfires should have the area where the bonfires took place covered with a hard standing eg slabs, so that no home produce can be grown in this area. The remaining area would appear suitable as a normal allotment." It was therefore suggested that this be prepared immediately, and the plot let with the new tenant being thoroughly apprised of the situation. Mr Broughton was currently investigating the possibility of the association renting Plot 32 from the Council to erect a greenhouse which they in turn would rent to tenants. Mr Broughton agreed to confirm arrangements before the next Council meeting on 26th October to enable full discussion and **recommendation** at the meeting.

It was noted that the clause on the tenancy agreement regarding sub letting had inadvertently been excluded from the revised document, and this clause would be considered prior to the next renewal when the tenancy agreement would be reviewed.

Cllr Barber arrived at 6.50pm

015 To welcome Mr Broughton, Chairman of the Allotments Association, and to receive and consider any enquiries from the Association.

Cllr Fisk welcomed Mr Broughton to the meeting and thanked him for attending. It was confirmed that all Tenants had been advised in the renewal letter sent out in August of the

increase in rent to £25 per year from October 2007 which had been agreed by the Council. Cllr Fisk confirmed that as far as he was aware the allotments were a permanent feature and there were no suggestions or plans to change that.

016 To confirm the constitution of the Allotment Association. (Mr Broughton)

Mr Broughton provided a copy of the Allotment Association Rules. The Clerk was asked to circulate them to Committee Members and any discussion was referred to the next meeting. Mr Broughton agreed to email this to the Clerk.

017 To receive correspondence referred from Council on 28.09.06.

Two letters had been received from Allotment Tenants the content of which were discussed by the committee. The Clerk had previously referred the enquiries to LALC together with both tenancy agreements for legal advice as this had been challenged. LALC had confirmed that as Landlord, the Council had acted within their powers and had been fair and reasonable in addressing the enquiries made by the Allotment Association when the agreement was reviewed. The committee considered all matters and it was **recommended** that we resolve to stand by the agreement that has been adopted.

Cllr Helyer arrived at 7pm

018 To consider the Terms of Reference and Delegated Responsibilities of the Allotment Committee and make any recommendations to Council.

The committee reviewed the terms and conditions and it was **recommended** that no changes be made, with all recommendations being taken to full Council for agreement.

019 To consider the winter maintenance programme.

It was agreed that the Allotment Association would turn the water off between the end of October and early March. Holly bushes were to be planted by the entrance to the site, and the plot numbers would be remarked. Plannings were available to fill any pot holes.

020 To report on the allotment renewals and to consider matters arising.

All renewals were hand delivered by the end of August together with the revised Tenancy Agreement which tenants were asked to sign and return. All income has been banked on a regular basis and paperwork was now undated and filed. Renewals were currently outstanding from three tenants who the Clerk had made contact with. Tenancy Agreements were currently outstanding from two tenants and it was **recommended** by LALC that letters be sent pointing out the amendment to the tenancy agreement. One tenant had requested to be allowed to keep half of his plot, and the other half to be let. It was **recommended** that Plot 27 become two half plots A & B.

021 To review the waiting list for allotment gardens.

The Clerk confirmed that there were currently 13 Market Deeping residents and 8 Deeping St James residents on the waiting list. Two DSJ residents had requested 2nd Plot.

022 To consider the budget requirements for 2007/8.

It was agreed to recommend a budget of £1000 for the forthcoming year for hedge and grass cutting and water costs.

023 Date of next meeting

1st February 2007 at 7.15pm.

There being no further business, the meeting was closed at 8.10 pm.

Signed Cllr Steve Fisk
Allotment Committee Chairman
1st February 2007

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