

**MINUTES OF AN ALLOTMENT COMMITTEE MEETING  
HELD 19<sup>TH</sup> JANUARY 2023 AT THE QUEEN STREET COMMUNITY CENTRE**

5/Allot 22-23 Elect a Chairman

Cllr S Codie was elected Chairman

6/Allot 22-23 Attendance & Apologies

a. Attendance:

Present: were Cllr J Dyche, Cllr S Codie, Cllr J Maun and two site representatives.

b. Apologies for Absence:

None

7/Allot 22-23 Declarations of Interest

Cllr J Dyche is also a plot holder.

8/Allot 22-23 Commencing Renewals in February for 2023/2024

The Clerk was suggesting starting the tenancy renewals in February in order to quickly identify plots becoming vacant in April. Currently vacant plots would be offered to the waiting list once the remedial work by Perennial was done to avoid ongoing maintenance by Perennial.

The committee discussed this in some detail. The current work on vacant plots involves clearing the rubbish before strimming. The strimming is being repeated to keep the growth under control until weather conditions permit spraying and burning off. That will take a few weeks but once done the plots would be ready for letting.

In principal the Committee had no problem with issuing repeat tenancies in advance to ascertain plots about to become vacant.

9/Allot 22-23 Report on Initial Trial Inspections.

The inspections done highlighted the need for them to be done. A draft Inspection Report was drawn up and the Clerk is to arrange for "no carbon required" 3-part pads are to be sourced; a copy for each of the tenant, the Clerk and the inspecting individual. There is space for the plot holder to sign the report if present, along with the Councillor. These may require amending once in use

The Committee resolved to reinstate the routine inspections provided for in the tenancy agreement during the preparation and growing season – estimated to be March to September but weather dependant.

The inspection done had identified work done in an area that was not believed to be under the control for the Clerk. The land registry documents obtained by the Clerk confirm this. Given the importance of the land in question the Clerk is following this matter up with the Plot holder. The committee expressed their concerns over the safety of the affected site and the need to make the owner aware of the work.

Chairman:..... Date: .....