

**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN SETTLE TOWN
HALL ON MONDAY 17th SEPTEMBER 2024 AT 6:00PM**

Present: Cllr Taylor (DT) (Chair), Cllr Hogg, (SH), Cllr Marsden, Cllr Kilbourne (SK)

Allotment Representatives: One

Clerk: Katie Dugdale **Assistant Clerk:** Emma Rayner

Member of the Press / Public: 3 plot holders were present

Minute Ref i	Minutes - Allotments Committee Tuesday 17th September 2024
A15/2024-25	<p>Apologies:</p> <p>i) To receive apologies for absence and record these in the minutes. Cllr Cotton apologies received. Apologies from Allotment Representative T Turner</p> <p>ii) To consider the approval of reasons for absence given by Councillors. RESOLVED: That apologies received from Cllr Cotton and T Turner were approved</p>
A16/2024-25	<p>Code of Conduct - Localism Act 2011 - to record any Councillor's Disclosable Pecuniary Interest (DPI) in relation to items on this agenda, to consider any dispensations or changes in member's register of interests. No interests declared.</p>
A17/2024-25	<p>Clerk report - To receive an update from the Clerk on actions taken since the last meeting The Clerk provided an update. The information was noted.</p>
A18/2024-25	<p>To receive reports from the Allotment representatives Cammock Allotment Representative T Bullough provided a report. Points mentioned included the ongoing work to the track had been well received, abandoned plots had caused problems with weeds and that he had received concerns regarding the time of day that the chickens were being let out.</p>
A19/2024-25	<p>Correspondence - To receive and respond (correspondence received after the advertised agenda will be considered). No Correspondence received prior to the meeting.</p>
A20/2024-25	<p>Dog Meadow</p> <p>a) To discuss the ongoing drainage issues and works at the site. It was AGREED to chase up the drainage contractor for a programme of works with a deadline of mid-October and this item would be brought back to a future Allotments Committee meeting.</p> <p>b) To receive an update regarding the greenhouse on plot 15. It was noted that since the previous inspection that further damage had occurred to the greenhouse and that significant health and safety concerns had been raised. RESOLVED: To write a letter to the plot holder giving them a months' notice to take down the greenhouse and remove off site.</p> <p>c) To consider any additional works required at the site. It was noted that plot 30A needed strimming.</p>
A21/2024-25	<p>Cammock Lane</p> <p>a) To discuss the ongoing issue with the wall, opposite the entrance to the industrial estate, being knocked down by wagons and decide on future works. It was AGREED that the Clerk would contact North Yorkshire Highways again to discuss measures to prevent the wall being knocked down and arrange a site visit to discuss fencing the gap as a temporary solution.</p> <p>b) To consider required works to trees on outer edge of the site. It was AGREED to finalise a date for the tree surgeon to carry out a survey of the trees and that the required works would then be reviewed.</p>

	<p>c) To consider the addition of an extra quarter plot being created. RESOLVED: To create an additional quarter plot between 12E-2 and 11E</p> <p>d) To discuss any additional required works at the site. It was noted that the manure plots on the outer edge needed tidying and rubbish removing. It was AGREED to place posters on the plots asking for tenants to clear up their area and ensure that their plot number was clearly displayed.</p>
A22/2024-25	<p>Waiting Lists, Vacant Plots and Inspections – Clerk Report.</p> <p>a) Waiting Lists status. The Assistant Clerks report was noted. Currently there are 18 new people on the allotments waiting list and 1 current plot holder requesting a larger plot.</p> <p>b) Vacant plots. The Assistant Clerk provided a report. 1 vacant plot on Dog Meadow 0 vacant plots on Cammock Lane</p> <p>c) To receive feedback from the allotment inspections carried out on 13th September for both sites and to discuss any health & safety issues or areas of concern. Inspections for both sites carried out. It was noted that generally the standard of the allotments was good. It was AGREED that letters would be sent to plot holders who had failed the inspections and asking for their plots to be brought up to standard.</p>
A23/2024-25	<p>Financial updates</p> <p>a) To review the payments and Receipts to date. The payments and receipts were reviewed</p> <p>b) To set the allotments budget for 2025-26. RESOLVED: That the proposed budget for 2025-26 would remain the same as 2024-25.</p>
A24/2024-25	<p>Policies and Procedures</p> <p>a) To review the allotment tenancy agreements. The allotment tenancy agreements were reviewed and it was agreed that no amendments were needed</p> <p>b) To review the allotment rules and regulations. It was agreed that the Clerk, allotment rep T Bullough & a Councillor would review the allotments rules & regulations further and that this would be brought back to a future Allotments Committee meeting for approval.</p>
A25/2024-25	<p>Community Plots</p> <p>To discuss and review the addition of the Community Plots at the Cammock & Dog Meadow sites. RESOLVED: That this agenda item be deferred to the next Allotments Committee meeting.</p>
A26/2024-25	<p>To consider if glass greenhouses on the allotment sites should be discouraged in the future following reports of damage to adjacent plots when greenhouses suffer storm damage. It was agreed that glass greenhouses may be placed on the allotment sites in the future on the understanding that regular maintenance and inspections are carried out by the plot holder.</p>
A27/2024-25	<p>Future agenda items. To be emailed into the Clerk.</p>
A28/2024-25	<p>Date of next meeting. To arrange a date for the next Allotments Committee meeting. It was AGREED that this would be set when reviewing the yearly calendar of meetings and an extra meeting be called once information had been received from the drainage contractor.</p> <p><i>Meeting closed at 19.00</i></p>