

**South Willlesborough and Newtown Community Council
Allotment Committee
14th July 2022**

Minutes

In attendance Andy Rogers (AR) Steve Campkin (SC) Nirosha Thilagarajan (NT from 7.42pm) Stefan Heathfield (SH)

Clerk Rob Woods (RW), Assistant Community Council Manager, Allotment Officer Sarah Evans (SE)
1 member of the public

7:03pm The Clerk opened the meeting and asked the Committee to elect a Chair

Resolved:-Agreed unanimously Chair Andy Rogers

40/22 Apologies for absence and approval

No absences were recorded

41/22 Declarations of Interest

SC tenant at Gas House Fields

42/22 To agree minutes of the last meeting 28th April 2022 and sign.

Having considered feedback from Council, the Chair signed the minutes as a true record of proceedings.

Resolved Proposed SC Seconded AR and agreed unanimously minutes signed

43/22 To review an update report from the Allotment Officer for Quarter 2 and consider recommendations.

Resolved: Proposed AR seconded SC and agreed unanimously,

1. Note invoicing update
2. To agree not to let 48b to allow capital project work space.
3. To agree to step onto using 48b to expand Community Plot.
4. To note Inspections are UpToDate but correspondence was delayed due to Jubilee, updated July 2022
5. To note the need to expand the Community Plot 2022/23
6. To consider running the living workshop for another 12 months to clarify winter cultivation, with the financial review item 45/22
7. To consider the management of plastics on site in the financial review with the budget review item 45/22

7:42pm NT joined the meeting

44/22 To consider the correspondence from Ashford Borough Council relating to site boundaries.

Resolved:- Proposed AR Seconded SC and agreed unanimously to seek legal advice on the titles of the land and to clarify if Frog Orchard is exempt from the title or included. To clarify the status of Frog Orchard and its protection as rural asset to the area. Report all to Council.

45/22 To consider a financial review of the Allotments and capital projects and agree actions

Resolved:- Proposed NT seconded AR and agreed unanimously

- 1) To adopt the draft green policy.

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- 2) To recommend the following suite of measures to reduce costs,
- 1) Invoicing 2 yearly over monthly, 2) maintain meeting schedule, 3) note the saved costs from volunteer hours, 4) going forward to charge a deposit of £25 per plot towards leaving the plot rubbish free, 6) to see the delegation scheme amended to allow the passing on of costs for plots left in an unmanageable condition to be invoiced by the clerks, 7) to search as widely as possible if contractors are required to get the best price, 8) to note the reduction in staff time costs. 9) To note the additional rents from the book a bed pilot scheme.
 - 2) To not increase the rent at present, but to review again in March end of Qtr 1.
 - 3) To increase the rent for a greenhouse on the plot
 - 4) To aim for a cost neutral over deficit over the next 12 months and review if this is successful or if the budget needs to be amended in Precept considerations starting September 2023 rather than 2022, as 1 year is not enough time to fully review all implications of running the site.
 - 5) To accept the site maintenance budget proposals for 2022 – 2023, Costs 2022/2023
Site Maintenance Budget £500

Tap replacement x 2	£16 no labour charge
Greenhouse for Community Plot	£180
Water pipe extension	£100
Continue living workshop	£50
Expand the Community Plot	no cost as rent will be regained.
Budget remaining £154	
 - 6) To continue the Living Workshop for a further year focussed on Winter Cultivation with produce going to foodbanks in SWAN.
 - 7) To expand the Community Plot with 48b
 - 8) To agree to the extension of the water pipe solely if dug by volunteers. This could be requested by volunteers on tenant's day. On no account would the Committee agree to recommend a waive of rent in return for the work done as this would a) set an alarming precedent b) cause future issues.
 - 9) To pilot run a book a bed system with the 15 raised beds on site to increase rents at the same price as a perch for 12 months.

46/22 To consider research completed to date regarding toilet facilities

Resolved : Agreed unanimously to investigate grant options before any decisions were made as no budget is currently available. To investigate the obligations for single or unisex sex toilets in line with upcoming legislation notices. Members noted the research to date and agreed to a site visit at Gusbourne Vineyard to view the options in use over the next Quarter. Date to be arranged by email.

Actions Clerks 1) to review grants, 2) to investigate single or unisex toilet legislation, 3) to email to arrange visit to Gusbourne Vineyard.

47/22 To review and agree a date of 10th September for the Tenants Day Autumn 2022.

Resolved Agreed unanimously date to be 10th September 2022

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48/21 To agree the date of the next meeting as 27th September 2022 and items to be included on the Agenda.

Date agreed unanimously 27th September

- 1) Winter Cultivation plan
- 2) The delivery and distribution of woodchips for tenants use
- 3) Letters for inspections

There being no further business the Chair closed the meeting at 8. 36pm

Signed

Dated