**Minutes of an Allotments Committee Meeting held on Wednesday 5th June 2024 at 6:30pm in Kingstone Village Hall, Green Lane, Kingstone, Hereford**

**Present:** Cllr Paula Rawbone, Cllr David Bailey, Cathy Connolly and Mark Rothberg (Plot Holder Representatives)

Also Present: Lisa Lewis (Clerk) and no members of the public

**It was noted that the first item on the agenda is to appoint a chairman for the year. Cllr Paula Rawbone chaired the meeting.**

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| Agenda Item  | Minute  |
| 1. | **Appointment of Committee Chairman** – it was proposed and seconded to appoint Cllr Colin Knight as the Allotments Committee chairman. In his absence Cllr Rawbone continued to chair the meeting.  |
| 2. | **Apologies** were received and accepted fromCllr Colin Knight and Carl Bufton (Lead Plot Holder Representative) |
| 3. | **Declarations of Interest**: None recorded.  |
| 4. | **Approval of Minutes** the minutes of the Allotments Committee meeting held on Wednesday the 4th October 2023 were deemed a true record of the meeting and Cllr Rawbone duly signed a copy to approve them.  |
| 5. | **Members of the Public** Open Session – no members of the public were present. |
| 6.6.16.26.3 | **Financial & Policy**It was noted that changes should be considered to the current Tenancy Agreement as follows:-* + Remove reference to ‘Greenhouses / Glass’ and state that glass is not permitted on site due to the potential hazard it may cause. This change was considered and it was **RESOLVED** by a unanimous vote to amend.
	+ Bee keeping was considered and it was **RESOLVED** by a unanimous vote to state that Bee Keeping is not permitted on site due to the close proximity of residential housing and schools and due to children being present on site.

Clerk to action both amendments and circulate to plot holders. It was noted that all 2024-2025 invoices have been sent out to plot holders and fees are due by 10th June 2024. It was noted that a request had been received for financial assistance to build raised beds for accessibility. The request was noted and considered and it was **RESOLVED** by a unanimous vote to refuse the request. The allotments community would be willing to assist with the construction of beds if required. Clerk to advise the plot holder. The accessibility on site was also addressed and if wheel chair access is needed changes may be required. To be considered further at the next meeting.  |
| 7. | **Site Management****The plot holder representatives provided the following spring and summer updates:-*** Over winter the pipework in the toilet was damaged. All pipes had popped off. Now repaired and toilet part has been replaced.
* Roof fixed due to storm damage.
* All safety netting has now been installed over troughs. It was noted that an excellent job had been carried out by the Lead Plot Representative on making and installing the netting and the council wish to formally thank Carl Bufton.
* Maintenance day had been carried out.
* The boundary hedge had been trimmed.
* 2 plots currently overgrown and are awaiting confirmation of renewal for this year.
* 1 plot given up and this had been passed to the person on the waiting list.
* There is currently no one on the waiting list – It was agreed to advertise to maintain a waiting list.
* Wildlife pond discussed, but due to children being on site it would pose a danger of drowning. Therefore no pond to be installed on site.
* They have been donated a picnic bench for communal seating and an IBC for rain water collection from the toilet.
* A noticeboard has been obtained to display notices and information.
* An additional Plot Representative is required. It was resolved to advertise between the plot holders.
* Toilet monitor rota to be drawn up.
* It was noted that Bleach and hazardous chemicals need to remain on the top shelf in the toilet for safety reasons.
* Monthly maintenance meetings to take place.
* All plot holders should know the location of the stop tap for the water in case of an emergency. To be addressed at the next maintenance day.
* Next meeting in September needs to include a rent review.
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| 8. | Next meeting to take place on Wednesday 4th September 2024 at 6:30pm.  |
| 9. | Items for the next agenda:* Rent Review
* Waiting List
* Additional Representative
* Site Accessibility
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| 10. | Meeting closed at 6:48pm.  |

Signed…………………………………………………………………………………………….. Date……………………………………..