

MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL OPEN SPACES AND PROPERTY EXTRA ORDINARY COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: **26TH September 2023 at 6.30pm**

Present: Cllr Owen (chair), Cllr Price, Cllr Barnes, Cllr Long, Cllr Haynes, Cllr Greenizan and Cllr Bowers

Clerk: Kate Leggett,

045 (001) APOLOGIES

None

046 (002) DECLARATIONS OF INTEREST AND DIPENSATION

Councillors who have allotment plots.

047 (003) MINUTES OF THE PREVIOUS MEETING

Minutes for the meeting held on the 14th September 2023 were **agreed and signed**.

048 (004) ALLOTMENT MANAGEMENT

4.1 – To discuss and agree the management process for allotment inspections. Much discussion took place about this and the points that needed agreement were as follows:

- a) How often will inspections take place.
- b) What are the criteria for inspection.
- c) What notices will be sent to plot holders following inspections.
- d) Who will carry out inspections.

A. It was agreed that inspections would take place the in the week of monthly Open Spaces meeting in January, March, May, July, and September. It was agreed that notices of inspection dates and criteria will be placed on noticeboards and website.

B. It was agreed that the criteria for 23/24 inspection will be:

- **General condition of plot**
- **Hazardous items**
- **Rubbish on plot**
- **Pathway condition**
- **Structure condition**
- **Unkempt boundaries**
- **Animal conditions (if applicable)**

For the 24/25 inspections, and going forward, the percentage of plot cultivated will form part of the inspection criteria.

This will be done on a RAG rating system with forms provided to inspectors by the Clerk.

C. It was agreed that the stages for Allotment Notices will be as follows:

- **Stage One – Advisory Notice will include:**
 - **Policy of this council to inspect plots.**
 - **We have a duty as tenants to Crown Point Estates.**
 - **Some minor issues/What they are.**
 - **Please resolve this asap.**
 - **No further action will be taken if resolved.**
 - **Reinspect in 28 days.**

Sign;

Date:

- **Stage Two – First official warning will include:**
 - It is noted that no action has been taken since advisory notice of XXX date.
 - the reason for writing, outlining area(s) of contravention.
 - the rectification action required by the tenant.
 - a re-inspection date and timescale for any rectification work to be carried out (normally within 28 days), although a longer period can be agreed at the discretion of the Committee based on individual circumstances.
 - an opportunity for the Tenant to contact the Council to discuss the matter if they are experiencing difficulties or have any queries arising from the letter.
 - If there is no improvement within 28 days of this letter a Notice to Quit will be served.

- **Stage Three – Notice to Quit**

A Notice to Quit signed by the Clerk and accompanied by a covering letter will be sent to the Tenant by Special Delivery and will include references to the following:

 - Condition 3 of the Allotment Garden Tenancy Agreement/reference to the rules and regulations.
 - a termination date - an instruction to the Tenant to remove all personal property.
 - an outline of the implications of failing to comply with any special condition imposed by the Council in respect of any clearance/rectification work deemed necessary to restore the Allotment to an acceptable condition.
 - details of how an agreement, in respect of payment for the transfer of growing crops, equipment, sheds, or structures, with the incoming tenant can be reached.

D. Who will carry out the inspections.

It was agreed that the Council Groundsman and a councillor (not an allotment holder) will perform the inspections.

Clerk to write this up as a process document and it be added to the next Open Spaces meeting agenda for ratification into the existing Allotment Management Plan.

4.2 To discuss and agree and changes to the allotment rules and regulations as of October 2024. The rules and regulations are to remain the same unless listed below.

- Item 5 – Trees. No more than 4 trees on a newly tenanted plot (2 on a half plot). Existing trees that are already on the plot are fine but **must** be maintained and not allowed to overshadow neighbouring plots.
- Item 7 – Dogs. Dogs **must** be kept on a lead at all times when in common areas.
- Item 9 – Bonfires. Bonfires **must** only be lit between 1st October and 31st March.
- Item 10 – Structure. No structure bigger than 8x6x7 will be permitted on any plot. Existing structures are permitted to remain but **must** be suitably maintained.
- Item 11 – Hedges/boundaries. The hedges to the rear of plots are the responsibility of the Council as these forms the site boundary. Hedges between plots are the responsibility of the plot holder to maintain.
- Item 12 – Disputes. Amendments made to the Allotment Management Plan to incorporate the newly agreed Notices Stage 1-3 as listed above.

Clerk to update Allotment Management Plan for ratification at next Open Spaces meeting.

Clerk to send out allotment tenancy notices for 23/24 year and include copy of the inspection procedure for tenant information.

049 (005) DATE AND TIME OF NEXT MEETING

Sign;

Date:

Date of October meeting: Thursday 12th October 2023 @ 7.15pm.

Meeting closed at 9.10pm

Decisions	Actions
Update allotment management plan	Clerk
Allotment tenancy renewals including new inspection information.	Clerk

Sign;

Date: