**Marshfield Community Council**

**Minutes of Allotment Committee held on 19th June 2018**

**Present:** Cllr Mat Taylor (Chairman), Cllr Mike Rigby, Paul Walkey, Steve Thornton.

**In attendance**: Steve Bateman, John Lucas, Troy Davey and 3 other allotment tenants

**Apologies:** Gary Blythe

The Chair opened the meeting and explained the role of the Committee and Sub Committees. The Chair thanked Committee members for their work over the last 6 months and acknowledged the work and commitment shown by those members who had tendered their resignation.

1. **Election + Resignation Of Members**

The committee unanimously voted for Steve Bateman, John Lucas and Troy Davey to join the Allotment Committee. The Committee accepted the resignation of Gary Blythe and Phil Thomas. Mike Rigby was voted as Vice Chair.

1. **Budget**

The Committee received an update of the allotment allocated budget for the year ending March 2019. A question was raised whether the committee could save amounts from the budget every year towards a particular big spend project. It was advised that whilst the Community Council would not be averse to this, any budget decision or project saving would need to be put to the full Community Council for final approval.

Sub Committees agreed that any budget spend would need to be approved by either the Chair or Vice Chair of the Allotment Committee. Spends over £300 may need to be submitted for competitive tendering.

1. **Tenancy Agreements / Handbook**

Committee members were updated on the new Tenancy Agreements and Handbook. It was agreed that this was a positive step forward and a useful tool for new and existing tenants. Committee members discussed the process of enforcing tenancy and handbook requirements, a protocol for liaising with the Community Council informing them of breaches in tenancy and advising who to and when to issue tenancy letters. It was agreed that the process of issuing rent arrears letters needed to be tightened up and that invoices needed to go out in November to allow time for this process to be actioned prior to the start of the gardening season. Mat Taylor will take this back to the Community Council and agree a timescale with the Council Clerk for this in the future.

1. **Site Updates**

The Committee received updates for both the allotment sites. Issues for both sites were similar in that the main issues were around unkept plots. We agreed that the sub committees for each site would wait for the outcome of the tenancy letters issued and then decide on a way forward. It was agreed that unkept plots would need to be put back into a good condition prior to them potentially be re-let. Sub Committees agreed to look at how this would be done and to possibly consider sub-contracting somebody to do this. Plots would then need to be covered to stop regrowth.

1. **Time allowed for tenants to speak**

No Items raised.

1. **Bee Keeping**

It was agreed that bees are essential and a benefit to a healthy and sustainable allotment site. The Committee agreed that the keeping of bees would be allowed on the sites. The location and conditions to each request would need to be agreed by the Committee prior to the bees being brought on to site.

It was noted that the current bees on site may need to be re-located due to their close proximity to the communal water station. This will be reviewed and discussed with the responsible tenant in due course.

1. **Breach Of Tenancy Letters**

Covered in item 3

1. **Future Needs**

The tidying of unkept plots on both sites were a priority over the coming months. Water stations had been well received and the need for additional communal water stations were identified. The sub committees will look into this, report back once a solution, and build timeframe had been decided on.

1. **Dates Of Future Meetings**

Tuesday 2nd October 2018 at 07:00pm Marshfield Village Hall

1. **AOB**

Steve Thornton made the Committee aware of items for sale from a tenant on Church Lane. It was agreed that a notice be put on the gates / notice boards of the sites along with a post on the Council’s social media streams.

**Meeting closed 08:10pm**