



WELLINGTON TOWN COUNCIL

ALLOTMENTS COMMITTEE MEETING AGENDA

You are summoned to attend a meeting of the Allotments Committee to be held at the Council Chambers, 28 Fore Street, Wellington TA21 8AQ on Thursday 9th June 2022 at 6.00pm

Members of the public are cordially invited to join this meeting. Whilst COVID restrictions have been lifted we are continuing to look to minimise the number of face-to-face contacts so ask that members of the public only attend if there are pressing reasons to do so. Minutes are available online following the meeting.

Councillors, members of the public and members of the press are reminded that they must not attend the meeting if they or are any of their immediate household have COVID symptoms.

Whilst restrictions have now been lifted, we would ask anyone attending the meeting to respect social distancing and to feel free to wear a face covering whilst attending the meeting.

Members of the public who wish to have the opportunity to address the council will need to advise the Clerk in writing by no later than 12 noon on Tuesday 7th June 2022.

**Annette Kirk
Deputy Clerk
07496 528389
01823 662855**

1. TO ELECT A CHAIRMAN FOR THE FORTHCOMING YEAR

2. APOLOGIES

3. DECLARATIONS OF INTEREST

4. MINUTES

To approve and sign the minutes of the Allotment Committee meeting on Monday 21st February 2022 (copies attached).

5. PUBLIC PARTICIPATION

Public Attendance: If the public wish to make a comment or ask the Council a question, these must be emailed to the Town Clerk by 12.00 on Tuesday 7th June 2022. For those members of the public who have submitted any questions or statements, please note, a three-minute time limit applies to each speaker.

N.B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 1

6. REVIEW OF TERMS OF REFERENCE

Following the setting of membership at the Annual Council Meeting, the committee should review its Terms of Reference. A copy is attached with recommended amendments marked. Any recommended changes will be presented to the next meeting of the Town Council for approval.

7. UPDATE ON PLOT VACANCIES AND WAITING LIST

8. GENERAL MAINTENANCE & INSPECTIONS

- a) **Spring Inspections:** These have been completed and follow up correspondence sent to tenants. Deputy Clerk diarised to do a follow up inspection on 7th June 2022.
- b) **Rubbish Clearance:**
RECOMMENDATION that we support new tenants who have taken on an overgrown plot. The Council to contact the Community Warden to cut, tidy and remove rubbish.
- c) **Arboricare Ltd** – To inspect three large Ash Trees for suspected Ash Die Back in July.
- d) **Committee Members Inspection Training:**
Thursday 30th June 2022 – 6.30pm
Thursday 7th July 2022 – 6.30pm
At The Basins Allotments
- e) **New Notice Board** – made of wood effect recycled plastic. Deputy Clerk to obtain 3 quotations which will be circulated prior to the meeting.

9. ALLOTMENT COMPETITION 2022

- a. Date – Friday 1st July 2022 at 2pm
- b. Categories:
 - i. Best Cultivated
 - ii. Best Ecological
 - iii. Best Managed
 - iv. Best Newcomer
- c. Judges: Allotment Chair & Allan Cavill (ex Regional representative of the National Society of Allotment Growers)

10. LONGFORTH FARM ALLOTMENTS

The Deputy Clerk will provide an update on the current situation:

11. NATIONAL ALLOTMENT SOCIETY

Recommendation: To become a member and pay the annual subscription of - £55.00 Plus VAT – this will offer support and legal advice to the Town Council while managing its current site and The Basins and taking on new Allotment Sites in the future

- Local Authority membership gives the council access to initial legal advice from in-house lawyer and feedback from members is that this is the most valued part of council membership offer.
- Access to initial legal advice on a range of issues e.g. tenancy agreements, leases, land disputes, rent rises, health and safety, environmental, contract and company law and data protection.
- Template documents
- Support to develop sites or move to devolved management
- Quarterly magazine and e-news

12. SCRIBE – ALLOTMENTS SOFTWARE PACKAGE: Town Council to add to its current accounting software package. This will enable the Town Council Officers to manage both the finance and admin accurately. Scribe Proposal circulated prior to meeting.

Recommendation to accept the annual subscription £756.00 and one-off set up fee £197 + VAT

13. ANYTHING ALLOTMENTS HOLDERS WISH TO RAISE

14. NEXT MEETING DATE: As per the Calendar of Meetings to be approved at the Full Council meeting on 6th June 2022

Committee members: Councillors J Lloyd , M. Lithgow, C. Govier. C.Booth. K.Canham. W. Battishill.