

10th October 2022

**Minutes of the Allotment Committee Meeting**  
held on **Monday 26<sup>th</sup> September 2022 at 7.00pm**  
At Stantonbury Parish Council Office, 126 Kingsfold, Bradville, MK14 7DX

	Minutes	Action
17/22	<p><b>Present:</b> Cllr Sandra Kennedy (SK) Cllr Paul McGahan (PM) Cllr Carol Northwood – Chair (CN)</p> <p>Cllr Linda Morgan (LM) - joined by Zoom Mrs Donna Moore - Proper Officer (DM) Mrs Sue Tozer – Minute Taker (ST) Neil Cousins – Parish Ranger (NC)</p> <p><b>Members of the public: 3</b></p>	
18/22	<b>Apologies for Absence: None</b>	
19/22	<p><b>Public Forum for members of the public to speak:</b> A member of the public referred to the Allotment Committee Minutes dated 20<sup>th</sup> June 2022 (item 11/22) and suggested that the land at the back of the Community Hub behind the cage should be considered for developing into an allotment site. This was noted and Cllr Northwood advised that this will be considered, however all potential land identified for a future allotment site will need to be presented to MKCC.</p>	
20/22	<b>Declarations of Interest: None</b>	
21/22	<p><b>Chairs Remarks:</b> <b>Allotment Site update</b> This was discussed earlier in the meeting. <b>Allotment App update</b> Cllr Northwood confirmed that SPC have not yet made a decision to adopt the allotment app and are currently looking at software alternatives. <b>Allotment Survey update</b> Cllr Northwood advised that SPC will respond to the questionnaires received.</p>	<b>CN/ST</b>
22/22	<p><b>Minutes: Committee to approve and sign the Minutes of 20<sup>th</sup> June 2022.</b> The signing of these Minutes was deferred to the Main Meeting on Wednesday 5<sup>th</sup> October 2022 as this meeting was not quorate (Cllr Paul McGahan joined the Allotment Committee after the last meeting).</p>	<b>Deferred MM 5.10.22</b>
23/22	<p><b>Rental Charges 2023/24</b> To agree rent increase to .52 m2 for 2023/2024 period <b>Cllr Northwood advised the committee that it was necessary to increase the rent from .45p to .52p for the 2023/24 period. The increase of 7p takes into account the increase in water charges and 2p for running</b></p>	

	<p><b>costs. Allotment</b> holders will be notified of the increase on their next invoice due to go out at the beginning of October 2022. The Committee were asked to vote for the increase in rent. <b>Agreed 3 votes for</b></p>	
24/22	<p><b>Allotment Terms and Conditions</b> Committee to discuss and approve the revised Allotment Terms and Conditions Document No: ATCSPC190922.</p> <p><b>DM advised the committee that a couple of minor grammatical amendments had been made to the Allotment T&amp;Cs since circulating prior to the meeting.</b> <b>The Committee were asked to vote for the amended Allotment Terms &amp; Conditions. The T&amp;Cs to be fully signed off at the Main Meeting on 5<sup>th</sup> October 2022</b> <b>Agreed 3 votes for</b></p>	<p><b>MM 5.10.22</b></p>
25/22	<p><b>Report:</b> Allotment Information Report</p> <p><b>Cllr Northwood read through the report, no questions received from Committee. Report noted.</b></p> <p style="text-align: right;">This part of the meeting finished at 7.10pm</p>	
26/22	<p><b>Confidential Part 2</b></p> <p>a) Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). <b>Agreed 3 votes for</b></p> <p>b) Agree to allow staff member/s to stay for the confidential section. <b>Agreed 3 votes for</b></p>	
27/22	<p><b>Confidential - Part 2 Consideration of matters related to the following items:</b></p> <p>a) Committee to approve and sign the Confidential Minutes of the Allotment Committee Meeting held on 20<sup>th</sup> June 2022. <b>The signing of the Minutes of 20<sup>th</sup> June 2022 were deferred to the Main Meeting on Wednesday 5<sup>th</sup> October 2022 as this meeting was not quorate (Cllr Paul McGahan joined the Allotment Committee after the last meeting).</b></p> <p style="text-align: right;">This part of the meeting finished at 7.15pm</p>	<p><b>Deferred MM 5.10.22</b></p>

## Bradwell Road Allotment Inspection

Date: 21<sup>st</sup> February 2023

Inspection carried out by: Sue Tozer and Neil Cousins

Plots are graded: Poor, Average, Good or being monitored\*

Poor	Average	Good	Monitoring
1	14	44	10

\*The plots indicated as being monitored will be inspected at the next inspection and if improvement has not taken place a letter/email will be sent to the tenant.

No evictions were carried out from this inspection.

Email sent to all tenants reminding them that the boundary fence is kept clear by 1 metre.