

28th June 2024

Minutes of the **Allotment Committee Meeting** for Stantonbury Parish Council held on **Monday 4th December 2023 at 7.00pm** at Stantonbury Parish Office, 126 Kingsfold, Milton Keynes, MK13 7DX for the purpose of transacting the business as set out below.

MINUTES

	Welcome to the meeting.	Actions
01/24	<p>Present: Cllr Paul Baxter Cllr Linda Morgan Cllr Derek Northwood Cllr Ann Ronaldson Cllr Sandra Kennedy</p> <p>Donna Moore - Clerk</p>	
02/24	<p>Apologies for Absence: N/A</p>	
03/24	<p>Declarations of Interest: Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. – None</p>	
04/23	<p>Public Forum for members of the public to speak: <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each a member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g).</i></p> <p>4 members of the public attended.</p> <p>Bradville Allotment Tenants representative attended to raise 3 concerns with the Committee.</p> <ul style="list-style-type: none"> • <i>Splitting the Allotment plots has increased the number of cars coming to the site and the site carpark isn't big enough, so cars are now parking on the road.</i> • <i>The warning letters we send to the Allotment tenants are not being received in the best manner.</i> • <i>The trolleys, which have been brought are too big the riding is only 18 inches, and the trolleys are 23 inches wide.</i> 	ST / DO

Signature:.....Date:.....

05/23	<p>Chairs Remarks: Chair to confirm the gate sign says, "Gate to be kept closed at all times Last car out locks gate."</p> <p>Chair confirmed – no questions raised.</p>	
06/23	<p>Risk Management: Cloudy IT Allotment App.</p> <p>The Clerk advised that, unfortunately, the Allotment App is not working to its full potential and a meeting has been scheduled to sort out the concerns. The Clerk is aiming for the next committee meeting to have a full report to show the conditions of the plots.</p>	DM / ST
07/23	<p>Allotment Inspection Report:</p> <p>The following data is from the Allotment Inspections which took place on 13th and 14th May 2024.</p> <ul style="list-style-type: none"> • 9 emails were sent to tenants advising them that their plots need weeding. • 8 letters were sent to tenants regarding cultivation of the plot. A follow up letter will be sent after 2 weeks if the plot is not up to standard. • Currently there are 5 plots available to rent (some of these have been halved) the Rangers are in the process of showing perspective tenants around. <p>The Clerk let the Committee know at the time of the meeting the above figures are different 3 plots are available to rent. The Committee requested to see a copy of the template letters, Office to send.</p>	ST
08/23	<p>Vacant Plots: Committee to discuss end of hire process and agree a process moving forward.</p> <p>The Clerk explained a plot becomes available and we start at the top of the waiting list to contact the resident and give them a deadline to come back to us if no response was received, we carry on going down the list, Clerk advised it could take some time to get the vacant plots out to rent again.</p> <p>The Committee raised concerns and requested a process to be created for them to review, initial idea is to contact the top 3 to let them know and check if they are still requiring the plot.</p> <p>Once a plot becomes available give that potential tenant 2 weeks to accept the site and no more than 14 days to pay the deposit.</p> <p>Talk to other Parish Council to get ideas of other Council rules.</p>	ST

Signature:.....Date:.....

09/23	<p>Allotment tenant engagement: Committee to discuss a way forward to help build a closer relationship with the tenants. The Committee agreed to start with attending the opening day on 21st July and to keep popping into the Allotment site and talking to the tenants.</p> <p style="text-align: right;">Agreed</p>	
10/23	<p>BATs Allotment Open Day: Sunday 21st July 2024 from 1.00pm to 4.00pm Does the Committee wish to attend the event and discuss what they would like for the event. The Committee confirmed they would like to attend the event, staff to drop off, Flags / Table / Chairs / Pens / Event Shelter / Leaflets to Cllr Kirkham on Friday 19th July. Also to email out to Councillors to ask for help on the day.</p> <p style="text-align: right;">Agreed</p>	TC / ST
11/23	<p>New Guidelines for Keeping Chickens on an Allotment Site Committee to be aware of new guidelines.</p> <p>The Clerk confirmed legislation is changing and Allotment tenants will need to register their chickens if they are keeping them on the Allotment site. The Committee raised a query if it was the whole plot or individuals. Clerk to confirm.</p>	DM

Meeting Closed 19:50

Signature:.....Date:.....