



**H A D D E N H A M**  
P a r i s h C o u n c i l

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Clerk to the Parish Council: Ms Sue Gilbert

**DRAFT MINUTES**  
**ALLOTMENTS COMMITTEE MEETING**  
**Wednesday 17<sup>th</sup> March 2021, 9.30am**  
The meeting was held remotely via Zoom

**Present:** Cllrs Mrs. Aston and Mr. Wheeler (Chair)  
**Co-opted Members:** Mr. Jones, Mr. Pitkin, Ms. Watt (Allotment Secretary), and Dr. Wood  
**Clerk:** Ms. Gilbert  
**Public:** No members of the public were present

The meeting was held remotely in accordance with the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**A21 10 APOLOGIES**

There were no apologies for absence.

**A21 11 DECLARATIONS OF INTEREST**

All members are plot holders except Mrs. Aston.

**A21 12 PUBLIC PARTICIPATION**

None requested.

**A21 13 MINUTES**

The minutes of the meeting held on 28<sup>th</sup> October 2020 were AGREED as a true record and will be signed by Mr. Wheeler in the PC office.

**A21 14 FINANCES**

A report on plot rent income to date, and expenditure from the reserve was received. It was PROPOSED and AGREED to arrange for a skip next week to clear junk and utilise the current financial year's maintenance budget, Aspire will be asked to arrange this. Two plot holders still haven't paid their plot rent having been sent eviction notices and not responded. Confirmatory letters will be sent by post and notices posted on the plots this week to complete the eviction process.

Bank charges are now being incurred for banking cheques which incurred a large charge for banking allotment cheques this year. Next year plot holders will be encouraged to pay by BACS if they have the facility.

## **A21 15 SITE MANAGEMENT**

- (i) Tree and hedge maintenance on the site boundaries.  
Mike Kershaw has decided to give up the allotment boundary hedge maintenance. His work has involved removal of alder, and ivy and laying some new hedge. He has specialist skills in hedge laying that will be missed. Work to the hedges will need to be continued, so someone with training will need to be found. We will ask plot holders and other contacts if anyone has this knowledge.  
There has been a request by a plot holder for some tree work at the rear of the site because of shading of their plot, however the plots there have expanded towards the hedge which is a contributory problem. The tree surgeon is coming to take a look tomorrow and will be asked to advise on a balanced approach.
- (ii) New pedestrian access gate.  
There have been no issues so it was agreed to leave the gate unlocked and continue monitoring.
- (iii) Update on improvements to the bore hole system.  
The system is being expanded, some solar panels have been moved to align east /west to maximise exposure to sun and 2 more will be added to charge some batteries that have been added so evening use will be improved. If it is decided to create new plots consideration of supplying water to these plots may be necessary.

## **A21 16 PLOT MANAGEMENT**

- (i) Plot occupancy, waiting list and new plots  
All plots are currently occupied. 17 people are on the waiting list with registering last July being the longest wait. Priority is given to those without a plot rather than those wanting to take on an additional plot. Many on the waiting list are from the new developments which tend to have small gardens, so is a reflection of the growth of the village, and likely to be an increasing need. Areas to create new plots alongside some existing have been identified and it was AGREED that new plots should be created at those locations. There is one difficult area where plot boundaries need to be clarified, so this will be resolved. The smaller paddock could also be used, but the sheds would need to be removed, and notice given to the current tenant of the paddock. The tenancy agreement doesn't include a notice period to quit so agreement would be needed before the paddock could be used. Mr. Wheeler had been on an allotments training course and pointed out that the general guidance is that 80% of a plot should be cultivated, this has been tested in law, and should be a guide for plot inspections. It would also be a factor in determining the size of any play equipment or other structures on the plots which has previously been an issue. It was agreed to concentrate on creating the new plots where they can easily be fitted in and to monitor more carefully that existing plots are being cultivated and be tougher on evicting those not cultivating their plots.  
The new plot areas will need to be ploughed, a local volunteer may be able to help, if not Aspire can be asked to help.

- (ii) Plot inspections will be carried out this week and will be carried out monthly to better monitor plot cultivation.

**A21 17 SITE LEASE**

It was noted that the new site lease has now been drafted and shared with the trustees of the Parochial Charities. It will be considered for approval at the PC meeting on 29<sup>th</sup> March 2021.

**A21 18 ALLOTMENT USERS GROUP**

- (i) It was considered that the request for the gate to the allotments to only be open at restricted times due to the frequency of speeding on the site was not a practical solution to the problem. 3 new slow down signs were AGREED to be a better alternative, and the Clerk will arrange for this.

- (ii) Nothing additional to report from the users group.

**A21 19 DATE OF NEXT MEETING**

Wednesday 20<sup>th</sup> October 2021 9.30am

**CLOSURE OF THE MEETING**

The meeting closed at 10.25am

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
Chair

20<sup>th</sup> October 2021