

Swaffham Town Council.

Minutes of the **Allotment Sub-Committee Meeting** held on **Tuesday 16th October 2018** at **5.00pm** in the Council Chamber, Town Hall, Swaffham.

Councillors: P Darby, J Skinner

Family Action: Mrs C Peake

Allotment Tenants: Mr McMahon, Mr Bocock, Mr Horn, Mr Neale, Mrs Neale, Mr Joyce.

Public: 1

Town Clerk: Mr R Bishop

Admin Assistant: Ms K Furnass

1. Apologies for Absence

1.1 Cllr S Lister – unwell

1.2 Mr Trowell

2. Welcome and introductions by the Town Clerk

2.1 The Town Clerk welcomes everyone to the meeting and gives a brief explanation of the new Sub-Committee. The attendees were then asked to introduce themselves around the table.

3. To receive and consider Sub-Committee appointments and nominations as follows: -

a. To record appointment of Three Councillors & substitute.

It was proposed for Cllr's Darby, Skinner & Lister to be appointed Sub-Committee members.

It was agreed for Cllr's Darby, Skinner & Lister to be appointed Sub-Committee members.

No substitute was appointed.

b. To record appointment of SCALGA representative & substitute.

No SCALGA members were in attendance.

c. To record appointment of ESCAPE representative & substitute.

It was proposed for Mrs C Peake to be appointed ESCAPE representative and for Miss K Fullilove to be substitute.

It was agreed for Mrs C Peake to be appointed ESCAPE representative and for Miss K Fullilove to be substitute.

d. To record all nominations received from allotment Tenants, for ALL those present at the First Annual meeting to appoint representatives and substitutes for: - Tumbler Hill, Shouldham Lane, Four Acres Field, Magazine Field.

- Tumbler Hill - Nominee 1. Mr G Knights
- Tumbler Hill - Nominee 2. Mr P McMahon

It was proposed for Mr P McMahon to be appointed as representative for Tumbler Hill and Mr G Knights to be appointed substitute.

It was agreed for Mr P McMahon to be appointed as representative for Tumbler Hill and Mr G Knights to be appointed substitute.

- There were no nominations for Shouldham Lane, Four Acres and Magazine Field.

Initials: _____

In discussions that followed it was suggested that more could be done to advertise the new Sub-Committee for members in the other areas. It was thought to put something in the Swaffham newsletter, use social media and possibly a leaflet handout.

4. To receive nominations for Chair and Vice Chair for 2018-19

- a. Cllr Darby was nominated for Chairman.

It was agreed for Cllr Darby to be appointment Chairman.

- b. Mr McMahon was nominated for Vice-Chairman.

It was agreed for Mr McMahon to be appointed Vice-Chairman.

5. To receive and consider reports

- a) SCALGA Report:

No report from SCALGA was received.

Cllr Darby asked the meeting if they had any comments to make:

Questions were asked about the need for pest control. Was it a waste of money, was the old system run by SCALGA any better, was better husbandry needed where tenants kept chickens? It was decided that more information was needed and to put this item on the next agenda for discussion as the contract for pest control would be up for re-newel.

The need for additional taps at Tumbler Hill was raised. The Tenants were informed that they could, at their own expense apply to the Council to install extra taps.

Keys and lock issues were raised, the meeting was informed that this is something the office is already looking into.

- b) Escape Project Report:

For the benefit of the meeting Mrs Clair Peake gave a brief explanation of what the Escape Project did and how it helped its members. It was open to anyone over 18yrs and families were always welcome. She reported that 13 members had just been awarded Level 2 in Horticulture. Some of which received diplomas while others received certificates but were continuing to work towards diplomas.

Volunteers would visit different care homes as one of their outside activities.

The Orchard on Orford Road play area was another of their ongoing projects.

This summer they had been honoured with a visit by the Lord Lieutenant of Norfolk. A variety of open days/events were always being held on the allotment and any of the plot holders would be welcome to come and see for themselves the work that goes on.

There were usually a few grumbling issues about the water tap, perceived as always being used by the Escape Project. Mrs Peake asks that if anyone wants to use the tap just remove the hose if it's still connected. To go and speak to them about issues so any questions can be answered correctly. The Town Clerk also informs the meeting that the group had volunteered to pay an increase on the water bill to cover any potential additional usage by them.

- c) Tenant Representative Report:

As this was the first meeting there was no report this time.

- d) Town Council Report:

A brief report was given at the meeting – *see appendix 1*

Questions raised from tenants: The material still on the allotments is too large to fill the pot holes, can this be crushed so it can be used. The Town Clerk will look into prices to hire equipment to do this. If no material is ordered this year, then there may be money for this.

6. To discuss any items to go on a future agenda of the Sub-Committee.

Initials: _____

- Pest Control
- Water Taps
- Locks/Keys
- Pot Holes

7. **To confirm dates of forthcoming meetings**

It was thought to just set the dates of the first meeting and then to set times after agreeing at the next meetings.

January 15th, 2019, 4.00pm

Meeting Closed at 6.20pm.

Chairman.....

Initials: _____

MEETING REPORT 16th October 2018

TOTAL ALLOTMENT PLOTS: Managed 185, Occupied 162 Occupancy 87.57%

N.B. programme is in the process of being updated with half plots so not correct % figures.

Tumbler Hill allotment check -

- 4 x clean-up campaign

Shouldham Lane allotment check

- Lots of movement – some vacating, some moving from half to full plots. Deposits have been returned where applicable, others have been retained. For the first time keys are being returned. New deposit amounts are working well.

Halving of allotment:

This will continue to be ongoing where suitable.

Allotment Clean-up Campaign:

Ongoing –

Vacancies:

Tumbler Hill –

- 1 x vacant – to be halved.

Shouldham Lane –

- 6 x full plots
- 11 x half plots

Magazine Field –

- 1 x full plot

Four Acres –

- 4 x full plots

Initials: _____