

Clowne Parish Council

Minutes of Committee Meeting

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|  | Meeting Type | Allotments Committee |
| | Date of Meeting | Wednesday 2 nd June 2021 |
| | Council Meeting Start Time | 6pm |
| | Meeting Venue | Community Centre Recreation Close Clowne S43 4PL |
| | In Attendance | Councillors A. Bailey, B. Bosworth, G. Hughes, J. Brassington (representing the Hickinwood Lane Tenants Association) There were 15 members of the public present. |

| Minute Number | Order of Business | Resolution | Decision |
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| 01/21 | Apologies for Absence Councillor N. Yewman – working away | It was moved by Councillor Bailey and seconded by Councillor Bosworth that apologies for absence be approved. | Agreed All in favour |
| 02/21 | Confirmation that Attendance Register has been signed | The Clerk confirmed that the Attendance Register had been signed by all present. | |
| 03/21 | Notification of Unregistered Declarations of Pecuniary Interest | None received | N/A |
| 04/21 | Notification of Consideration of a Dispensation | None received | N/A |
| 05/21 | Nominations for Chair of the Allotments Committee As the Allotments Committee only meets periodically then the Clerk advised that the Committee needed to nominate a Chair. A discussion took place. | It was moved by Councillor Bosworth and seconded by Councillor Hughes that Councillor Bailey be appointed as Chair of the Allotments Committee for the administrative year 2021/22. | Agreed All in Favour |

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| | The Clerk also advised that at the moment there are only four members of the committee with one vacant position. | | |
| 06/21 | Nominations for Vice Chair of the Allotments Committee | It was moved by Councillor Bailey and seconded by Councillor Bosworth that Councillor G. Hughes be appointed as Vice Chair of the Allotments Committee for the administrative year 2021/22. | Agreed All in Favour |
| 07/21 | Approval of Minutes of the Allotments Committee The Clerk advised that due to the COVID 19 pandemic since early 2020 there had not been a committee meeting held and as such there were no minutes to approve. | Noted | Noted |
| 08/21 | Dates and Times of future meetings of the Allotments Committee A discussion took place about the frequency of meetings. It was suggested that the next meeting be arranged for a date in early July 2021 as there were still works/ matters that required the Committee's attention. The Clerk advised that he circulate dates to the Committee for consideration. | Noted | Noted |
| 09/21 | Chairs Report Councillor Bailey updated the meeting on what works had been recently undertaken including clearance and rotavating of several plots. He advised that the remaining areas would be undertaken over the next few weeks. The Chair advised that a skip had been provided and had been quickly filled, a further skip was required to complete the job. | It was moved by Councillor Bosworth and seconded by Councillor Hughes that; 1) the report be received 2) A rotavator and second skip be hired to complete the clearance and preparation of the remaining allotment plots that require attention. | Agreed All in Favour |

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| 10/21 | <p>HM Land Registry</p> <p>The Clerk updated the meeting and advised that he could locate any Title Deeds and associated paperwork for the allotments site.</p> <p>Following investigation, he advised that the land had not been registered with HM Land Registry and recommended that this be done.</p> <p>Costings had been received for a Legal Practice who specialise in this area of legal work and were presented to the meeting for consideration.</p> <p>The process would take 6 to 9 months to complete.</p> <p>A discussion took place.</p> | <p>It was moved by Councillor Bailey and seconded by Councillor Bosworth that the Clerk be authorised to appoint Freeths LLP of Nottingham to complete the land registration process for Hickinwood Lane Allotments at a cost of £650 plus disbursements.</p> | <p>Agreed All in Favour</p> |
| 11/21 | <p>To Review Tenants Register for 2021</p> <p>The Clerk referred to appendix 2 which listed all the current tenants.</p> | <p>It was moved by Councillor Bailey and seconded by Councillor Hughes that the Tenants Register for 2021 be noted.</p> | <p>Agreed All in Favour</p> |
| 12/21 | <p>To Review Tenants Rents for 2021</p> <p>The Clerk advised that the annual rent for an allotment plot was £20, and this had been at this level for several years.</p> <p>A discussion took place.</p> <p>It was noted that whilst the improvements works were ongoing and there were several vacant plots the rents levels would be kept at £20 for administrative year 2021/22 and then reviewed again next year.</p> | <p>It was moved by Councillor Bailey and seconded by Councillor Hughes that the rents remain at £20 for 2021/22.</p> | <p>Agreed All in Favour</p> |
| 13/21 | <p>To Consider Termination of Tenancies for those Tenants in Breach of Section 3 of the Allotments Tenancy Agreement</p> <p>The Clerk referred Members to appendix 3 which listed 6 tenants that, following several inspections by Council staff, were in breach of their Tenancy Agreement as they were failing to keep their plot in good order.</p> | <p>It was moved by Councillor Bailey and seconded by Councillor Bosworth that 1) the report be received and 2) The Clerk be authorised to issue 'Notice to Improve' letters as required to tenants not maintaining their allotment plots in accordance with the requirements of section 3 of the</p> | <p>Agreed All in Favour</p> |

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| | A discussion took place. | Tenancy Agreement; 3) if following receipt of the 'Notice to Improve' no improvement is made to the tenants plot then the Clerk be authorised to issue Termination Notices as required. | |
| 14/21 | <p>To Review the Tenancy Reserve List for 2021</p> <p>The Clerk referred to appendix 4 which was a redacted list of those parishioners that had requested an allotment plot when one became available.</p> | It was moved by Councillor Bailey and seconded by Councillor Bosworth the report be received. | Agreed All in Favour |
| 15/21 | <p>To Consider a Request from Tenant, Mr Gerald Poole, to reinstate former plot 8</p> <p>The Clerk advised that plots 1 to 8 had been taken out of use many years ago and now that the area had started to be cleared, they could be re-allocated.</p> <p>Mr Poole was a tenant of Plot 10 and he had asked for consideration to reinstate plot 8 for his use.</p> <p>Mr Poole would fence the plot and prepare the grounds as required at his cost.</p> <p>A discussion took place.</p> | It was moved by Councillor Bailey and seconded by Councillor Bosworth that former plot 8 be allocated to Mr Poole. | Agreed All in Favour |
| 16/21 | <p>Report from Jim Brassington (Allotment Holders Representative)</p> <p>Mr Brassington said that he and fellow tenants were please that improvements to the site were now moving forward.</p> <p>He also mentioned about his role on the Committee.</p> <p>A discussion took place.</p> | It was moved by Councillor Bailey and seconded by Councillor Hughes that the report be received. | Agreed All in Favour |
| 17/21 | <p>Review of Future Management Arrangements</p> <p>The Clerk reported that there was the option of devolving the day-to-day management of the allotments to the Tenants.</p> | It was moved by Councillor Bailey and seconded by Councillor Bosworth that the report be received. | Agreed All in Favour |

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| | <p>He advised that if this was a direction that the Committee and Tenants wished to go then the Tenants would need to constitute themselves and get a bank account and appoint a Chair, Treasurer and Secretary.</p> <p>A discussion took place.</p> | | |
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