

Minutes of a meeting of the Debenham Allotment Committee held on Wednesday, 3rd July 2013 at 7:30 at Dove Cottage, Debenham.

Present: Cllr S Phipps (Chairman), Cllr F Winrow-Giffin, Cllr G Helm, Mrs J Baldwin, Ms J McIntyre, Mrs D Bedwell (Clerk) and no public.

1. **Apologies for absence:** There were no apologies for absence.
2. **Declarations of interest:** Cllr F Winrow-Giffin declared an interest on item 8.4
3. **To consider whether to continue being a Committee or to become a working group:** It was resolved to continue acting as a Committee of the Parish Council.
4. **To elect Chairman:** Cllr F Winrow-Giffin proposed Cllr S Phipps for the position of Chair, seconded by Cllr G Helm and remaining In agreement.
5. **To consider co-option to the Working Group/Committee:** *Mrs J Baldwin and Ms J McIntyre left the room.* Cllr G Helm proposed the co-option of Mrs J Baldwin and Ms J McIntyre into the Committee. *Mrs J Baldwin and Ms J McIntyre returned to the room.*
6. **To consider and approve Terms of Reference:** Following a small number of amendments, it was resolved to recommend the Terms of Reference to full Council.
7. **To approve minutes of meeting held 13.03.2013:** Deferred to Council meeting as some members present at that meeting were no longer in the committee.
8. **Allotment matters:**
 - 8.1 **Report on allotment site visit carried out on Wednesday June 26th 2013:** A number of items had been identified during the site visit. The Clerk had produced letters which would be sent to the respective allotment holders, following consultation with committee members.
 - 8.2 **Allotment taps:** update: Contractor had agreed to finalise the installation of the taps at the allotments on July 15th 2013.
 - 8.3 **Waiting list:** The waiting list had been circulated. It was suggested that the tenancy agreement and policy documents should include a clause about a probationary period for new holders. This would be considered when reviewing both documents.
 - 8.4 **Maintenance of paths & hedges:** *Cllr F Winrow-Giffin declared an interest.* A number of obstructions on paths had been identified during the site visit. These would need to be cleared prior to any maintenance. Mr R Giffin had been asked for a quote to trim down the hedges at the rear of the properties in Water Lane/boundary with allotments. The Clerk was asked to seek permission from estate agent for one of the properties which was currently not occupied.

It was reported that Capel Parish Council had purchased two lawnmowers for communal use by their allotment holders. The mowers were kept locked in a local shed and a deposit was payable by the tenants for their use. It was suggested this could be also done in Debenham.

- 8.5 **To consider correspondence/comments received from allotment holders:** A number of comments had been received from allotment holders and a response had been issued accordingly. It was stated that a number of items raised had been of a historic nature and the newly formed committee would address them in due course. The Committee had also been asked to have a section open to the public in their meetings. This was taken on board and future meetings would include an "Open to the public" section.
- 8.6 **To consider bullet point list of rules to be displayed at the Allotment Noticeboard:** Deferred to the next meeting.
- 8.7 **To consider the standardisation of rental agreements and policy:** Deferred to the next meeting.
- 8.8 **To consider final allotment map and numbering of plots:** Deferred to the next meeting.
- 8.9 **Matters to report from DALG,** including security: Dalg reported that there had been a break into their shed and a number of tools had been stolen. The matter had been reported to the police. Dalg added that security at the allotments was an issue and a number of preventative measures or deterrents should be put into place to improve the current situation. Dalg would circulate their proposals in due course.

With no further matters to be conducted, the meeting ended at 10.15pm