



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP

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Mayor: Cllr Dave Bulmer Town Clerk: Zoe Truong

COUNCIL MINUTES

Minutes of the **Allotments Sub-Committee** meeting of
Chard Town Council held on
Thursday 9th March 2017 in the Town Hall at 6:30 pm

Present:

Councillors: J Baker (Chair); Mrs. S Wyatt

In Attendance:

Zoe Truong – Town Clerk
Andy Bourner – Acting Operations Manager
Teresa Turnbull – Administration Officer

There were No.9 members of the public and No. 0 members of the press present

The meeting started at 6.30 pm

It was explained to the Allotment Holders present that unfortunately three councillors are required in order for the sub-committee meeting to be quorate. This meant the this meeting will not be a valid sub-committee meeting as only two Councillors were present.

It was agreed to continue the meeting as an informal discussion with the Allotment Holders present, following the format of the Agenda.

Public Question Time

The plot 41/03 (vacant) is becoming overgrown with brambles, could this be cleared? Amenities team don't usually clear brambles, however we will monitor the situation in case this poses a health and safety issue.

There are plots being paid for but not maintained. There is a process we need to follow, this takes time. In total three letters are sent to anyone failing to maintain their plot asking that they tidy it /warning of termination

51/04A and 51/04B (Vacant) require attention – Amenities team are going up next week to trim vacant plots etc. and any managed plots which are unsatisfactory will receive a letter.

Could you trim the plots and invoice the plot holder? This is something we could look at.

Can plot holders who require a 2nd plot have priority above people living outside of Chard?
Yes, agreed in last meeting.

Could the rubbish be cleared from 49/04A behind the green hut? Yes (Leave old guttering)

Report from the Allotment's Administrator.

The following report was read out:

Since the Annual Allotment Holders meeting held on 25th October 2016, we have allocated 21 plots, 17 of which were to new plot holders.

There is presently no waiting list, all the people that were waiting were offered plots following the last meeting and have since signed tenancy agreements.
We are currently at 82.2% occupancy of the 180 plots there is 32 vacant – 3 half size and 29 Full size.

Unfortunately, we had 13 allotment holders that failed to pay their rent and therefore were issued NTQ's.

Posters advertising the vacancies have been put up in the rotunda and new information leaflets have been printed.

Discussion on the most recent allotment inspection and receive update of actions taken since that time.

The following report was read out

The inspection took place earlier this week with the following results;

15 plots require monitoring and will check for improvement on the next inspection (scheduled for 7th May).

12 plots holders are to receive letters informing of unsatisfactory condition/Hazards on site etc.

12 of the 32 Vacant plots require attention strimming/clearing etc. by CTC.

Of the **9** Letters that were sent after the last inspection on the 22nd Dec

1 has seen improvements

5 are now vacant

3 require a 2nd (final) letter

N.B Inspections will occur March, May, July, September & December

Any issues arising from the allotment holders Meeting held on the 25th October 2016.

Change lock code – This was done following the last meeting and new codes were sent out with invoices issued in November.

What is 1015 License fee? This is an administration/registration fee, this covers the administration tasks required for setting up a new tenant i.e. producing tenancy agreement, setting up on database.

Could the title of this be changed to Administration fee? Yes

Is the rent proportioned if plot taken part way through the year? Pro-rata? Yes, it is - depending on when you sign your agreement rent will be apportioned accordingly.

Hedges – Are they the responsibility of the allotment holder? Yes, Mr. Collins trims outside hedges however plot holders who have an outside plot with a hedge boundary are responsible for the maintenance.

Could the hedges be laid? The land is not owned by CTC therefore, permission from the landlord would be required.

No lock on top gate – This was replaced following the last meeting.

There being no further business the meeting finished at 7.00pm