

HENNOCK PARISH COUNCIL

MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON TUESDAY 2ND APRIL 2019 IN CHUDLEIGH KNIGHTON VILLAGE HALL (MAIN HALL) STARTING AT 7.30PM.

PRESENT: Cllrs Phil Baker, Janette Parker [Chairperson of Allotments Committee] & Chris Webb.
Chudleigh Knighton Allotments Tenants/Steering Committee to form Chudleigh Knighton Allotments Association: Kerrie Lilley, Jill Minty, Letitia Wills & Mike Wills.
Members of the public: 2 x Hennock allotment tenants.
Helen Reynolds, Clerk to the Parish Council.

PART I (Open to the Public)

1. FILMING AND RECORDING OF MEETINGS: The Chairperson reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

2. TO ACCEPT APOLOGIES FOR ABSENCE: None.

3. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: None.

4. REQUESTS FOR DISPENSATIONS: None.

5. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: Members of the Parish Council and members of the Chudleigh Knighton Allotment Steering Group introduced themselves and the Chairperson explained to members of the public the reason for the attendance of the Steering Group: Refer to Minute Item 10.

6. APPROVAL AND SIGNING OF THE MINUTES:

6.1. Allotments Committee meeting held on 15th January 2019: The minutes were approved and duly signed.

6.2. Allotment Tenants meeting held on 15th January 2019 forming Appendix A to Allotments Committee meeting minutes: The minutes were approved and duly signed.

6.3. Chudleigh Knighton Allotment Tenants meeting held on 20th March 2019: The minutes were approved and duly signed.

7. MATTERS ARISING FROM THE MINUTES: None.

8. AGREEMENT OF AGENDA BETWEEN PARTS I & II: There were no matters required discussing in Part II.

9. HENNOCK ALLOTMENTS REVAMPING UPDATE:

9.1. Outcome of discussions re possible joining with Teign Village Allotment Association: Teign Village Allotment Association Committee has considered the possibility of taking on Hennock allotments as part of Teign Village Allotment Association - the decision was definitive in that this was not something it wished to do for a number of reasons: Teign Village allotment holders do not want to "subsidise" Hennock allotments (recognising that there are a number of vacant plots) and there is a concern that because Hennock allotments are a lot more expensive than Teign Village allotments there would be pressure to reduce the price of Hennock allotments which would further reduce the income. Teign Village Allotment Association would be happy to help Hennock allotment holders form their own association and it would also be happy to have joint fundraising events.

The Hennock Allotments Working Group will, therefore, continue as they are for the time being.

HENNOCK PARISH COUNCIL

9.2. Ways of attracting new tenants including contact with Bovey Tracey Town Council & request for quote from South West Water [SWW] re installing water for cattle-type water troughs with locked ball-valve compartments: Bovey Tracey Town Council will refer prospective tenants to Hennock Parish Council if they have to go on a waiting list for an allotment at Bovey Tracey. Alec Jacobs feels that having access to water would help with letting the vacant plots - he will obtain a quote (noting that the Working Group has not spent any of the £600 budget which was set aside for weed suppressant [£150], stock fencing [£350] or gates to access stock fenced area [£100]). It was noted that ongoing running costs would also need to be considered.

10. FORMATION OF CHUDLEIGH KNIGHTON ALLOTMENT ASSOCIATION:

Standing Orders were suspended to enable members of the Chudleigh Knighton Allotments Steering Group to contribute to discussions.

10.1. Tenancy Agreement between Parish Council & Chudleigh Knighton Allotment Association: The Tenancy Agreement between Hennock Parish Council and Teign Village Allotment Association was used as a template for the discussion – refer to Appendix A. The salient points from the discussion were as follows:

- The Agreement is fairly standard with some historical legislation.
- Rent payable would be £300 calculated at £100 x 3 acres – a pro-rata payment would be made if the Allotment Association took over part way through the allotment year.
- The timescales to transfer the management of the allotments to the Allotment Association will largely depend on how long it takes for the Steering Group to set up a legal entity, open a bank account, etc.
- Clause 7/boundary hedges:
 - The front wall belongs to Teign Housing.
 - The hedge on the left-hand-side belongs to the adjoining property and the owners cut the top and both sides.
 - The hedge on the right-hand-side is cut by the farmer on the field side – the Clerk was instructed to check who owns/is responsible for this hedge.
 - Top hedge – the Clerk was instructed to check who owns/is responsible for this hedge and who has historically cut it.
 - Reference to the oak tree on the Top Plot (which has a Tree Preservation Order on it) should be included within this clause.
- Clause 8 refers to no carpet being used on the allotments. It was agreed that the Parish Council would arrange for a skip so that anything which should not be on the allotments can be removed.
- Clause 9/insurance: Insurance details of Teign Village Allotment Association were provided to the Steering Group and the Clerk was instructed to advise Letitia Wills of the number of allotments at Chudleigh Knighton [1 x 1/6 plot; 6 x ¼ plots; 1 x 1/3 plot; 40 x ½ plots; 1 x 2/3 plot; 2 x full plots; & Top Plot: 52 plots in total].
- Clause 10/sheds: It was agreed that the maximum shed sizes should be added to this agreement [Maximum size for a shed: 48 square feet (so 8 x 6 foot for example) and maximum size for a greenhouse/polytunnel: up to 144 square feet (so 12 x 12 foot for example)].
- Clause 11: The Chudleigh Knighton Allotment Association should be a member of the Federation of City Farms and Community Gardens or similar organisation, e.g. NSALG (The National Society of Allotment & Leisure Gardeners Ltd) from which it can obtain legal advice as necessary.

10.2. Tenancy Agreement between Chudleigh Knighton Allotment Association & its tenants: The Steering Group was advised to use the wording of the Tenancy Agreement between the Parish Council and its tenants amended to reflect the change in management – refer to Appendix B. There was some discussion regarding the Top Plot – this was historically subject to a separate agreement but is now let on the standard tenancy (Appendix B). It was agreed that this should be left “as is” for the time being but should there be any issues to resolve in the future, the Parish Council agreed to assist the Allotment Association with this.

10.3. Formation of Chudleigh Knighton Allotment Association as a legal entity: The Clerk was instructed to send to members of the Steering Group a copy of the advice from NSALG which refers to the options available in terms of legal entities and also refers to trustee insurance – refer to Appendix C.

HENNOCK PARISH COUNCIL

11. WAY FORWARD: It was agreed that Kerrie Lilley, Jill Minty, Letitia Wills, Mike Wills and Geoff Turner (who did not attend the meeting but was one of the five tenants who agreed to form a committee/take forward discussions at the meeting of allotment tenants on 20th March 2019) should take matters forward to the point of forming a legal entity and, meanwhile the Clerk will check the ownership/responsibility of the boundaries.

Standing Orders were reinstated.

12. AGREE DATE, VENUE AND TIME OF NEXT COMMITTEE MEETING: It was agreed that Letitia Wills will contact the Clerk when a legal entity has been formed to take matters forward.

As there was no further business the meeting ended at 8.30pm.

..... **Chairperson**

Dated.....