

MINUTES OF THE MEETING OF THE ALLOTMENTS COMMITTEE,
HELD ON THURSDAY 13th APRIL 2017, IN THE COUNCIL CHAMBER,
KING'S HOUSE, THETFORD, STARTING AT 10.00 A.M.

Present:

Councillors:

Mrs S J Armes
C Harvey
J Newton (Chairman)

D M Crawford
Mrs J Hollis

Officers in attendance:

R Carter
R Stebbings

Allotment Officer
Works Supervisor

The meeting was preceded by a 15-minute Open Forum, starting at 10.00 a.m. when members of the public and representatives of the press were invited to address the Committee.

A member of the public asked if there could be more visits by Committee Members to the allotment sites. The Chairman, John Newton, informed the meeting that he does visit the sites but it is not always at a time when he can make contact with representatives. Councillor Chris Harvey has also made visits to the sites as part of his responsibility for health and safety for allotments. Representatives from several sites stated that they felt uninvolved with what is happening at the allotments and it was agreed that better communication would be a key aim going forward. The subject of rats, particularly on Mundford Road site, was raised and this problem will be tackled by the Council's Works Team, who is qualified to carry out this work. The Meeting commenced at 10.15 a.m.

- 875/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTEREST
None.
- 876/16 APOLOGIES FOR ABSENCE
None.
- 877/16 MINUTES
Resolved the minutes of the Committee's meeting, held on 16th February 2017, received by Full Council on 28th February 2017, confirmed as a true record and signed/initialled by the Chairman.
- 878/16 HEALTH & SAFETY
Councillor Chris Harvey reported to the meeting that he had made visits to all sites and that generally sites were in good condition.
- 879/16 BUDGET
The Chairman, Councillor Newton advised the committee that at the end of the financial year, work that had been carried out on several of the sites had been done within budget, although additional money had been requested to replace a fence at Bury Road Site and material to improve roadway at Mundford Road Site (this work is still to be done).

- 880/16 CORPORATE PLAN PRIORITIES
 The Chairman, John Newton stated that priorities had been discussed at the last Full Council meeting and it was agreed that the priorities should be:-
 To develop a robust maintenance plan for all sites including risk assessments and safe working practices
 To maintain 90% tenancy of allotments.
- 881/16 ALLOTMENT TERMS OF REFERENCE
 A document regarding Allotment Terms of Reference was tabled, discussed and agreed with reference being made to the frequency of inspections and acknowledgement that frequent visits are made by the Allotment Works Team Member and the Allotment Officer as well as inspections by the Committee three times a year.
- 882/16 NEXT INSPECTION DATE
 It was agreed that the next inspection of all allotment sites, by Committee Members and site representatives, will take place on Wednesday 24 May 2017, commencing at 9.00 a.m. at Mundford Road Site .
- 883/16 ITEMS OF URGENT BUSINESS
 None
- 884/16 PRESS RELEASES
 None

Chairman.

ACTION POINT	BY WHOM	BY WHEN
Lopping of trees on Mundford Road Site to be continued once nesting season over	Works Team Member	Ongoing