



THETFORD TOWN COUNCIL

TOWN CLERK: TINA CUNNELL BSc (Hons)

Council Offices
King's House
Thetford
Norfolk
IP24 2AP

Tel: 01842 754247

24th January 2018

ALLOTMENTS COMMITTEE

A meeting of this Committee will take place in the Council Chamber, King's House, Thetford, on **Wednesday 31st January 2018, starting at 10.00 a.m.**

Town Clerk

The meeting will be preceded by a 15-minute Open Forum, starting at 10.00 a.m. when members of the public and representatives of the press are invited to address the Committee. If there is no call for an Open Forum, then the meeting itself may start at 10.00 a.m.

AGENDA

- 682/17 **DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS**
To receive any additional interest not already registered.
- 683/17 **APOLOGIES FOR ABSENCE**
To receive.
- 684/17 **MINUTES**
To confirm the minutes of the Committee's meeting, held on 12th October 2017, received by Full Council on the 31st October 2017, to be confirmed as a true record and signed/initialled by the Chairman.
- 685/17 **HEALTH & SAFETY**
To receive a report from the Chairman on Health and Safety issues.
- 686/17 **BUDGET**
- To review budget for financial year 2017/18.
 - To identify any transfers to reserves and the reason for the transfer.
- 687/17 **REPORT FROM SITE REPRESENTATIVES**
To be received at meeting.

- 688/17 REVIEW OF RULES
Carried forward from last meeting but due to length of time this will take, then a separate meeting to be arranged for rules to be discussed and agreed.
- 689/17 REFUNDS OF FEES WHEN PLOTS ARE RELINQUISHED
To discuss and agree whether part fees to be re-imbursed when plots relinquished before the end of the allotment year.
- 690/17 WEEKLY INSPECTIONS
Report regarding weekly inspections on allotments.
- 691/17 RAT PROBLEM
To discuss if banning keeping of chickens is the only option to eradicate the rat problem on Mundford Road Site.
- 692/17 ALLOWING PEOPLE WHO DO NOT LIVE AT SAME ADDRESS TO TENANT AN ALLOTMENT
To discuss if persons not living at same address e.g. father/mother and son/daughter or two friends may share tenancy of a plot.
- 693/17 MENTORING OF NEW TENANTS
To discuss and agree.
- 694/17 ALLOTMENTS PRIORITIES
To review progress of the Allotment Priorities and research acquisition of new land for additional allotments. Investigate Britain in Bloom status and produce a plan to achieve this.
- 695/17 MAINTENANCE OF SITES
To discuss progress of planned maintenance on sites and the dedicated person who will be dealing with this.
- 696/17 REPORT FROM ALLOTMENT OFFICER
Report from Allotment Officer re:-
Payment methods used for fees
Notice to Quit
Relinquishments
Vacant Plots
Waiting List
- 697/17 ITEMS OF URGENT BUSINESS
At the discretion of the Town Clerk to table urgent business for discussion or information only. Any item is to be on an urgent operational matter.
- 698/17 COMMUNITY ENGAGEMENT
To discuss and agree any consultation or media release required.