



## LOCAL GOVERNMENT ACT 1972

### NOTICE OF A MEETING OF

### THETFORD TOWN COUNCIL ALLOTMENT COMMITTEE

YOU ARE HEREBY SUMMONED to attend the Allotment committee meeting of Thetford Town Council which will be held in The Council Chamber, King's House, Thetford, on Thursday 18<sup>th</sup> April 2019, starting at 10.00 a.m.

Tina Cunnell BSc (Hons)  
Town Clerk  
11<sup>th</sup> April 2019

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

- 886/18      DECLARATIONS OF ANY DISCLOSABLE PECUNIARY/NON-PECUNIARY INTERESTS  
To receive any declarations relevant to items on the agenda.
- 887/18      APOLOGIES FOR ABSENCE  
To receive.
- 888/18      MINUTES  
To confirm the minutes of the Committee's meeting, held on 20<sup>th</sup> February 2019, received by Full Council on the 26<sup>th</sup> February 2019, to be confirmed as a true record and signed/initialled by the Chairman.
- 889/18      ACTION POINTS  
Chairman to update on the last meeting action points.
- 890/18      HEALTH & SAFETY  
To receive a report from the Vice Chair on Allotment Health and Safety issues
- 891/18      INFORMAL ALLOTMENT MEETING  
To consider feedback from the informal Allotment meeting.
- 892/18      TENANCY AGREEMENT REVIEW  
To Review regulations.

Council Offices: The Carnegie Cage Lane, Thetford, Norfolk, IP24 2DS

Telephone: (01842) 754247

e-mail: [mail@thetfordtowncouncil.gov.uk](mailto:mail@thetfordtowncouncil.gov.uk)

website: [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)

- 893/18      **WAITING LIST - VACANT PLOTS**  
To receive a report.
- 894/18      **ALLOTMENT INSPECTIONS AND LETTERS**  
To review and agree the inspection process and the wording of letters.
- 895/18      **BUDGET**  
To receive budget report.
- 896/18      **ALLOTMENT ENVIRONMENTAL POLICY:**  
To discuss areas the Allotment Committee may wish to address.
- 897/18      **ALLOTMENT AGREEMENT**  
To agree a process for reviewing all Allotment Agreements.
- 898/18      **CORRESPONDENCE & COMPLAINTS**  
To be noted and considered.
- 899/18      **COMMUNITY ENGAGEMENT**  
To discuss and agree any consultation or media release required.
- 900/18      **COMMITTEE OFFICERS UPDATE**  
To receive any update from the Committee Officer since the issue of the agenda.

| ACTION POINT   | BY WHOM   | BY WHEN            |
|--|---|--------------------|
| An extra effort made in March to clear the waiting list. | The Allotment Works Team and the Allotments Officer | During March/April |

**Council Offices: The Carnegie Cage Lane, Thetford, Norfolk, IP24 2DS**  
**Telephone: (01842) 754247**  
**e-mail: [mail@thetfordtowncouncil.gov.uk](mailto:mail@thetfordtowncouncil.gov.uk)**  
**website: [www.thetfordtowncouncil.gov.uk](http://www.thetfordtowncouncil.gov.uk)**