



Stainland and District Parish Council 29th August 2023 Extra Ordinary Meeting Minutes

6th September 2023

Attending Cllrs Knights, Bottomley, Booth & Mitchell. 3 members of public

	Item
23.EO.01	To note the apologies and accept the reasons for absence or lateness. Apologies received from Cllr Fieldhouse and Cllr Mullany
23.EO.02	To receive any councillor's declaration of Interest. None received
23.EO.03	<p>At Chair's request it was resolved to add the public participation as an agenda item as this is a standard agenda item and had been missed off.</p> <p>3 members of the public were present. All were tenants of allotments.</p> <p>The Chair explained the current position and our aims in moving this forward in order to reassure tenants that the Allotments are a high priority now that they are a Council asset. The tenants spoke as a group rather than making individual statements and there was concern that the previous tenants' meetings and discussions had not been taken into account when drawing up the new tenancy agreement. It was explained that the revised document, which is up for discussion, was copied from the versions which tenants had been working on and their comments had been taken into account when this final draft was put together. The feedback from the last meeting on 25th July had been taken into account.</p> <p>The members of public present, agreed that it made sense for the mission statement to be part of the management strategy and for the agreement to be a set of rules to follow.</p> <p>Public participation ended after 15 minutes</p>
23.EO.04	<p>To discuss and approve the Allotment tenancy Agreement to be presented at the next tenants meeting.</p> <p>Following verbal feedback received it was proposed and agreed to amend the Conditions of use at section 2.2 to read:</p> <p>* The tenant shall not use any barbed or razor wire (or similar) on the allotment site</p>

	<p>Following confusion over wording used it was proposed and agreed to change 'Schedule 1 Conditions of use' to 'Appendix 1 Conditions of use'</p> <p>Discussion took place around the two major changes which were proposed to the previously circulated documents. Written comments had been received from another councillor and these were taken into account. There was some discussion about items discussed at previous meetings with tenants and confirmation was given that this feedback (around dogs, children and noise) had been incorporated.</p> <p>*Proposal to change the start date of the tenancy to 1st October. Explanation was given for this change to made so that the Clerk had time to administer sending out invoices, administering agreements and chasing payments at a time of year away from the very busy end of financial year period in April. It was also discussed that a better time for a new tenant to take on a plot would be the end of the harvesting season which gives them the winter to plan, prep and plant their crops ready for harvesting in Spring.</p> <p>*There is also a proposal to ask for a bond equal to one year's rent (not including the water rates). This is a standard requirement when renting and the money is to be held to offset any costs to the council on the vacation of a plot which might need remedial work. The bond will be returned in full if the plot is returned in a good condition. Therefore, on the agreement there is no need for the clause to be able to chase ex-tenants for costs of remedial work, so this has been removed. Remedial costs can therefore be partly offset by the bond.</p> <p>The Chair invited the public to comment on these changes and there was agreement that these made sense</p> <p>It was proposed and agreed to accept the revised tenancy agreement document.</p>
23.EO.05	<p>To discuss and resolve to create an allotment management plan to cover the period until an allotment association is formed and also to create a set of standard policies relating to the management of the allotments as a Parish Council Asset</p> <p>Discussion took place around putting into writing a set of policies and strategies to record the way forward with managing the allotment site, with a view to creating an agreed split of functions and responsibilities before an allotment association could be founded. the members of the public present expressed an interest in being involved in this.</p> <p>It was agreed to look at incorporating the previously proposed (but not incorporated) mission statement into the management strategy which would also cover the following policies and responsibilities.</p> <p>Discussed and agreed subjects for a management strategy including: waiting list policy, site statistics, tenants' information, agreeing site representatives, central point for documents, record of financial details, complaints, issues and permissions e.g. sheds. Maintenance and inspection</p>

	<p>proposals, officers and records, risk assessments and schedule of proposed works.</p> <p>There is a lot of work to be done and a working party will be needed to get these tasks completed. The SDPC is a member of the NAS and they have templates we can build on.</p> <p>The members of the public present expressed an interest in being involved in this and Cllr Mitchell is to take a lead on moving this forward with the Clerk taking responsibility for the record keeping and accounting. This will be discussed at the next tenants' meeting on 5th September</p>
23.EO.06	<p>To discuss and resolve to create a schedule of works for the Drury Lane Allotments and the Jubilee Orchard</p> <p>A list of maintenance and work lists was discussed and rationale discussed for prioritisation and the need for works to be done in the allotments. This plan for the allotments will be managed by the working party going forward and a separate list will be created for the Jubilee Orchard. These two assets will now be considered separately for consideration of budget and projects. All the suggestions were received positively by the attending members of the public.</p> <p>The Jubilee Orchard needs a schedule of works creating, but before that is proposed, we need to find out what has been done so far and how well progressed previous plans were. We need to find out if we have a detailed plan of the site with proposed and planted trees. If not, we will need to survey the site and put a new plan together. 33 trees sounds too many for the site and this needs to be looked into as well as the costs of individual trees.</p>

Meeting closed 11.25