



**Minutes of the Meeting of the Allotments Working
Group of Westgate-On-Sea Town Council
on Wednesday 16th November 2022 6.30pm**

**Held at the Westgate-on-Sea Town Council Offices
78 St Mildreds Road, Westgate-on-Sea CT8 8RF**

Present	Mr T. Whiting (Chairperson); Mrs J. Gibbs; Cllr P.O'Connor; Mrs M. Longley and Mr N. Sinclair-Jones	
Also, in attendance	Mrs C. Wheatley (Finance Assistant) Cllr T. King and one plot holder	
	1. To receive apologies for absence Mrs S. Stewart	
	2. Minutes It was PROPOSED by Cllr O'Connor and SECONDED by Mrs Mara Longley and RESOLVED that the Minutes of the meeting held on 28th June 2022 were a true and accurate record.	
	3. Town Council Update <u>Renewals</u> <ul style="list-style-type: none"> ▪ 02 Renewals outstanding ▪ 10 Tenancy Agreements outstanding <u>Waiting List</u> <ul style="list-style-type: none"> ▪ 34 CT8 Residents ▪ 36 Outside CT8 Residents and Existing Plot Holders ▪ 06 vacant plots <p>The waiting list is now closed and will be reviewed in January 2023.</p> <u>Actions from Allotment Working Group held on 28.06.22</u> <ul style="list-style-type: none"> ▪ Finance Assistant to research cost of Type 1 Hardcore which can be used to fill in ruts and dips. 	

To put the item of the main path repair on the Agenda for the next Allotment Working Group meeting.

Completed. For discussion Agenda Item 6.

- Finance Assistant to create a poster detailing the nearest defibrillators and how they can be accessed. To get a quote for a 24-hour access defib cabinet for the Allotment Association to consider.

Completed.

- Finance Assistant to put the item of accessible/quarter plots on the Agenda for the next Working Group meeting. To research other sites who have completed similar projects and bring information to share with members.

Finance Assistant to email all plot holders to ask views on quarter plots and to bring a summary of the feedback received to the next meeting.

Ongoing. For discussion Agenda Item 7.

Feedback from the Finance and General Purposes Committee held on Tuesday 19th July 2022

The following concerns were raised regarding the Lymington Road Allotment Gardens.

1. The poor condition of plots being handed on to new tenants.
 - All potential plot holders are shown around the allotment site and vacant plots by either the Site Representatives or the Finance Assistant.
 - Potential plot holders are made aware when they view plots that they are taken on as seen.
 - Plot paths are checked when a plot is relinquished.
2. With the nature of letters sent to plot holders to advise them of plot inspections and lack of cultivation.
 - The Allotment Garden Rules give clear guidance on the level of cultivation expected and the inspection process.

	<ul style="list-style-type: none"> ▪ <u>Informal Inspection</u>. Any plots requiring attention identified in an informal inspection are sent a letter advising the plot holder in advance that their plot would receive a non-cultivation letter in a formal inspection. This gives the plot holder the opportunity to address the issues identified. ▪ <u>Notice of Formal Inspection</u>. All plot holders are made aware on the Notice that they can contact either the office or Site Representatives if they have extenuating circumstances leading to non-cultivation of a plot. ▪ <u>Formal Inspection Letters</u>. If a plot holder receives a letter regarding non-cultivation they are given a further 7 days to discuss any extenuating circumstances or objections. <p>3. Site Representative role share is not appropriate.</p> <ul style="list-style-type: none"> ▪ Both of our Site Representatives were voted in by plot holders in 2020. Since that time the Council has received no further nominations. ▪ The National Allotment Society confirm there is no legal issue with having two candidates stand together. <p>The Finance Assistant thanked the Site Representatives for their continuing hard work.</p>	
	<p>Allotment Association Update</p> <p>Despite the poor weather there had been a great turn out for the Giant Sunflower and Pumpkin Competition Prizegiving Ceremony on Sunday 23rd October.</p> <p>Chris Lacey's sunflower which reached 10ft and Norman Sinclair-Jones's pumpkin weighing 16.5lb scooped first prizes in both categories and they each received vouchers from Young's Nurseries.</p> <p>Due to the popularity of the competitions the Allotment Association are planning to do similar competitions next year with the addition of a children's category.</p>	
	<p>Allotment Water</p> <p>Water will be switched off on Thursday 17th November 2022 by Southern Water.</p>	

	<p>Quotes are being obtained for the refurbishment of the allotment taps. Ideally this would take place in March 2023 before the next switch on.</p>	
	<p>Main Path</p> <p>The cost of a 1-ton bag of Type 1 Hardcore is £70.82 and this includes delivery.</p> <p>The Allotment Association will discuss how much they require and when they would like delivery and will update the Finance Assistant.</p> <p>ACTION: Tony Whiting to update the Finance Assistant when they are ready for a delivery of hardcore.</p>	
	<p>Accessible and Quarter Plots</p> <p>The idea of accessible and/or quarter plots was discussed. The action to email all plot holders to gauge interest was still outstanding. The Allotment Association had received positive feedback on the idea at their last meeting.</p> <p>ACTION: Finance Assistant to email all plot holders to ask views on offering quarter plots and to bring a summary of this feedback to the next meeting.</p> <p>The timescale, cost and suitability of plots currently available was discussed. The Finance Assistant would meet with the Site Representatives to assess the plots currently available with a view to keeping one back to convert in to an accessible/quarter plot. Further research on cost, material, layouts etc would be done and the item would be placed on the agenda for the next Allotment Working Group. It was understood by all that this would be a long process with potentially accessible/quarter plots not being available until 2024.</p> <p>ACTION: Finance Assistant to meet with Site Representatives to identify a potential plot which could be converted.</p>	
	<p>Public Participation Session</p> <p>The plot holder of 2B highlighted ideas and solutions regarding the potential accessible / quarter plots. These were noted by the Finance Assistant. The plot holder also requested a copy of the Site's Risk Assessment.</p>	

	<p>ACTION: Finance Assistant to email a copy of the Site's risk assessment.</p> <p>Cllr Tom King requested if a regular delivery of manure could be arranged. The logistics and management of doing this was discussed. The Plot Holder of 2B provided a contact of someone who may be able to provide a free delivery.</p> <p>ACTION: Finance Assistant to make contact with the possible new supplier of manure and to place the discussion of manure deliveries on the agenda for the next Allotment Working Group Meeting.</p>	
	<p>Date of next meeting:</p> <p>Wednesday 15th March 2022.</p>	

Signed.....

Dated.....