

## GAINSBOROUGH TOWN COUNCIL

MINUTES of a MEETING of the Allotments Sub-Committee held at Richmond House,  
Richmond Park, Gainsborough on Wednesday 31 July 2013 at 6:30pm

**Present:** Mrs Ann Cowan (Vice Chairman)

Councillor John Butler  
Councillor Vaughan Hughes  
Councillor William Parry  
Mr Frank Holmes (Foxby Hill)  
Mr Simon Nicholson (Spital Hill)  
Mr Dick Parkin

**In Attendance:** Assistant Clerk to the Council  
Environmental Officer

**Also in Attendance:** 2 members of the public

### 1. ELECTION OF CHAIRMAN

Mrs Cowan asked for nominations for Chairman.

Councillor Butler was proposed by Councillor Hughes and seconded by Mr Nicholson.

**RESOLVED** that Councillor Butler be appointed Chairman for the ensuing year.

### 2. ELECTION OF VICE CHAIRMAN

Councillor Butler asked for nominations for Vice Chairman.

Councillor Hughes was proposed by Mr Nicholson and seconded by Councillor Parry.

**RESOLVED** that Councillor Hughes be appointed Vice Chairman for the ensuing year.

### 3. APOLOGIES FOR ABSENCE AND REASONS GIVEN

No apologies were received.

### 4. MEMBERS' DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011 AND TO RECEIVE ANY APPLICATIONS FOR DISPENSATION

Councillor Hughes declared a non-pecuniary interest as an allotment plot holder at Love Lane Allotments.

**5. MINUTES (Paper A)**

**RESOLVED** that the minutes of the Allotments Sub-Committee Meeting held on Tuesday 30 April 2013 be confirmed subject to it being noted that the Sub-Committee should have received a proposed Tenancy Agreement by the end of June and had only received it that evening.

**6. SHOWFIELD ALLOTMENTS MANAGEMENT MATTERS ARISING**

Mrs Cowan thanked the Environment Officer for the work he carried out that week and has advised plot holders that she is the first point of contact and not the Council offices. Mrs Cowan requested signs stating when bonfires are allowed and suggested the new Clerks name be put on the allotment signs.

**7. FOXBY HILL ALLOTMENTS MANAGEMENT MATTERS ARISING**

Mr Holmes requested that a letter be sent to an ex plot holders with regards to returning their key.

**8. SPITAL HILL ALLOTMENTS MANAGEMENT MATTERS ARISING**

Mr Nicholson reminded Councillors and staff about the spital hill allotment site visit on 14 August at 6.30pm.

Mr Nicholson questioned what the status was with regards to Public Liability on the allotment sites.

The Assistant Clerk advised that she would look into it and report back.

**RESOLVED** to **RECOMMEND TO MANAGEMENT AND FINANCE COMMITTEE** to budget for a new notice board for each allotment site.

**9. LOVE LANE ALLOTMENTS MANAGEMENT MATTERS ARISING**

Mr Parkin reported that Love Lane allotments had over the past 12 weeks had over 20 breakins to sheds. The Police are aware of this.

Note: Councillor Dobbie arrived at the meeting at 7pm.

Mr Parkin along with Councillor Butler requested that the Council maintain the strimming of the dyke. Councillor Butler had recently carried out the work but recommended that it be repeated in another 4 weeks time.

**10. NORTH WARREN ALLOTMENTS MANAGEMENT MATTERS ARISING**

The Environmental Officer informed Members that Mr M Staley had put his name forward to be the site secretary. The Environmental Officer advised that it would probably be more beneficial to have an on site secretary as there would be more interaction with the plot holders.

It was noted that as there was two plot holders that put there names forward previously the nomination procedure would need to start again from scratch.

**RESOLVED** to send out letter to all plot holder asking for nominations to be site secretary. If more than one nomination comes forward voting papers will be sent out, otherwise it will be reported to the next Allotments Sub-Committee meeting.

**11. ALLOTMENT HOLDER TENANCY AGREEMENT (Paper B)**

The Environmental Officer handed out a Allotment Holder Policy.

Mrs Nicholson offered her support in putting together a policy for approval.

It was suggested that as Members only received it on the night that Members received a copy in the next 4 – 6 weeks for agreement at the next meeting.

Mr Nicholson suggested it may be beneficial to have a plot holder consultation with regards to the new agreement.

**RESOLVED** that in consultation with Mrs Nicholson an agreement be put together and distributed in the next 4 – 6 weeks with a view to approve at the next meeting.

The meeting closed at 7.26pm.

Chairman