MINUTES of the proceedings at a Meeting of the **ALLOTMENTS SUB-COMMITTEE** of the Leisure & Environment Committee of the Fakenham Town Council at the Fakenham Community Centre, Oak Street, Fakenham on **TUESDAY 14 JULY 2021** at 2.30 pm when there were present:

Tenant Representatives:	Mr N Combrink Mr B Bridge
Council Representatives:	Cllr M Coates (Chairman) Cllr V Joslin Cllr M Dutton Cllr G Thorpe
Police representatives:	Inspector T Cooper-Barnes PC M Heley
Town Clerk: Deputy Town Clerk:	Linda Jennings Ann Kerrison

	MINUTES	Action (initials)
	A minutes silence was held for Mr Geoff Lemon who died recently. Mr Lemon was an allotment tenant for more than 30 years.	
7	**MINUTES** The minutes of the meeting held on 6th July 2021 were on the proposition of Mr Bridge, seconded by Cllr Joslin, agreed, and signed by the Chairman.	
8	**APOLOGIES** Apologies were received and accepted from Mr Tomlinson and Cllrs Glynn and Foortse.	
9	**FAKENHAM POLICE** Inspector Cooper-Barnes stated that the police are currently investigating the arson and vandalism that took place on Greenway Lane allotment site on Sunday evening. They will be contacting the tenants affected and will be giving advice regarding security etc. The inspector will email the Town Clerk will the details of which plots were affected. One plot in particular was particularly badly affected with a new shed and all the tools contained in it burnt to the ground. Others had a years' worth of work destroyed. B&Q have kindly donated money-off vouchers for those tenants whose sheds were broken in to, to help with making the repairs.	
10	**MATTERS ARISING FROM THE MINUTES** **Minute 5 – Increase in rent for October 2022.** To be discussed later in the agenda. **Minute 5 – Rudham Stile Lane hedge to be removed.** It is now the right time of the year to undertake this work. There is a lot of rubbish that will need to be removed from the other side of the hedge before work can begin. The Clerk will organise this. **Minute 5 – To discuss issues regarding the bank behind Fox Grove.** Work on the trees has now been carried out. Cllr Joslin has provided a report.	**Clerk**
11	**TO RECEIVE A STATEMENT OF ACCOUNTS FOR YEAR ENDING 2020-2021.** £4,241.22 was taken in rents (this does not include deposits which are held separately), £3,358.55 were spent out leaving £882.67. It was pointed out that the expenditure does include the on-costs of staff time. This needs to be calculated before the increase in rent can be set. Mr Bridge, Mr Combrink,	

	Cllrs Thorpe and Joslin declared a pecuniary interest in setting the rents. It was agreed that the rents must be set by Full Council and not the allotments committee. Staff labour costs must be allocated to the allotment expenditure by the finance committee. This will be needed for Full Council to make their decision about the rents. Cllr Joslin asked whether the sizes of the allotment plots could be looked at and asked for information about how many full and half size plots are available. It was explained that all plot sizes differ, and some plots have been split foe people who don't feel that they can take on a larger plot. The rents are set at an amount per square metre to take into account the variation in plot sizes.	**Clerk**
12	**TO APPROVE AMENDMENTS AND REMINDERS TO THE RULES AND REGULATIONS.** Dogs are not allowed on the sites unless they are assistance dogs. Hosepipes can be used to fill watering cans and water butts but not to water the plot or to attach sprinklers. Cllr Joslin asked if more standpipes can be installed on the right hand side of the site to avoid pipes trailing across the roadway. It was noted that this would compromise the pipes already there as they would need to be put under the roadway. Bees can be kept but permission needs to be gained from the Clerk and evidence of a bee keeping course shown before hives are installed.	
13	**TO DISCUSS GRANT FUNDING FOR TOILETS ON THE ALLOTMENT SITES.** This was deferred to a meeting when Cllr Glynn is available.	
14	**GREENWAY LANE ALLOTMENTS:** Cllr Joslin asked when the bramble patch is likely to be removed. The Clerk explained that a contractor has not yet been found to carry out the job. It was agreed that the Council will clear the burnt debris from the plot affected by the arson attack. Mr Combrink will liaise with the tenant. It was suggested that something should be added to the rules and regulations stating that tenants should have insurance in place. It was agreed that the hedge around the site needs to be lowered to allow sight of the area to help reduce the vandalism. Mr Combrink gave a brief update on other events at Greenway Lane. **RUDHAM STILE LANE ALLOTMENTS (RSL):** Mr Bridge brought to the meetings attention some plots that need cultivating on the site. **GROVE LANE ALLOTMENTS:** Nothing to report.	
15	**TO DISCUSS THE COST OF SKIPS AND USE THEREOF.** We are having to have an increasing number of skips to clear plots that have been left in an uncleared state. It was noted that the skips are filled by tenants and residents, sometime before the Grounsdmen have had a chance to use them. The allotment sites are to be locked to stop people other than tenants entering the site. A new lock is needed for Rudham Stile Lane.	
	TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING; **Tuesday 5th October 2021.**	
	There being no further business the meeting closed at 3.38pm Confirmed this day of 2021 **CHAIRMAN**	