

**MINUTES OF THE ALLOTMENTS SUB COMMITTEE OF THE  
FACILITIES & AMENITIES COMMITTEE  
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM  
TUESDAY 7<sup>TH</sup> OCTOBER 2025 AT 14:30**

---

Attending Committee Councillors: A Glynn, D Hunter

Allotment Representatives: N Combrink, S Tomlinson, R Appleton

Attending Non-Committee: J Rockett

Deputy Town Clerk / RFO: K Lindsay

General Public: None

Number	Agenda
12/25 A	<b>To receive Apologies for Absence</b> Apologies received and accepted from Councillor M Dutton
13/25 A	<b>To adjourn the Meeting for Electors' questions</b> None received
14/25 A	<b>Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda.</b> None were declared
15/25 A	<b>To confirm the minutes of the Allotments Sub-Committee meeting held on 8<sup>th</sup> July 2025</b> The minutes of the meeting held on 8 <sup>th</sup> July 2025 were on the proposition of N Combrink, seconded by S Tomlinson, agreed, and signed by the Chair
16/25 A	<b>To discuss any matters arising from the minutes of the meeting held on 8<sup>th</sup> July 2025</b> No matters were discussed
17/25 A	<b>To note the end of tenancy of Mr J Stirland and subsequent Tenant Representative vacancy for Greenway Lane Allotments</b> The vacancy and its advertisement on the Greenway Lane Allotment site noticeboard were noted
18/25 A	<b>To welcome Mr R Appleton as a Tenant Representative for Greenway Lane Allotments</b> Mr R Appleton was welcomed as the Tenant Representative for Greenway Lane. <b>ACTION: The RFO to arrange for Mr Appleton to be sent a description of the Tenant Representative role</b>
19/25 A	<b>To receive updated site maps showing vacant plots, to be used for identification purposes in further discussion</b> Received and noted
20/25 A	<b>To note the standard templates for initial allotment inspection contact and for official warning letters</b> Noted <b>Action: The RFO to arrange for Mr Combrink and Mr Appleton to be provided with copies of generic initial allotment inspection contact and official warning letter templates for distribution as they consider appropriate</b>
21/25 A	<b>To discuss any current problems relating to allotment sites Greenway Lane</b> Mr Appleton expressed his wish to build a supportive relationship between allotment

	<p>holders and the Town Council. It was noted that regular inspections are important to maintain plots, and that communication between the Council and plot holders should be approached sensitively and work both ways, with assistance offered where possible.</p> <p>It was noted that a number of allotment plots are vacant.</p> <p><b>ACTION: Cllr Glynn to prepare an article for <i>The Beacon</i> highlighting the benefits of allotments</b></p> <p><b>ACTION: The RFO to arrange advertising of the allotments on Facebook, noticeboards, and other suitable platforms.</b></p> <p>The numbering of plots is progressing, with numbers having been ordered. Mr Combrink will cut the wooden discs and advise the office of the number and dimensions of stakes required.</p> <p><b>Rudham Stile Lane</b></p> <p>Concern was raised regarding the lack of fencing or hedging between the allotment site and the neighbouring site that has been cleared for development. The contractor removed the existing hedge and has not carried out any reinstatement work. The area is now overgrown with weeds, which are spreading onto the allotments. It was noted that the contractors currently appear to be uncontactable.</p> <p>Mr Tomlinson advised that he is resigning as Tenant Representative for Rudham Stile Lane. The Committee expressed their thanks to Mr Tomlinson for his valued contribution over the years.</p> <p><b>ACTION: The RFO to arrange for the Tenant Representative vacancy to be advertised on the Rudham Stile Lane allotment noticeboard</b></p>
<b>22/25 A</b>	<p><b>To confirm the date and time of the next meeting:</b></p> <p><b>Tuesday 6<sup>th</sup> January 2026, 14:30</b></p>

	<p>There being no further business the meeting closed at 15:09</p> <p>Confirmed this                      day of                      2025</p> <p><b>CHAIRMAN</b></p>
--	---