

Notes to Support the Allotment Sub-Committee Meeting

Monday 24th March 2025 - 7.30pm

Agenda Item 3 – Minutes

[175265-Draft Minutes ASC 2024-01-29.pdf](#)

[175266-Draft Minutes ASC 2024-11-18.pdf](#)

Agenda Item 5 – Finance

Recommendations:

- To note the Income & Expenditure Report and EMR report uploaded to website – **APPENDIX 1 and APPENDIX 2**
- To note the below table of Commuted sum transfers and income and expenditure.
- To consider recommendations for any year end movements (in light of non-expenditure of 2024/25 commuted sums)

Review of previous years' commuted sum expenditure

	Receipt of C/S	Draw down to GR	+Income	Total	-Expenditure	GR =/-
2022/2023	£45,000 plus £5,500	£5,500	/		£4,817	£683
2023/2024	/	£4,500	£1,210.45	£5,710.45	£3,001.06	£2,709.39
2024/2025	/	£2,250	£1,170	£3,420	£1,727.20	£1,692.80

Agenda Item 6 – Correspondence

Correspondence received from plot holders regarding 2 separate issues:

1) Drainage

When I saw you at the Weston Avenue allotments during the last site visit and Inspection, we were talking about the poor drainage on the plots at the top of the hill.

Mine is plot 31, but I have had conversations with those on plots 29, 32 and 34 who have experienced the same, and I believe plot 20 was also experiencing this issue.

You did ask me to drop you an email regarding this and send photos if I have them.

So, last year, it started to become waterlogged by November with standing water along the front edge, and a sinking feeling when on the plot. It stayed like this well into the beginning of this year meaning any planting was delayed until well into the growing season.

The grass path from the small single gate by plot 34 to my plot and beyond was a soggy bog, and a challenge to walk along.

I cannot explain why it should be so bad on that top section of the site, and you would think it would be drier being at the top of the hill. It does appear to either hold the water more or somehow produce more water (a spring?) than further down the hill on the lower plots.

I know this sounds weird and I'm at a loss to explain the reason why, but it is a fact that water is held there, and it is difficult to work on over the winter and spring.

I have attached some pictures as requested, the first was November 2023, and the following three were 6th of December 2024.

I don't know what the solution is, but I hope the email helps to explain the issue we are experiencing.

2) Sheds and Positioning

- Requests received for storage on plots and positioning of sheds

Further detail will be shared at the meeting.

Agenda Item 7 – Rules List & Management

7.2 Recommendation: To clarify the committee's position on sheds, their size, position.

If sheds will not be permitted, to agree how officers should proceed with breaches of rules.

Rules from neighbouring parish councils have been shared to SharePoint.

Agenda Item 9 – Weston Avenue Facilities

9.1 The Legionnaires Risk Assessment for the Allotment Site can be found on SharePoint.

The committee are asked to review the content of the external risk assessment and consider the recommendations in the report

9.2 To agree the next steps as identified in the Risk Assessment.

- To agree next steps to address recommendations as appropriate
- To agree responsibilities for any task undertaking

9.3 Next steps for a further water supply.

- In light of legionella actions, to determine next steps relating to the proposed additional water supply.

Cost details associated with the proposed installation of a new trough have been shared to SharePoint.