



NEW WALTHAM  
PARISH COUNCIL

# MINUTES

## NEW WALTHAM ALLOTMENTS COMMITTEE

Monday 8 December 2025 – 1pm - New Waltham Pavilion Hall

**In attendance:** Chair of Committee; Cllr Premgiri Hebbar  
Cllr Stephanie Smith  
Cllr Tony Charlesworth  
Cllr Dave Poucher  
Ian Miles – AA (Allotments Association)

NWPC Officer/Clerk – Anneka Ottewell-Barrett (minute taker)

<b>No.</b>	<b>Item</b>
019.	<b>To agree minutes of previous meeting.</b>  Agreed.
020.	<b>To further discuss/agree changes to the tenancy agreement and agree any amendments before issued to plot holders.</b>  To change agreement Health & Safety section as advised, Committee to review before sending out to tenants.
021.	<b>To further discuss the creation of a site map to ensure that all plot holders are provided with clear instruction re plot boundaries (Includes clearly identifying communal areas).</b>  Any area not designated as a 'plot' is classed as a communal area. It was agreed that a 'Terms of Reference' or an addendum to the tenancy agreement was required to ensure that all on site are aware of how communal areas are to be used and what falls under NWPC/ plot

	<p>holder responsibility. This would clear up any confusion currently on site.</p> <p>Committee to draft up terms – <b>Agreed.</b></p>
<b>022.</b>	<p><b>To review the current site inspection procedure.</b></p> <p>It was agreed that inspections can only be done by non- plot holders. AA (Allotment Association) were in attendance and supplied their draft versions of inspection sheets, Committee members agreed that these could be adopted by Committee for future use.</p> <p>New inspection criteria/sheets to be used for future inspections – <b>Agreed.</b></p>
<b>023.</b>	<p><b>To further discuss water installation on site.</b></p> <p>Grants to be sought if water supply to be installed – <b>Agreed.</b></p>
<b>024.</b>	<p><b>Any Other Business (for information only)</b></p> <p>AA raised the following queries for Committee:</p> <ul style="list-style-type: none"> <li>• Who holds/manages waiting list.</li> <li>• If a 12 month notice be given to plot holders for any agreement changes?</li> <li>• Who continues to collect fees.</li> </ul> <p>Committee to further discuss at next meeting – <b>Agreed.</b></p>
<b>025.</b>	<p><b>Date of next meeting : 2 February, 1pm @ NW Pavilion Hall.</b></p>