



NEW WALTHAM
PARISH COUNCIL

ALLOTMENTS COMMITTEE

MINUTES OF MEETING ON: TUES 19TH AUGUST 2025

AT: NEW WALTHAM PAVILION HALL, NEW WALTHAM

In attendance: Cllr Hebbar (Chair of AC) , Cllrs, Smith, Poucher, Clarke, Breed & Sandell.

Apologies: Cllr Tony Charlesworth.

Apologies received from Tony who is on holiday.

Item No	Discussion	Action
007.	Minutes of previous meeting – Agreed as true record.	Cllr Breed needed it recording that if there needed to be a vote on anything to do with the allotments, then all the allotment holders including the chair would withdraw, it would be down to the 3 members of the committee that are councillors but not allotment holders. Agreed.
008.	Tenancy Agreement Cllr Hebbar (Chair) wanted it to be noted that the month on the front page of the agreement needed to be changed. The rent needs to be pro-rata for this new agreement as the allotments committee wish to change the date of the tenancy agreement to be in line with the growing year. That is 1st Feb to 31st Jan to be the new year chargeable. The rent chargeable for this to happen needs to be £12 from June 2025 to Jan 31st 2026. Per plot.	Clerk to amend agreement as detailed and issue when instructed to all plot holders – Agreed.

	<p>The new tenancy agreement to go out in January ready for 1st Feb signing and payments to be made before 1st Feb 2026.</p> <p>The committee needed it noting that some keys have still not been handed back, Anneka to follow this up with official paperwork to tenants.</p>	
009.	<p>Site Map The committee decided an in-depth plot of the allotment needs to be available so all tenants are aware of the boundaries and plot positions.</p> <p>Cllr Breed has an early copy of the site, it has all measurements and plot positions recorded, which he will make available to the Clerk.</p>	<p>Cllr Breed to forward site information to Clerk – Agreed.</p>
010.	<p>Communal Areas Sheds and greenhouses should be positioned on the common land surrounding the allotment site, sited closest to their own plot.</p> <p>Allotment inspections to be carried out by Council Allotment Committee, a minimum of 4 times a year, notice to be sent to allotment holders so they are aware of pending inspections.</p> <p>There is a minimum requirement of water storage on each plot of 1,000 litres.</p> <p>Communal land to hold additional rainwater collection system to supply additional and top up water to each plot holder. This system needs to be updated and made more efficient as well as accessible to all allotment holders.</p>	<p>To be made clear within agreements – Agreed.</p>
011.	<p>Fencing No comment recorded.</p>	<p>No Action.</p>

012.	Any other business <ul style="list-style-type: none">a) Fires on the allotment site need to be considerate and not during school hours/days.b) Council Visits to plot holders, sentence needs to be rephrased, to be more specific to plot holders. To include 2 days' notice minimum before an inspection, and to be the councillors who are not allotment holders.c) It needs to be made clear that residents of New Waltham to have priority status on the allotment waiting list.d) Allotment waiting list, if exhausted and no further names are brought forward then holders of single plots may take up a second allotment, a maximum of 2 plots per household.e) There needs to be an accident book held in the allotment office on site for recording of all accidents on the allotment site.f) Allotment holders to be responsible for their own first aid kits.g) An addendum needs to be made clear on each tenancy agreement that the main entrance to the allotments needs to be kept clear at all times as it is not in fact the property of the Parish Council allotments Site, we have been given permission to use this entrance by the land owner, in an access agreement.h) Date of next meeting to be after the next inspection date to be submitted to all allotment holders.	
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	i) Inspection Date: Sat 25th October 2025 at 10am	
013.	Date of Next Meeting Monday 20 th October 2025 – 12noon, New Waltham Pavilion Hall.	Agreed.