

CUDDINGTON PARISH COUNCIL/ CUDDINGTON ALLOTMENT PLOTS STEERING GROUP

*Minutes of the first meeting of the Steering Group held on Wednesday 19th
April 2017 at Cuddington Village Hall commencing 7.00pm*

PRESENT: Clare Gardner, Sarah Fowke, Cliff Ireland, Jane Theaker, Roy Miller, Adrian Crowther, Nic Hill, Paul Hill, David Bruce, Allan Griffiths, Martin Wilkinson, Alan Bell, John Faulkner (in the Chair)

APOLOGIES: no apologies as all present

STEERING GROUP STATUS: John explained that the purpose of the group was to prepare the way as far as possible pending the setting up of an allotment association/ management company. He recommended an informal group rather than a formally constituted group and this was agreed.

WAITING LIST: Completion and return of an application form to either Rae York or John Faulkner ensured priority on the waiting list. Current priority list with 24 on list was circulated to all on the steering group prior to the meeting. This has now increased to 26. It was agreed to continue accepting people onto the waiting list beyond the 34 available allotment plots. The GrogRANGeUp was asked to check the accuracy of the list. The list was accepted.

SUB GROUP TO MEET TAYLOR WIMPEY SITE MANAGER: It was agreed that a meeting should be arranged to cover the following:

- a) Request Site Manger to produce a project plan with time scales
- b) Monitor progress on on-site delivery obligations
- c) What is happening with TW waiting list?
- d) Water taps- how many and where? Frost proof. Water meter
- e) Preparation of plots- soil, drainage
- f) Supply of shrubs, trees etc as per plan
- g) Fencing, pathways, security, type of locks
- h) Lighting
- i) Request additional items eg building/ shed

A sub group was formed consisting of Allan Griffiths, Clare Gardner, Martin Wilkinson, Adrian Crowther to meet the site manager, produce minutes of the meeting and report back to the next meeting of the steering group. It was very important to record all commitments given by TW at the meeting.

GOVERNANCE/ MANAGEMENT STRUCTURE: John reported that the planning obligation indicated an offer on the part of Taylor Wimpey to legally transfer the allotment colony to the Parish Council should they wish to accept it. A formal offer has not yet been made so no decision has been made by the Parish Council. However the Parish Council has stated that it will have no role in the running of the allotment plots, that they must be self -managing and self -financing. If this did proceed it is anticipated that the Parish Council would sign a lease in favour of the Allotment Association/ management company running the allotment plots. Each allotment plot holder would then sign a tenancy agreement and pay the annual charge.

It was recognised that there is a lot of preparatory work to be done before we enter into discussions with Taylor Wimpey, the Parish Council. Some of this has been done i.e. looking at other allotments, advice from Allotment Society and looking at other tenancy agreements. Another sub group was agreed to look into these issues and report back to the next meeting. Agreed that the group consists of Cliff Ireland, Roy Miller, Sarah Fowke. Again written minutes were requested.

ANY OTHER BUSINESS: none

DATE OF NEXT MEETING: Wednesday 14th June 2017 at the Village Hall committee room commencing 7.00pm

ENC:

Updated priority list

List of Group Members and phone numbers

Application form