

**Report of the Allotment Sub-Committee Meeting held
at 11:00am on Tuesday 16th September 2025.**

Present: Councillor Dr L Hallan (Chair)
Councillor D Powell
Councillor P Dickson

Apologies: Councillor D Foster

There were no Declarations of Interest received.

1) Report of the last meeting held on 17th July 2025 and to be ratified at the Full Town Council Meeting on 25th September 2025

Committee members were previously circulated with the Report of the last meeting held on the 17th July 2025 and to be ratified at the Full Town Council Meeting on the 25th September 2025. Noted.

2) To discuss the Allotment Site inspection held on 16th September 2025 by Allotment Sub Committee and the Deputy Town Clerk

The Deputy Town Clerk and Allotment Sub Committee inspected the Allotment Site at 11:30am on the 16th September 2025. The Allotment Sub Committee undertook a walk around the allotment and noted no issues, however a thorough inspection will be undertaken on 8th October 2025 where the new plot number posts will be installed and size measurements will be taken of each plot number.

3) To discuss email from Councillor Dr L Hallan dated 4th August 2025 regarding the demolition of allotment boundary wall.

Committee members inspected the boundary wall and established that this was a neighbour dispute and there were no issues or concerns for the allotments.

4) To discuss email from Centregreat Ltd regarding allotment entrance road tarmac work.

Committee members were previously circulated an email re the new tarmac road. Noted.

5) To discuss new Scribe software for maintaining allotment information and accounts etc. Also discuss updated contact form for circulation in January 2026.

Deputy Town Clerk gave a brief overview of how Scribe could help with the administration of the allotments and make it much easier than the system that is currently being used. Committee Members agreed that one system would be much better than the existing three systems at present used.

Recommended: That the pricing of plots for 2027 be determined by Small, Medium, Large and Extra Large plots.

Further

Recommended: Committee members further recommended that a laser measuring device be purchased to measure each plot to determine what plot size category they each fall under once Scribe is implemented.

Further

Recommended: Letter to be included with annual invoices sent in January 2026 stating that due to implementation of a new allotment computer software system, plots will be split into Small, Medium, Large and Extra Large size brackets and rents determined will be based on new sizing categories.

6) To discuss alleged dispute between plot number 66 and plot number 72

Committee Members discussed this potential dispute.

Recommended: That a letter be written to plot holder 66 asking him to put his concerns into writing re potential dispute. On receipt of this, a letter be sent to plot holder 72 to ascertain his version of events. Letters will then be taken to a future Allotment Sub Committee Meeting for final decision to this alleged dispute.

7) To discuss new column taps as per Stronger Communities Grant Funding Award

Committee Members discussed requirements for column taps to be purchased under Stronger Communities Grant.

Recommended: That the Deputy Town Clerk contact local welding companies to obtain quotes for manufacturing 3 water column casings including new external pipework and taps.

Date and time of next meeting

8th October 2025 at 10.00am where a full inspection of the site will be undertaken, numbering of plots will be completed and all plot sizes will be measured and recorded.