

**Report of the Allotment Sub-Committee Meeting held
at 10:00am on Wednesday 8th October 2025.**

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

There were no Apologies.

There were no Declarations of Interest received.

1) Report of the last meeting held on 16th September 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 16th September 2025 and ratified at the Full Town Council Meeting on the 25th September 2025. Noted.

2) To discuss the Allotment Site inspection held on 8th September 2025 by Allotment Sub Committee and the Deputy Town Clerk

The Deputy Town Clerk and Allotment Sub Committee inspected the Allotment Site at 10:00am on the 8th September 2025 . During this inspection each plot was installed with a new numbered post and exact measurements (in square meters) were recorded for each plot.

Recommended: A letter be written to Plot Holder 1 request they remove the broken glass from their plot.

Further

Recommended: A letter be written to Plot Holder 92 request they remove the broken glass from their Greenhouse off their plot.

Further

Recommended: Letters be written to Plot Holders 39, 50 and 102 requesting that they tidy up their plots before winter months.

3) To discuss Agenda Brief re Allotment rates for 2027.

Committee members measured all Allotment plots and discussed how the square meters parameters of each plot would be used to determine the Allotment rates categories for the 2027 rates (i.e. small, medium, large, extra-large plot)

Recommended: That the Deputy Town Clerk record square meter measurements for all plots onto the Scribe Allotment System.

Further

Recommended: That an Agenda Brief be brought to the next Allotment Sub Committee Meeting detailing proposed suggestions for the price per square meter of a small, medium, large and extra-large plots.

4) To discuss letter from Allotment Holder Plot Number 66

Committee members were previously circulated a letter from Allotment Holder of Plot 66. Councillors further discussed this matter.

Recommended: That the Deputy Town Clerk meet informally with Plot Holder 66 to discuss future protocol on the Allotment site.

5) To discuss emails dated 21st, 23rd and 24th September 2025 re Allotment Plot 69

Committee members were previously circulated with emails dated 21st, 23rd and 24th September 2025 re Allotment Plot 69. Cllr Dr Hallan met with an Allotment Tenant to discuss the pieces of blue plastic tarpaulin on plot 69's shed roof that is being dispersed onto other tenants allotment plots.

Recommended: That the tenant of Plot 69 be written and telephoned to request that the shed roof is replaced within the next month (i.e., by the 30th November 2025). If this is not actioned advise a warning letter will be sent.

6) To discuss and inspect Plot 5. Tenant giving up plot but as concerns re the safety of the shed situated on the plot

Committee Members inspected individually Plot 5's shed re potential issues with the roof and discussed if it was safe to give the plot to the next person on the waiting list. It was noted that the existing tenant had vacated the Plot but had been brought to the attention of the Staff his concerns re the shed roof.

Recommended: That the shed roof on Plot 5 is safe and Plot 5 can be allocated to the next person on the waiting list.

Date and time of next meeting

4th November 2025 at 10.00am in the Heritage Centre, Town Hall to discuss Allotment rates for 2027.