



**Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on  
Tuesday 12 March 2019 at 6.00pm at the Hayridge Centre**

**Present:** Councillors: Eileen Andrews, Janet Johns, Iain Emmett, & Lloyd Knight

**Also Present:** Nigel Middlewick (Cullompton Allotment Association) & 2 no. Tiverton Road  
Allotment plot holders (Richard & Deborah Thorne)

**Clerk:** Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received from Cllr. Oxford-Booth (work) & Cllr. Jordann Barge (personal)  
**RESOLVED:** To accept apologies from Cllr. Oxford-Booth (work) & Cllr. Barge (personal)  
**Proposed:** Cllr. Emmett **Seconded:** Cllr. Johns
2. **CHAIRMAN: To elect a Chairman for the meeting.**  
**RESOLVED:** That Cllr. Knight is elected as Chairman for the meeting.  
**Proposed:** Cllr. Andrews **Seconded:** Cllr. Johns
3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
4. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**  
Cllr. Knight (Chair) stated that he was aware that the members of the public present (Mr. Middlewick - Allotment Association representative and Mr & Mrs Thorne -plot holders, non-Association) were intending to talk about the Allotment policy and may have questions but that as the policy was on the Agenda (Item 8) it would be preferable to discuss the matter at this point of the meeting.  
There were no additional questions.
5. **MINUTES:** To approve the Minutes of the previous meeting held on 12 February 2019.  
**RESOLVED:** That the Minutes of the meeting held on 12 February 2019 are approved and accepted as a true record of the meeting.  
**Proposed:** Cllr. Emmett **Seconded:** Cllr. Andrews  
(NB: Cllr. Johns abstained as was not present at the meeting on 12 February 2019)
6. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.**  
Mr. Middlewick mentioned that the Clerk had already answered his question of: Why the hedge line works had not been completed at the front of the Tiverton Road Allotments (Tiverton Road side)? – This was due to a parked car impeding work by the contractors. The Clerk explained that this was indeed the case and that in order to carry

out the remaining works (of bringing the tree (height) levels down to the height of the hedge) the contractor was now having to obtain a second Highways order but that as yet, no order had been granted (to the Councils' knowledge). Clerk will contact the Contractor for an update.

**7. REPORT: To receive update with regard to an allotment shed and provision of a skip.**

Clerk advised the Committee that a skip had been placed on the edge of the Upcott Recreation Field and that the Maintenance staff had worked hard, as a team, to remove the dismantled shed and ex-shed contents from plot 16A. The plot holder (Mrs. Thorne) expressed her gratitude to the Council for arranging for this work to be carried out and informed members that she was very grateful (as this had enabled her to dig out 2 no. bays within her plot already). Mrs Thorne further stated that she would be more than happy to (now) pay this year's Allotment fees which had been waived due to the condition of the plot, as she was so appreciative of what the Council had done and for what she considered a 'good job'. The Committee thanked Mrs. Thorne for this offer and (said) payment was passed to the Clerk.

**8. ALLOTMENT POLICY: To receive and to approve the new Allotment Policy.**

The Clerk explained that the draft Allotment Policy had been added to the Agenda as:

- although the policy had been 'drawn up' quite a while ago, it had not been approved;
- various revisions have been added subsequent to the Committee viewing the policy;
- the policy covers all 3 no. of the Councils' Allotment sites (one of which is a charity and run by the Council as the sole trustee);
- it would be beneficial to review the policy now (with input from plot holders) so that it covers every aspect of running the individual sites (as they are not all similar e.g. Tiverton Road has a water supply and also an Allotment Association)

The Clerk informed the Committee that the policy had been sent out to the Allotment Association (to circulate to their members) and to each individual (non-Association) plot holder, as it was felt extremely important to receive comments and feedback from those individuals with plots who would be directly affected by the policy. The Committee agreed that this would be helpful and discussion ensued in relation to the allotments and the policy document.

Cllr. Andrews highlighted her view that it should be reinforced within any policy, that the Tiverton Road Allotment site was 'gifted' – a legacy from the family of A. Burrows and that this allotment site is run as a charity, with the Council as sole trustee. Cllr. Andrews added that these facts should be included in any policy for the Tiverton Road site.

Detailed discussion continued. The Chair expressed the view that as the Clerk had received quite detailed comments on the draft policy (from both the Allotment Association and from Mr. & Mrs. Thorne) that due to time constraints, rather than go through each point on an individual basis, that these comments could be assessed and incorporated into a policy by the Clerk and then the policy brought back to the Committee for approval. There was further discussion on the arrangements for the individual Allotment sites and the question was raised as to whether one policy was the 'right way to go'. It was agreed that as the Tiverton Road site was the gift of A. Burrows

and run as a charity (with the Council as sole trustee) that there should be a separate policy for this site.

**RESOLVED:** The Committee would like two separate policies for the Councils' Allotment sites:

1. Tiverton Road Allotment site (Gift of A. Burrows - Charity);
2. Hayman's Close & Top Field Allotment sites \*
  - any additional sites which the Council subsequently acquires should be incorporated into the second policy \* (unless set up as a charity)

**Proposed:** Cllr. Emmett    **Seconded:** Cllr. Johns

**RESOLVED:** That the Clerk liaises with both the Cullompton Allotment Association and non-Allotment Association member plot holders to draft two Allotment policies:

1. Tiverton Road Allotment site (Gift of A. Burrows Committee)
  2. Hayman's Close & Top Field Allotment sites (Community Wellbeing Committee)
- and supply these policies to the relevant Committees for review and approval.

**Proposed:** Cllr. Andrews    **Seconded:** Cllr. Knight

9.    **DATE & TIME OF NEXT MEETING:** Tuesday 9 April 2019 at 6:00pm at the Hayridge Centre.

*With no further business, the Chair thanked attendees and closed the meeting at 6:47pm*

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It is certified these Minutes are a true and accurate record of the meeting:

Signed: .....

Name: .....

Date: ...../...../.....