



**A meeting of the Allotments Subcommittee was held on**

**Tuesday 30 November 2021 at 7.00pm at the Kennington United Church**

- 1/21A To note those present, and list apologies for absence.**  
**Members:** Cllr Chris Morley (Chair), Ms Penny Fox (Bybrook site representative and Chair of Ashford Allotments Society) and Mr Greg White (Burton Farm site representative).  
**Also present:** The Clerk and the Allotments Officer  
**Apologies:** Cllr Simon South
- 2/21A To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**  
Ms Fox and Mr White declared Other Significant Interests as tenants of allotments at Bybrook and Burton Farm respectively
- 3/21A Welcome and Introductions.**  
The Allotments Officer welcomed everyone and made introductions
- 4/21A To elect a Chair of the Allotments Subcommittee.**  
Cllr Morley was unanimously elected Chair
- 5/21A To note the structure of the Council, Committees and Subcommittees.**  
The Chair explained the structure of the Council, its committees and subcommittees, and ad hoc project panels.  
And noted by all that the subcommittee has the role of advising the Environment & Open Spaces committee of which it is a subcommittee
- 6/21A To note the role of Allotments Officer/Assistant Clerk.**  
The role of the Allotments Officer/Assistant Clerk was explained and noted by all. It was reported that Council has approved a quotation for new signs at both allotment gardens.  
**Action:** The Allotments Officer was asked to circulate to the member of the subcommittee the two quotations he has received for the maintenance of hedges and paths.
- 7/21A To note the Allotments Subcommittee's Terms of Reference.**  
The Terms of Reference (having been circulated to the members) were noted.
- 8/21A To receive an update on the transfer of the allotment gardens from Ashford Borough Council.**  
The Allotments Manager reported that it was still hoped to complete the site transfers on 31 December 2021 but he was very much in the hands of Ashford Borough Council's legal department.
- 9/21A To discuss and draw up a list of potential improvement projects that may qualify for existing s106 funding and to make recommendations to Council.**  
**Action:** The two Site Representatives Ms Fox and Mr White will confer with their respective allotment holders and report back to the Allotments Manager.



- 10/21A To discuss future provision of Allotments (Small Holdings and Allotments Act 1908 s.23).**  
The Chair explained that under the Act six or more registered electors or rate payers can request the provision of additional allotments in which case the Council has to take reasonable steps to secure the same.
- 11/21A To consider the Council's Policy for Appointment of a Non-Councillor with particular regard to the Sub-Committee's Terms of Reference.**  
The requirement for lay members of subcommittees to meet the qualification requirements of the Council's Policy for Appointment of a Non-Councillor was discussed and no issues arose.
- 12/21A Action log: Subcommittee to review action log, to discuss developments for items to then to be considered for motion for the next or future meeting or to note and be recorded as complete.**  
This being the first meeting of the subcommittee there was as yet no action log.  
**Action:** Allotments Officer to create an action log
- 13/21A Public Open Session for members of the public who may make representations, answer questions and give evidence regarding items on the agenda or to suggest issues for discussion at a future meeting. (This item will last no more than 15 minutes).**  
No members of the public were in attendance
- 14/21A To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.**  
No members of the public were in attendance
- 15/21A Items for inclusion on forthcoming agenda.**  
Reports from the two Site Representative should be a standing item on future agenda.  
**Action:** Allotments Officer to add to next and future agenda/s.
- 16/21A Date of next meeting and future meetings. To consider and agree the frequency time and location of meetings.**  
At this stage it was agreed that the Allotments Officer would arrange the next meeting (probably in February) after Ashford Allotments Society has agreed its future structure.  
Agreed that 7:00 pm was a suitable meeting time.  
**Action:** Allotments Officer to arrange meeting once Ashford Allotments Society meeting date known
- 17/21A Close of meeting.**  
The meeting was closed at 8:00 pm.