

# Cottingham Parish Council



## **ALLOTMENTS COMMITTEE MEETING** **HELD AT THE NORGATE ALLOTMENT SITE** **ON TUESDAY 2 SEPTEMBER 2025 AT 9.30AM** **MINUTES**

PRESENT: Cllrs: Casson and Marten  
 Allotments Association Representatives: R Bromley, K Fenteman-Coates,  
 P Fulleylove  
 Clerk: J Price  
 Two members of the public

### 740 ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2025-26

740.1 It was proposed by Councillor Casson and seconded by Councillor Marten that Councillor Marten be elected as Chair for the 2025-26 Municipal Year.

**Resolved: that Councillor Marten be elected as Chair of the Allotments Committee for the 2025 -26 Municipal Year.**

### 741 DECLARATIONS OF PECUNIARY, PREJUDICIAL AND NON-PECUNIARY INTEREST

741.1 To record declarations of interest by any member of Council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.

741.2 To note dispensations given to any member of the Council in respect of the agenda items listed below.

No declarations were made and no dispensations requested.

### 742 TO RECEIVE APOLOGIES

742.1 Apologies had been received from Councillor Ward

**Resolved: that apologies be noted.**

### 743 TO APPOINT A DEPUTY CHAIR FOR THE 2025-26 MUNICIPAL YEAR

743.1 It was proposed by Councillor Marten and seconded by Councillor Casson that Councillor Casson be appointed as Deputy Chair of the Allotments Committee for the 2025-26 Municipal Year.

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*Chairman: Councillor Kevin Casson Tel: 01482 847674 Clerks: N Pape/J Price*

**Resolved: that Councillor Casson be appointed as Deputy Chair for the 2025-26 Municipal Year.**

### **Administration**

#### **744 TO RECEIVE UPDATE ON THE ALLOTMENTS BUDGET**

744.1 The Clerk reported the allotments budget for the 2025-26 financial year was £2000, expenditure so far being £350.00. This balance did not include skip hire, tree works and hedge cutting all of which were in progress.

**Resolved: that the report be noted.**

#### **745 TO RECEIVE AN UPDATE ON THE WAITING LIST**

745.1 The Clerk advised that the waiting list stood at 34, noting that there had been a considerable turnover in the last 18 months and waiting times were now 12 -18 months.

**Resolved: that the report be noted**

#### **746 TO REVIEW ARRANGEMENTS FOR PLOT INSPECTIONS**

746.1 The CNAA had proposed amendments to the scoring matrix to redefine 5 as adequate rather than good. The Committee discussed proposals to allocate a mentor to new plot holders and to develop a welcome pack including helpful information.

747.1 The Committee had reviewed a range of allotments prior to the meeting and had discussed the scoring rationale and notional scores for specific plots. Two plots were identified as being in breach of the tenancy agreement and had not improved despite several warnings.

**Resolved:**

- i. **that the proposed revised scoring matrix be adopted**
- ii. **that the CNAA provide a mentor to new ploholders and develop a welcome pack, and**
- iii. **that the Parish Council gives notice to the two plots in breach of their tenancy agreement.**

#### **747 TO DISCUSS HEDGE CUTTING**

747.1 The Clerk reported that arrangements were being made to arrange access for the annual hedge trim. Dates would be confirmed once finalised.

#### **748 TO CONSIDER USE OF RETAINED DEPOSITS**

748.1 The Committee discussed using retained deposits to purchase heavy duty weed suppressant that could be made available to plot holders to borrow.

**Resolved: that retained deposits be used to purchase a roll of 2m x 50m heavy duty woven weed suppressant as a trial**

#### **749 TO CONSIDER 2026 ALLOTMENT FEE**

749.1 The CNAA suggested an increase to the fee of £3 to bring it to £48, in line with previous agreement about increases The CNAA fee would remain at £6

**Resolved:**

- i. **that it be recommended to the Finance Committee that the Allotment Fee be increased to £48 for 2026.**
- ii. **That the CNAA produce their annual newsletter by 31 October 2025 for inclusion in the rent letters.**

There being no other business the Chairman closed the meeting at 10:45

Signed .....

Chairman of the Parish Council