

Minutes of ALLOTMENT COMMITTEE Meeting of 14th April 2026 at 7.00pm at Euxton Allotment Site Office

Councillors present: Cllr E Jones (Chair)
Cllr D Rigg (Vice Chair)
Cllr K Reed
Cllr G Vickers
Cllr P Fellows

Officers present: A Mayoh L Hardman

Members of the public: 0

1. Apologies – Cllr P Morton (not in attendance)

2. Minutes of meeting held Tuesday 10th February 2026

Resolved: Minutes of the Allotment Committee held on 10th February 2026 were agreed to be an accurate record and signed by the Chairman.

3 Public participation

No members of the public present.

4. Agreement and Licence documents update

The Deputy Clerk reported that the Licence Agreement document has been amended and circulated to all plot holders for their information. The Policy document is due to be amended in October 2026 as it will be 24 months since the last amendment (Minutes 12/09/2024)

Resolved: Cllr Jones noted the amendments and circulation of the Agreement Document to all Plot Holders for their information and confirmed that any required amendments to the Policy Document will be made in October 2026.

5. Vermin information sheet circulation

The Deputy Clerk advised that the information sheet regarding vermin on the allotment site / plots has been circulated to all plot holders for their assistance.

Resolved: Cllr Jones noted the circulation of the vermin information sheet to all plot holders.

6. Criteria and judging for Best Plot Competition 2026

The committee members discussed the judging criteria from 2025 and made amendments to the scoring system and suggested an 'opt out' option. The judges were selected from the committee members and the judging date confirmed as 15/07/2026.

Resolved: Cllr Jones will amend the judging criteria document which can then be circulated by the Deputy Clerk for the information of all plot holders. Anyone who does not wish their plot to be in the competition can opt out by notifying the Deputy Clerk by email.

7. Site reports and considerations

The Allotment Officer reported that two plot holders have given notice to vacate but the plots have not been fully cleared and are not suitable for viewings. Cllr Jones approved the hire of a skip for clearance of the plots next week. The

committee discussed the options for reimbursement of the cost from outgoing plot holders. The Allotment Officer also reported that the surfacing of the paths may need attention before the end of the summer period.

Resolved: Cllr Jones requested an Agenda point be made for the next meeting detailing further amendments to the Licence Agreement document in relation to charges for the clearance of plots by outgoing plot holders and approved the hire of a skip. The Deputy Clerk will arrange delivery of a skip to the allotment site for clearance of the plots by the Allotment Officer. Surfacing of the paths to be monitored.

8. Update re Going Digital for the Allotment Committee

Committee members discussed the use and accessibility of digital documents at this meeting. Cllr Jones requested that the item be placed on the Agenda for evaluation at the next meeting.

Resolved: Cllr Jones requested the item be detailed in the next Agenda to evaluate the use of digital documents at this meeting.

9. NWIB/IYN 2026 competition entry and theme update

The Deputy Clerk reported that the entry for 2026 has been submitted and accepted, the judging date will be between June and August 2026 but confirmation will be provided closer to the time. The RHS have introduced a theme for this years competition of 'Bringing Nature Home' which relates to increasing biodiversity, looking at good practice, examples of what community garden groups are and carrying out case studies. Councillors discussed options for improvements to the allotment site entrance and car park area prior to the judging.

Resolved: Cllr Jones requested that prices be obtained for plants and containers for the car park area. Cllr Vickers will carry out research re options for coverage of the new container of site. The Deputy Clerk will circulate details of the RHS theme to all plot holders who may wish to focus on it over the next few months.

10. Any other business or information

Committee further discussed options re plot clearances.

Resolved: Cllr Jones advised that the matter will be discussed at the next meeting as detailed at point 7.

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

11. Plot Reports and Considerations

12. Date of Next Meeting

The next meeting of the Allotment Committee will be 16th June 2026

Meeting concluded at 2015 hours.