

**Minutes of the Allotment Site Secretaries Meeting
Thursday 23rd February 2012 at 6pm
Committee Room 1, Town Hall**

<u>ITEM</u>	<u>Present:</u> <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> (Bembrook) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> –(Bos Field) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Bos Field) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Pauls Field) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Collier Road) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Lower Torfield) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Lower Torfield) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Choice) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Choice) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Fernbank) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Lower Cornwallis) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Downs Road) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (Vale Road) Cllr T Webb – (HBC) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> (HBC) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (HBC) <div style="background-color: black; width: 100px; height: 100px; display: inline-block; vertical-align: top;"></div> – (HBC)
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	<p>█ said that there should be an Arbitration clause put into the rules. █ suggested that we put this in at review stage but will check with our Legal department.</p> <p>All the responses will be collated and put on the website.</p> <p>█ advised that there will be a review of the rents this year and suggested having a working group set up as we did with the Rules to discuss the rent increase. █ will email Site Secretaries with regard to setting up a Forum meeting.</p> <p>█ advised that a letter will be sent out by recorded delivery before the 6th April 2012 to all ploholders explaining the changes and giving them Notice to terminate their existing tenancy. Attached with the letter will be the new Tenancy Agreement and the Rules. There will be a deadline date for the return of the signed agreements with follow up reminders for non return of Agreements.</p>	<p>█</p> <p>█</p> <p>█</p>
<p>5.0</p>	<p>Allotment Site Secretaries Roles (Draft)</p> <p>This was distributed to all Site Secretaries. █ asked that these are taken away for more thought and any responses would be collated.</p>	<p>Site Secretaries</p>
<p>6.0</p>	<p>Tenancy Situation Table</p> <p>█ said this was self-explanatory. Currently 90 people waiting.</p> <p>█ said that ploholders should only be given one plot. He is aware that there are tenants at Lower Cornwallis being given another. █ advised that there is nobody on the her waiting list requesting a second plot at Lower Cornwallis, however, as the number has been reduced and if there are plots to offer then if tenants want a second plot, it will be considered. This is discretional.</p>	
<p>7.0</p>	<p>Any Other Business</p> <p>█ – There was a lot of green rubbish left at Pauls Field, too much to take away. Burning it would be an option.</p> <p>█ – Rubbish at the bottom of the site (Lower Cornwallis). Will arrange with Quadron to remove the rubbish.</p>	<p>█</p>

	<p>█ – would like a bit more notice for rubbish collection. █ said he wrote to those from various sites with particular requests to have rubbish removed. This was completed at a cost of £428 and appreciates that not enough notice was given.</p>	
8.0	<p>Date of next Meeting The date for the next Site Secretaries meeting will be held in Committee Room 1, Town Hall on Thursday 9th August 2012 at 6pm</p>	