

Quarterly Allotment Report – (July/ Aug/ Sept 2024)

The last monthly Allotment Report was presented to the 25th of July 2024 Full Council Meeting.

Actions from last report

- **Site Risk Assessments** were carried out at the Gypsy Lane Site on the 27th of August 2024 and the Merevale Site on the 29th of August 2024. The next review is due Spring 2025.
- **Individual plot cultivation inspections** were carried out at the Gypsy Lane Site on the 27th August 2024 and the Merevale Site on the 29th August 2024. Seven phone calls were made to tenants and a total of 16 cultivation warning notice letters were issued.
- **Allotment Judging** took place on the 30th of July 2024 with recommendations approved at the September Full Council meeting. Awards to be presented at the October 16th 2024 Full Council meeting.
- **Grass Cutting:** Last of 4 grass cuts at Merevale and 3 at Gypsy Lane are due for completion by mid-October.
- **Japanese Knotweed** – the order for this work has been placed with HRJ Gould Ltd.

Updates since the last report

Merevale Site:

- **Vacant Plots 4 in total** – because of follow up late summer site inspections vacant plots were identified and are due to be offered to the waiting list.
- **Waiting List** – this is now 31 in parish.
- **Locking Gates** – this continues to be a regular problem with many tenants allegedly leaving the main gate open or unlocked which is a breach of the tenancy agreement.
- **DEFRA** A site notice was put up on the entrance gates / noticeboard advising tenant who have up to 50 poultry of the new legal requirement to complete a Kept Bird Registration Form.

Gypsy Lane Site:

- **Vacant plots 3 in total** – because of late summer site inspections vacant plots were identified and are due to be offered to the waiting list.
- **Waiting List** - It is now 15 in parish.
- **DEFRA** A site notice was put up on the entrance gates / noticeboard advising tenant who have up to 50 poultry of the new legal requirement to complete a Kept Bird Registration Form.

Ongoing tasks for the next quarter at both sites:

- Liaise with Allotment Working Group to Review the Allotment Tenancy agreement – this was last reviewed in full on the 21st July 2021.
- Liaise with Allotment Working Group to Review Allotment Codes of Conduct – this was last reviewed in full on 22nd July 2022.
- Liaise with the Allotment Working Group regarding Rent Review ready for budget setting. Rents to be applied 1ST March 2025 onwards. One month's written notice required for tenants.
- Complete collection of September 2024 Rents.
- Continue to let plots that become vacant for whatever reason. To date there are 7 vacant plots over both sites.

This report was prepared by the Deputy Town Clerk – 11.10.24