



EGGLESCLIFFE & EAGLESCLIFFE COUNCIL

MINUTES FROM A MEETING OF THE ALLOTMENT MANAGEMENT COMMITTEE, COMMENCING AT 7.00pm ON TUESDAY 1st July 2025 IN THE COUNCIL OFFICE

PRESENT: Cllr R Richardson
L McKenzie & P Savage – Eliffs Mill site tenant representative
R Scaife & J Horney - Egglecliffe Village site tenant representative
N Ironside - Clerk to the Council

APOLOGIES: Cllrs A Marsden & M de Launay

MINUTE:

19/25 MINUTES FROM 27th MAY 2025

Approved and signed.

20/25 MATTERS ARISING

None

21/25 EGGLESCLIFFE VILLAGE SITE

a) General Update

Last inspection 3rd June whilst Clerk on leave, no major issues, some monitoring needed, inspection sheet updated and circulated before 1st July inspection and meeting. Two tenancy termination notices received, generally the site is cared for. Inspection 1st July identified one plot needing further letter, who had indicated may give up plot.

14x currently on the waiting list.

b) Any Other Site Business

The plot numbering blocks need a coat of white paint and the black numbering redoing.

See 26/25 below re: splitting a current half plot and a request to share.

2025 Best kept allotment – LM and PS to arrange a time and date to judge EV.

22/25 ELIFF'S MILL SITE

a) General Update

Last inspection 3rd June whilst Clerk on leave. 14 plots requiring various actions from monitoring to further action. Clerk rung all of the identified plot holders in June, 2 tenancy terminations and two tenancy termination notices for autumn received. Inspection sheet for updated and circulated before inspection. 1st July inspection identified 6 plots need further action either phone calls or 2nd mgt letters.

Cllr Richardson has the 'close the gate' laminated sign and is cutting a piece of board to mount it on the gate. Need replacement A3 laminated sign for the turning circle near plot 23.

Clerk has again asked the grounds work company based near the office to meet on site and advise on the internal road surfacing and best way to deal with runoff of water.

To chalk mark up the plots at EM for the competition judging.

b) Any Other Site Business

Community payback works see 27/25 below.

2025 Best kept allotment - RS and JH to judge the EM site 2nd July, padlock key given to RS.

Discussion on the general condition of some plots, it appears that problems are mainly with elderly tenants, some of whom have given notice, and newer tenants who may have under estimated commitment to a new plot or simply have not got the time due to commitments. LMc confirmed that the Eliffs Mill new tenants were now on the voluntary whatsapp group and that they could approach her or PS for advice. Suggested that when the plot offers go out that a rep or Cllr meet them on site first to explain what help may be available before accepting the allotment offer. Cllr Richardson had identified a link to the Nation Allotment website suggesting 4 to 5 hours a week is usual to manage an allotment.

23/25 ALLOTMENT TENANCY AGREEMENT & RULES REVIEW

The A4 draft circulated in May was approved by the Council 19th June, following advice from the Northern Allotment Association who explained as Rule 4 in the current agreement reserves the right to amend the rules as necessary, means that only new tenants need to sign the new agreement. He did suggest to summarise the changes in a separate page with the rent letter for tenants to print/save with their original agreement. The new agreement to be sent electronically or hard copy posted with the rent letters mid August. The committee looked at the agreement to ensure everything had been covered, the new rule about children to site has been reworded slightly and the co-worker option has been added to rule 1.5. Also added to the statement of notifying of extenuating circumstances being unable to get to site was the statement to include long holidays. This further draft will need mentioning at 10th July meeting within the committee report back so the amendments have been agreed at full council.

24/25 SITE SECURITY & ELIFFS MILL GATES /PARKING

PS still feels that the 2 bollards previously discussed for removal should be taken out for safety reasons as cars are still not recognising the turn into the Eliffs Mill site and speeding up whilst allotment holders are turning into site. Clerk to approach SBC and ask about getting these removed properly with them being in highway verge. LS mentioned the entrance gate post on the right hand side needs attention.

25/2 ALLOTMENT BUDGET AND RENT REVIEW

The proposed rent increase September 2026 to £20 for a half plot/£40 for a full plot has been discussed and agreed by full Council 19th June. The committee felt it best to keep separate from the rent letter 2025 to save confusion. The previous rent increase was advertised the November before on the allotment notice boards. It was suggested to place this in October and an article put in the Autumn council newsletter. (Previous poster 2021 updated and attached)

Budget – the Clerk provided a report for the first quarter spend and the budget position including a full description of spend.

	Rents etc.	Bonds
Reserves @ 31.3.25	£10,044.74	£5,470.00
Income	£40.00	£320.00
Payments	-£384.78	-£80.00
Reserves @ 30.6.25	<u>£9,699.96</u>	<u>£5,710.00</u>

26/25 REQUESTS TO HALF/SHARE PLOTS

There had been a request at Eggescliffe Village site to split the current plot due to ability to maintain a length of a half plot, the other similar query in 2024 has since acquired help on their plot. The Clerk had asked another plot holder about sharing this one but no response. RS explained the plots are already halved lengthways to make slimmer plots and that it could potentially cause problems with management/plot numbering and establishing who has possession of sheds/greenhouses which are deliberately situated at the back of plots. It was suggested if this tenant would like a half plot at Eliffs mill as they are square and slightly smaller, the Eliffs Mill reps explained that the plots at EM should remain as full or half given their size and the site only had sufficient parking for the current 80+ plots. f **This will need approving by full council before confirming with the requesting tenant.**

27/25 COMMUNITY PAYBACK WORKS

Due on site July, Clerk asked for clearer dates and will chase again. Clerk asked about the gate painting green or black. Suggested keeping green. However PS suggested priority be given to the plot and land works first given the growing season and including the clearance of the original parking area to reduce the amount of cars on the grassed areas.

28/25 ANY OTHER ALLOTMENT BUSINESS

PS suggested a comments/suggestions box on site near the notice board for tenants to use to contact the Allotment Mgt Committee – to discuss.
LMc – the beekeeper is due to relocate the last of his hives from the orchard area, and what is going to happen to the plot which is situated in the orchard area. Same as plot 66 vacated 2023 – to discuss.

Next Inspections – Tues 29th July 2025 1pm at EM then EV.
 Tues 26th August 1pm at EM then EV
 Tues 23rd September 1pm at EM then EV
 Tues 21st October 1pm at EM then EV

Next Committee meeting - Monday 29th September 7pm.

To be presented to council date: 10th July 2025
Meeting closed 8.55 pm.

Signed R. J. Hall Committee Chairman

Date 29/9/25

