

MINUTES OF THE ALLOTMENT SUB-COMMITTEE

Meeting held on **Tuesday 28 February 2017** at **7.00pm** at the Parish Office

Present: Councillors Fitzwilliams, Ms Gierth and Ms Thorin

In attendance: Jason Mawer, Parish Clerk

ES13. Apologies for Absence

There were no apologies

ES14. Declarations of Interest

No declarations of interest were made or dispensations requested.

ES15. Minutes of the last meeting

The minutes of the meeting of 29 November 2016 were approved by members.

ES16. To Receive Updates on Progress

Site Licence

The Clerk advised members that the licence was being finalised and all the remaining points were being worked through. It was agreed that letters would be sent to neighbouring properties. The licence should be concluded by the end of the week with signing taking place shortly after.

The Clerk was asked to write to the residents of The Splash and to Warfield CofE School.

Commencement of works

It was agreed that subject to final confirmation, Smallwoods should be advised that work could begin on site on Monday 13 March, initially to clear the site and fence it. The Clerk was asked to write to Smallwoods confirming the arrangements.

Applicants

The Clerk updated members on the checks taking place on the application list. The applicant list would be checked and residency within the parish confirmed. 50% of records had been checked to date.

It was agreed that by April, all applicants would be contacted by letter to confirm their details and that they wished to remain on the list. This exercise would coincide with the delivery of The Wren.

Timeline

Members discussed the key dates that needed to be identified. By setting a target date for the first lettings of 1st September, it was agreed that a meeting with new applicants would be needed in the first week of July.

The Clerk would draw up a timeline for discussion at the next meeting.

ES17. Date of next meeting

The date of the next meeting was agreed as Tuesday 2 May 2017 at 7.00pm.

ES18. Closure of the meeting

The meeting closed at 7.40pm.