

**MINUTES of the ALLOTMENTS SUB-COMMITTEE OF THE  
LEISURE & ENVIRONMENT COMMITTEE**  
held at the Connect Building, Oak Street, Fakenham

**TUESDAY 8<sup>th</sup> APRIL 2025 at 2:30PM**

Tenant Representatives: Mr N Combrink and Mr J Stirland

Council Representatives: Cllr M Dutton (Chair), Cllr A Glynn and Cllr V Joslin

Deputy Clerk & RFO: K Lindsay

Administrative Assistant: B Combrink

<b>27</b>	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 7<sup>th</sup> January 2025 were on the proposition of Cllr Joslin, seconded by Cllr Glynn, agreed, and signed by the Chair.</p>
<b>28</b>	<p><b>APOLOGIES</b></p> <p>Mr S Tomlinson</p>
<b>29</b>	<p><b>MATTERS ARISING FROM THE MINUTES:</b></p> <p>a) <b>Minute 10 (29, 21,11 4,54)</b> Numbering of plots  <b>Decision:</b> To recommend to Leisure &amp; Environment Committee to proceed with the numbering of plots at Greenway Lane allotment site, to be co-ordinated by the office in consultation with Mr N Combrink (Tenant Representative), to the initial cost of £1,000.  <b>Action:</b> The office to order 151 numbers as per the list provided by Mr N Combrink.  Mr N Combrink to source timber slices.  Suitable posts to be sourced.</p> <p>b) <b>Minute 11</b> – Grove Lane hedge and gate – To cut the hedge sides and fix gate  Hedge sides cut, awaiting fix on gate.  Hedges have been cut by groundsmen, with height reduced by contractors. A temporary gate fix is in place, and a permanent repair has been prioritised.</p> <p>c) <b>Minute 12</b> – To Discuss Allotment Competition – clerk to liaise with J Stirland  Mr J Stirland / the Garden Club are in contact with the office regarding their activities.</p> <p>d) <b>Minute 22</b> - To discuss the Tenant rep vacancy for Grove Lane  Advertising is on-going.</p> <p>e) <b>Minute 24</b> - To consider actions to combat endemic weeds e.g. mare's tail, brambles, on an annual basis, between November and march  The current trial and next steps were reviewed. It was noted that Council intervention has limited impact without continued plot holder maintenance.  <b>Decision:</b> Extend the existing GWL allotment trial for three months and monitor progress.  <b>Action:</b> Identify a plot for a separate trial to test grass growth as a method to suppress weeds.</p>
<b>30</b>	<p><b>TO DISCUSS ANY CURRENT PROBLEMS RELATING TO THE ALLOTMENT SITES:</b></p> <p>a) Greenway Lane  i. Mr N Combrink raised the issue of a polytunnel being erected.  The Deputy Clerk advised this will be looked at in the structure audit – see Minute 31.  ii. Mr N Combrink reported the water pressure is low in the middle between the two taps.  Cllr Joslin advised this is a long-standing issue.  <b>Action:</b> Groundsmen to investigate water pressure issue.</p>

	<p>b) Rudham Stile Lane – no representative present</p> <p>c) Grove Lane – no representative present</p> <p>d) Fires &amp; Hoses</p> <p>The office has received several complaints from neighbouring households regarding open bonfires on allotment plots, some of which were reportedly close to boundary hedges, posing a safety risk. Open fires are prohibited; only incinerators with lids are permitted. Allotment holders are reminded of this via notices at each site entrance and with their annual rent notice.</p> <p>Hose use is permitted under limited circumstances, plot holders should refer to the notices at each entrance site and with their annual rent notice or the Allotment Rules and Regulations.</p>
31	<p><b>TO RECEIVE NOTIFICATION OF A PADLOCK AND STRUCTURE AUDIT</b></p> <p>The office is conducting an audit and requesting keys or codes for any padlocks securing fully enclosed plots. These will be kept securely for office use only, as access is required under the Allotment Rules and Regulations. A structure audit will also be carried out to confirm all sheds, greenhouses, and similar structures have written permission on record. All plot holders will be expected to comply with these requirements going forward.</p>
32	<p><b>TO NOTE SEASONAL INCREASE IN INSPECTIONS AND NECESSARY FOLLOW UPS</b></p> <p>The office will be conducting monthly allotment inspections during the growing season, following up any issues in writing, as necessary.</p>
33	<p><b>TO NOTE TOWN COUNCIL REGISTRATION WITH THE NATIONAL ALLOTMENT SOCIETY</b></p> <p>It was noted this is Local Authority membership and therefore of limited value to plot holders. Material on the National Allotment Society, if available, to be included in annual rent notifications, to inform plot holders of their options for membership.</p>
34	<p><b>TO RECEIVE NOTIFICATION OF THE PROMOTION OF APRIL NATIONAL GARDENING MONTH</b></p> <p>Noted. To include a video on Facebook, posters in prominent positions around the town, allotment site gates, and the Council website.</p>
35	<p><b>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</b></p> <p>8<sup>th</sup> July 2025 at 2:30pm</p>
	<p>There being no further business the meeting closed at 3:20 pm</p> <p>Confirmed this                      day of    2025</p> <p style="text-align: right;"><b>CHAIRMAN</b></p>