



Fleetwood Town Council

Onward to a Better Future

Allotment Committee Meeting

Tuesday 21st April 2026 at 6pm

****Change of Location: Rossall Room, North Euston Hotel****

Robbie Raynor (Chairman) – Signature:

MINUTES

071	<p>Opening of the meeting – <i>Chairman</i>.</p> <p>The Chairman welcomed all to the meeting.</p> <p>Present: Chair Cllr R. Raynor, Vice Chair Cllr H Swatton, Assistant Clerk R. Hove, Estates Supervisor D. Munro.</p> <p>Plot holders and buddies: PS, LS, CO, SJ, AH, CV, PG, LI, WT and JG</p>
072	<p>To receive and record apologies – <i>Chairman</i>.</p> <p>Not present and no apologies received from: Cllr M Belshaw and Cllr A. Jones</p>
073	<p>To review and approve the minutes from the previous meeting, held 20th March 2026 – <i>Chairman</i>.</p> <p>RR Approved</p> <p>HS Proposed</p> <p>Seconded by CO</p>
074	<p>To record Disclosable Pecuniary Interests from members (including their spouses, civil partners or partners) in any item to be discussed. Committee members MUST NOT make representations or vote on the matter therein – <i>Chairman</i>.</p> <p>No one indicated</p>



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075	<p>To record Other (Personal or Prejudicial) interests from members in any item to be discussed. Committee members should state if they need to bar themselves from discussion and voting on any related matters – <i>Chairman</i>.</p> <p>No one indicated</p>
076	<p>Introduce Dennis Ashley, Regional Representative from National Allotment Society – <i>RH(AC)</i>.</p> <p>Dennis Ashley did not attend the meeting.</p>
077	<p>Tenancy agreement and policies to be handed out/emailed – <i>RH(AC)</i></p> <p>Tenancy agreement packs were handed out to tenants present and asked to contact Council to arrange appointment within 2 weeks to sign new agreement paperwork. They were also emailed new policies for their information only. Tenants not in attendance received their packs by post (delivered by D. Munro)</p>
078	<p>Update on vacant plots/waiting list – <i>RH(AC)</i></p> <p><i>RH(AC)</i> informed tenants three plots had been offered and two still to be viewed.</p> <p>Plot 6A – tenant signed agreement and paid rent.</p> <p>Plot 10 – applicant received agreement pack, due to sign.</p> <p>Plot 11 – applicant received agreement, due to be signed.</p> <p>Plot 7B and 20 – due to be viewed on 24/04/26 and 28/04/26.</p> <p>Action <i>RH(AC)</i> and <i>DM</i> – to continue with appointment viewings.</p>
079	<p>Update Defibrillator – <i>RH(AC)/WT</i></p> <p><i>WT</i> provided no update yet, but <i>RH(AC)</i> informed <i>WT</i> and tenants of possibility of applying for funding through Grant Aid.</p>
080	<p>Update regarding soil testing quote from Soil Ex – <i>RR</i></p> <p><i>RR</i> is still waiting for response from Soil Ex, so no update was provided yet.</p> <p>Action: <i>RR</i> to provide update at next meeting.</p>



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081	<p>To discuss setting meeting dates for the rest of the year – <i>RH(AC)</i>.</p> <p>All agreed to set meeting dates third week of every month for the rest of the year and to set dates for 2027 in Novembers meeting.</p> <p><i>Action RH(AC): To set up meeting dates and add them to FTC website.</i></p>
082	<p>To discuss update regarding Committee policy – <i>RH</i></p> <p>RH(AC) gave overview of the new Allotment Committee policy and informed tenants the policy was on the Agenda for Full Council Meeting on 28/04/26 to be approved.</p>
084	<p>General points for discussion – <i>Chairman / All</i>.</p> <ul style="list-style-type: none">• Tree update – RH(AC) updated tenants that work on the trees had begun and the contractors would be working on site for approximately 2 weeks, weather dependent.• Additional information from Cllr H. Swatton regarding Fleetwood Museum – HS informed the tenants that the Museum is asking for volunteers to help with the courtyard at the back of the Museum and if anyone wanted to volunteer to pass details on to HS.
085	<p>To set a date and time for the next meeting – <i>Chair / All</i>.</p> <p>Next meeting: Tuesday 19th May 6pm at Rossall Room, North Euston Hotel</p>

APPENDIX A

Standing Guidance for Committee Business

1. All decisions resulting in actions to be taken by council staff or individual members to be made from an agenda item, approved by majority vote, and brought in good time to carry out the committee's request.



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2. Action points may be given to office staff directly. Any actions for other individuals who are not committee members should be taken by a member to approach that person, i.e. "The Chairman to ask Cllr xxx to assist with seeking volunteers for xyz".
3. Any financial or legal issues to be discussed and agreed on in an open and publicly accessible meeting of the committee. Decisions on these matters cannot be made by email or in private meetings. Any issues or uncertainties should be referred to the clerk for advice.
4. All proposals involving a cost of over £300 normally require at least 3 quotes to be obtained, and sufficient time must be allowed for staff to obtain for the quotes, for the committee to consider. Committee members should discuss with the clerk who will be happy to provide advice on the way forward.