



Fleetwood Town Council

Onward to a Better Future

Allotment Committee Meeting

Tuesday 19th May 2026 at 6pm

Rossall Room, North Euston Hotel

Cllr Robbie Raynor (Chairman) – Signature:

MINUTES

086	Opening of the meeting – <i>Chairman</i>. The Chairman welcomed all to the meeting. Present: Chairman Cllr R Raynor, Vice Chair Cllr H Swatton, Assistant Clerk R. Hove. Plot holders and co-workers: CV, CO, SJ, PW, PG and AH.
087	To receive and record apologies – <i>Chairman</i>. Apologies received from Cllr M Belshaw. Apologies received from tenants: WT, PS, LI, PH. Not present and no apologies received from Cllr A. Jones.
088	To review and approve the minutes from the previous meeting, held 21st April 2026 – <i>Chairman</i>. RR Approved HS Proposed CV Seconded
089	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>. No one indicated



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090	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>. No one indicated.
091	Update on current tenancies – <i>RH</i> Assistant Clerk RH updated tenants are tenancies. Four out of the five vacant plots have been let out. The new tenants have signed and have already started work on their plots. Action: Assistant Clerk RH to send all tenants a list of all the occupied plots along with the tenants first name.
092	Update on vacant plots (Plot 20)/waiting list – <i>RH</i> Assistant Clerk RH informed tenants the waiting list is now down to 12 and the applicants have been informed of their change of position on the waiting list. Tenants were informed that Plot 20 was still vacant, but there are plans to halve the plot, which will be on the agenda at the Full Council meeting in June. Action: Assistant Clerk RH will provide update at the July meeting regarding Plot 20.
093	To discuss update regarding Committee policy – <i>RH</i> Assistant Clerk RH informed tenants the policy had not yet been approved due to the last council meeting being cancelled. It is on the agenda for the AGM on Tuesday 26th May 2026. Action: Assistant Clerk RH will provide update the next meeting regarding the policy.
094	Medical form – <i>RH</i> Assistant Clerk RH informed residents of the new document. Tenants were asked to complete form and provide information they wished to. Tenants were informed this was not compulsory. Action: Assistant Clerk RH will send out medical forms to any tenants not at the meeting.



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095	Update regarding soil testing quote from Soil Ex – <i>RR</i> Chair Cllr RR is still waiting for a quote and is sourcing two other quotes for testing. RR hopes to have a quote from Soil Ex by the end of May. Action: Chair Cllr RR to provide update at the next meeting.
096	To discuss “Free for all” area and noticeboard – <i>RH</i> Discussed how “free for all” would work and use of the noticeboard. Any tenant can put anything that may be of use to other tenants by the shed near the gate, whether that be plants, spare equipment, pots etc. The noticeboard can be used by any tenant and Fleetwood Town Council providing it is linked with gardening/allotments. Assistant Clerk RH informed tenants an emergency contact list will be added to noticeboard. Action: Assistant Clerk RH to complete emergency contact list and display in noticeboard.
097	Discuss having a toilet on site – <i>CO</i> Tenants discussed having a toilet on site. It was agreed that due to the size of the allotment site and the cost and maintenance of a toilet it would be too expensive. Some tenants suggested buying a “camping toilet” which can be purchased online for a small cost approx. £20-£30.
098	General points for discussion – <i>Chairman / All.</i> • Tree update – <i>RH</i> – Assistant Clerk RH informed tenants that the contractors had completed the work regarding the reduction in height of the Leylandii Trees apart from where birds were nesting. Contractors confirmed they would continue to assess this and would return once complete job once nesting season had finished. Also, a section of the trees had not been reduced due to not be able to reach and would need access to residents’ property. Action: Assistant Clerk RH to seek advice on contacting resident. Tenants asked Assistant Clerk RH to thank contractors for their work and kind consideration of the tenants and their plots. Action: Assistant Clerk RH to send a “Thank You” email to the contractors



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	on the tenant's behalf. • Allotment finances – SJ/RH – Assistant Clerk RH informed tenants that due to cost of work on the trees, the allotments would have no budget in the precept for the next three years. The rent would continue to be used for the maintenance of the trees on an annual basis. If the tenants required anything for the allotment, then they would need to fundraise themselves or apply for grants elsewhere. • Small camera to monitor chickens on Plot 12 – WT Tenants were asked if they were happy for WT on Plot 12 to have cameras to monitor the chickens on the plot. All tenants agreed. Action: Assistant Clerk RH to inform WT on Plot 12 can go ahead with cameras for the chickens.
099	To set a date and time for the next meeting – <i>Chair / All.</i> Next meeting: Tuesday 23rd June at 6pm, Rossall Room, North Euston Hotel

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.
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



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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.