

**ALLOTMENT HOLDERS MEETING
MINUTES OF MEETING HELD ON WEDNESDAY 6th MAY 2026 AT 7PM
AT BUXTON LODGE, OLD CATTON**

PRESENT: Mr. T. Cooke Mr. B. Sabberton-Coe Mr. G. Tingle
 Mrs. K. Tanner Mrs. V. Middleton
Allotment holders: a list of **22** attendees held by Clerk to Parish Council

1. WELCOME AND INTRODUCTIONS

Mr. T. Cooke introduced himself and fellow Parish Councillors who form the Allotment Working Group and Mrs. V. Middleton, Old Catton Parish Council Administrator.

2. APOLOGIES:

Mr. B. Leggett

3. MINUTES OF MEETING HELD 8th FEBRUARY 2025

Mr. T. Cooke queried whether attendees had viewed the draft Minutes via the website. It was AGREED to briefly summarise their content.

No matters arising from the Minutes.

It was AGREED that the Minutes be confirmed as a true record and signed by the Chairman.

4. FINANCE

Parish Charity funds 31/03/2026 were £2085.00

Following deductions, including, but not limited to; skip hire, water rates, insurance, allotment association membership, vermin control a balance of £655.00 remains.

From this a further £200.00 will be deducted for the Summer Gathering on August 8th 2026.

5. TENANCY AGREEMENT, TERMS & CONDITIONS ALLOTMENT UPKEEP & DEPOSITS

Mr. T. Cooke explained running of the allotments is governed by Law and there are requirements for the issuance of Tenancy Agreements, by paying the fees and being in occupancy plot holders are bound by the Tenancy Agreement, even if unsigned.

The Old Catton Allotment runs from 1st January to 31st December.

Fees are due by 31st December each year, reminders will be issued.

It is accepted there are different levels of gardener at the allotments, however, please endeavour to keep the plot weed free and ensure there is no encroachment on neighbouring plots/holders.

Plot holders are required to maintain their allotments to the standard as per the Tenancy Agreement, please refer specifically to section 9.

Failure to comply may result in 28 day notice to improve, which could result in termination of the tenancy, section 12.

***For more on this topic, please see plot holder's questions.

One full plot has been returned in poor order, it will likely be split in two, to satisfy demand on the waitlist.

Additionally, a new plot has been created (3B) to the right of the main concourse, opposite the Gazebo.

The turning area next to 3B (unnumbered space) needs weed membrane and bark to be laid.

6. SECURITY & HOUSEKEEPING

Plot holders are requested to be vigilant when on site to prevent fly-tipping and to ensure others who may be working alone feel safe.

It was AGREED that the gate could remain open / unlocked while plot holder's are on site. This was at the request of plot holder's and an agreement that those last off site would secure the allotment vehicular gate. (see also 7f)

Consensus agreed that safe entry from Spixworth Road was paramount over lone working concerns.

Reminder – the foot gate also has the same gate code.

Any deliveries to the allotments should be shared with the Clerk's Office giving date, time and what is being delivered, phone 423880, email: assistant@oldcattonparishcouncil.co.uk

7. ANY OTHER BUSINESS

- a. No hedge maintenance is undertaken between March 31st and September 1st.
Parish Council is responsible for the top/outside where this is on the highway. Plots that have boundary hedging as part of their plot are responsible for maintaining the inside.
- b. Water on / off, water turn off is end September, dependant on weather, 31st October latest. Suggested water turn on is 31st March.
A reminder there are water butts behind the Gazebo for all to use.
- c. Foodbank – email will be sent from assistant@oldcattonparishcouncil.co.uk on behalf of Tony and Christina upon receipt.
- d. Asbestos assessment completed in October 2025 and any loose debris was removed.
- e. Skip has been booked for May 13th, 10 until 2, thanks to Peter and Gary for their help with this.
- f. Reference the broken lock, ([linked to point 6](#)) plot holder advises in their opinion the lock had been used much more frequently, it is believed this has worn out due to wear and tear, not tampering. Passersby can also tamper with it; a lock will not prevent people getting onto site.
Councillor Tingle suggested that any locks he uses have a 12-month warranty.
- g. A reminder that there is an Old Catton Allotment Holders Facebook page and all are welcome to join.
- h. Plot holder lead updated regarding quarterly "inspections", they advised this was a suggestion made by them and they occur quarterly.
They felt it was positive and an opportunity for anyone to advise if they are struggling and in need of assistance (information known only to the Parish Council).
It was advised that representatives from the Parish Council and Allotment Holders are in attendance.
It was requested in future these be called "reviews" as the word "inspection" may be concerning to new tenants.
Plot holder quantified that Parish Council deemed them as "walkarounds" and the plot holder had named them "inspection".

A new plot holder advised they were not concerned with the terminology, however it was AGREED these and the 6 month check (referenced in the tenancy agreement) be called “reviews” going forward.

From this, discussions ensued:

- A plot holder suggested the reviews were too early in the season and that Spring flowers are invaluablely beneficial for early pollinators and that the impact on biodiversity be considered – **ACTION** review frequency of reviews. (end of May when Summer crops are out suggested)
Many are supportive of this while others find seeds blow from plots into others. It was suggested a balance is needed
Solution proposed by the plot holder and Facebook admin (who initially suggested the reviews) is to set up a thinking group using the existing Facebook page – **ACTION** Facebook Admin
 - Councillor Tingle advised that he had attended an Allotment Management course 2 years previous and advised best course of action is to contact the National Allotment Society. He suggested the Allotment holders appoint a representative to advise the Parish Council on what the majority want and need. He suggested they set up a group of diverse individuals who can represent the view of many voices.
- i. Summer Gathering will be held on August 8th, since not everyone uses the allotment Facebook page emails will be shared with assistant@oldcattonparishcouncil.co.uk for distribution on behalf of the organisers.

8. PLOT HOLDERS QUESTIONS

Plot 29: I would like to ask for an update on the Land Transfer position as the last update I had was on 25th April 2025 which indicated little progress with the Land Registry. If the transfer has still not been completed. who are the current owners as far as the Land Registry are concerned?

Response: Councillor Tingle stated he had made contact with the Charities Commission who confirmed although the organisation was removed at some point it has since been re-registered.

The land is held in trust for public benefit, and the Parish Council are its custodians, a management team, the land is owned by the people of Old Catton.

Anne Chandler currently remains a Trustee and is in the process of resigning from the role. A Trustee is required to submit yearly accounts, this has not been actioned for a number of years.

To move forward, the Charities Commission have agreed to accept accounts submitted from 31/03/2021. **ACTION** suggested by Councillor Tingle – Clerk to submit in arrears, and annually going forward as finance is collated by the Parish Council.

Councillor Tingle further stated that the land was gifted in 1858 for the benefit of Catton (now Old Catton) whereby everyone in Old Catton owns the land.

It is registered and protected, if someone wanted to build on it only one resident would have to oppose this – *“everyone and no-one owns the land”*

ACTION email confirmation be shared by Councillor Tingle with the Parish Council to share out wider to the allotment holders.

Plot 10: the newly created plot 3B had been cleared and all debris piled next to it, what are the plans for adjacent space.

Response: this part of the plot was cleared in error, the space needs membrane to be laid and bark applied. Suggested timeframe 1 month – **ACTION** refer to Clerk to allocate resources.

Plot31: Suggested best for biodiversity is a pond (as small as a dustbin lid / kitchen sink) would create an adequate system. The current tenancy agreement does not permit ponds. The tenancy agreement is a national standard and Councils can amend – **ACTION** Clerk to review options.

Plot 4B & 98: asked for clarity on the review process.

Response: The review triggers initial contact email to determine plans and establish if there are mitigating circumstances or if assistance is needed (see 7h). Currently any plot identified by the current review group as needing attention would be considered at further quarterly reviews together with all other plots. Councillor Tingle suggests four individuals may not be sufficient to represent the diversity of plot holders.

It was noted that representatives were requested and four volunteers kindly offered their time. Additional volunteers who can provide alternative perspectives and input would be welcomed.

With no further business to discuss Mr. T. Cooke thanked everyone for attending and closed the meeting at 20:05pm.

Mr. T. Cooke
May 2026

DRAFT

Assistant OCPC

From: Clerk OCPC <clerk@oldcattonparishcouncil.co.uk>
Sent: 18 May 2026 12:43
To: assistant@oldcattonparishcouncil.co.uk
Subject: Old Catton Allotments

Dear Plot Holders

Following discussions held at the recent plot holder's meeting on 6 May 2026, the Parish Council wishes to clarify that comments and information provided by an individual councillor regarding the allotment charity, trustee arrangements and Charity Commission matters were statements not made on behalf of the Parish Council.

No individual councillor has authority to act independently on behalf of the Council unless specifically authorised to do so by formal Council decision.

The Council continues reviewing the position regarding the allotment charity and any future action or communication will be considered and agreed collectively through the proper Council process.

The Council appreciates your patience whilst these matters are properly reviewed and clarified.

Kindest regards
Sarah

Ms Sarah Vincent
Clerk of the Council
Old Catton Parish Council
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Recreation Ground
Church Street
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clerk@oldcattonparishcouncil.co.uk



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Assistant OCPC

From: Clerk OCPC <clerk@oldcattonparishcouncil.co.uk>
Sent: 14 May 2026 15:43
To: assistant@oldcattonparishcouncil.co.uk
Subject: Allotments: Car Park Gate

Flag Status: Flagged

Dear Allotment Holder

At the Allotment Holders Meeting held on 6th May 2026, it was acknowledged that a request had been made by allotment holders (in attendance) to allow the access gate to remain open while plot holders are on site. This arrangement is contrary to the existing tenancy agreement.

The change was proposed and agreed at the request of some of the 22 plot holders present at the meeting.

Responsibility and liability for securing and locking the vehicular access gate rests with the last person leaving the site.

As suggested, allotment holders are expected to acknowledge and agree amongst themselves, while on site, that they are willing to abide by this arrangement and that the final person leaving the site will secure the gate.

No changes will be made to the existing tenancy agreement.

The Parish Council would like to highlight that this arrangement has been implemented at the request of the plot holders, where the general consensus was that safe entry from Spixworth Road was of greater importance than concerns relating to lone working.

Allotment Holders are therefore asked to ensure that the arrangement is operated sensibly and with consideration for all site users.

Kindest regards
Sarah

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