



Chard Town Council

THE GUILDHALL, FORE STREET, CHARD, SOMERSET TA20 1PP
01460 239567 chardtowncouncil@chard.gov.uk www.chard.gov.uk

Mayor: Cllr Victoria Bates Chief Executive Town Clerk David Bell

Minutes of the Annual Allotment Holders meeting held on Wednesday 29th April 2026 in the Auditorium at 5:30 pm

Present:

Councillors: J. Baker (Chair)

In Attendance:

Kevin Dyer (KD) – Operations Manager
Sarah Steggall (SS) – Admin Assistant

There were No.7 members of the public present and No. 0 members of the press present.

The meeting started at 5.30 pm.

1. Apologies:

Apologies were received from Councillor N. Watson (Vice Chair) and Julie Pike.

2. Minutes of Last Meeting

The minutes from the last AGM meeting held on 27th March 2025 were confirmed.

3. Matters Arising from the Last Meeting

Car park extension work has started but was delayed due to an issue with the digger. Work due to recommence 5th May 2026.

4. Report on Allotment Data

- 173 plots - 156 full sized plots and 17 half size.
- 9 plots currently available (8 full size and 1 half size)
- Occupancy rate 94.8%
- 10 on waiting list
- 17 new plot holders from 1 October 2025
- Last inspection July/August 2025
- 19 letters were sent to tenants
- New lease signed for 3 years to March 2029

5. Any Other Business

It was reported that someone is using their shed as a toilet. Any inappropriate behaviour to be reported to reception at the Guildhall.

Suspicious activity at the farm gate (opposite the allotment entrance). Unknowns picking up items from the allotment entrance area. KD to make the local police aware.

Plot clearance – amenities teaming clearing plots when they can. The Town Clerk has not agreed that the Allotment Association can manage and maintain the plots due to issues with insurance/liability. This will be raised again in the future.

Dumping of rubbish is becoming a problem. Amenities team will supply dumpy bags, and the Allotment Association will send out letters to tenants. KD to investigate putting up signs. Long term solution would be to collect rubbish on a regular basis, but cost may be a factor.

Numbering of plots – KD and team will place number markers on the half-sized plots after the allotment inspections. It was suggested that markers be placed at the start and end of each plot.

Parking- any nuisance parking to be reported to reception, at the Guildhall.

CCTV cameras have been put up by some tenants. Tenants must ensure they have signs up advising that they have cameras recording. KD still looking into the rules and regulations and liaising with the police with regards to the council installing cameras.

Bonfires- Numerous letters have been received by the council from Environmental Health with regards to smoke from bonfires causing an issue in the surrounding area. If issues continue bonfires may have to be banned. KD suggested that plot holders use galvanised incinerators (fire bins) and asked that people be mindful of the wind direction. SS to email out reminders about bonfire regulations and fly tipping.

Unacceptable behaviour – reports have been received by KD of unacceptable aggressive behaviour to tenants and to council staff at the allotment plots. This will not be tolerated. Anyone experiencing uncomfortable situations at the plots please report to Chard Town Council immediately.

Timescales for new tenants – it was agreed that any applicants on the waiting list be given a set time to choose a plot to avoid delays in the handing out of plots.

Increase of plot fees to cover membership of the allotment association- Councillor Baker suggested that plot fees could be increased to include the fee for joining the allotment association. This would need to be passed by the councils Amenities and Events Committee and will need to be discussed with finance department.

Serve notice of rent increase. Plot fees to be discussed at the Amenities and Planning Committee meeting. Any increase will have a 12 month notice period.

The chair thanked members and staff for attending. There being no further business the meeting finished at 6.15pm.