

GREAT AYTON PARISH COUNCIL

Minutes of the Allotment Scheme Implementation Committee meeting held at The Parish Council Centre on Friday 20th February 2026 at 16:30.

Present: Cllr Kirk (Chair), Cllr Mason, Mrs J Walker, Mrs R Young, Mrs A Livingstone (Clerk).

1 Apologies for absence and declaration of Interests

All members of the committee were present; Mr Hall had been thanked for his work and removed from the committee as requested. There were no declarations of interest.

2. Minutes from the committee meeting held on 29th January 2026. To confirm the minutes as a true and correct record and discuss any matters arising.

It was RESOLVED to APPROVE the minutes of the Parish Council meeting held 29th January 2026 as a true and accurate record. Minutes were signed by the Chair. There were no matters arising from the minutes for discussion.

3. Update from North Yorkshire Council Planning committee meeting held on 19th February 2026

The Chair advised there had been little debate at the planning committee and a comprehensive report submitted. Planning approval was given and was subject to agreement of a section 106 agreement. The cost of the s106 was around £190k to be provided for sports facilities. There were additional costs also for supporting health facilities. These items would not delay matters on the purchase of the allotments. The Chair informed that he had dealt with the matter in various forms since the planning committee meeting the previous morning. The Solicitors had been given the contact details for one another, and the Heads of Agreement were being explored and shared. All involved were aware of the tight timescale and the responses were positive. The Chair advised that due to the planning conditions and a concern with the entrance, there may be the need as previously discussed for a tripartite agreement between the Parish Council, the landowner and the developer. It was questioned how soon the affected tenants would be informed and agreed that this would be when the agreement was in place. The Clerk stated concerns on the timescale against the tenancy agreement if the developer wanted to fence off the land as soon as obtained. It was discussed that there would be the need for a surrender of the lease and tenants would be advised that the Parish Council could not offer a tenancy for the affected plots. It had been public knowledge for some time that the planning application would involve the transfer of some land. The Allotment Project group stated that there could be some information in advance of the planting season to ensure people were aware and that support on a move could be given.

4. Update re COF grant position

The Chair advised that he had notified the government department on 19th February that the planning application was minded to be granted and they had requested for submission of the fortnightly reports. He had completed a report that morning and would do so now fortnightly. The COF team had requested a copy of the planning information when this was available.

5. Update from Allotment Project Group

Mrs Walker had liaised further with the sign maker and enquired if the Parish Council wanted their logo on the new sign for the allotment. The Clerk reminded that the Parish Council would be the landowner and the grant recipient. It was agreed that the Parish Council logo would be included when everything was in place to allow this to be ordered. Mrs Young had spoken further with suppliers regarding the workshop and further quotes were not competitive. She had informed the preferred company that the application had been approved and that the Parish Council would be in touch as soon as they had the funding. Mrs Young to confirm that the Parish Council would place an order at the earliest opportunity. An opening day for the Allotment site/Community Garden was discussed for prior to 30th June and a date agreed of 6th June 2026, which would be advertised on social media. There had been as previously advised the donation of the summerhouse, this needed to be transported, and a social media post would be used to enquire if anyone

had a secure metal shed and tools surplus to requirements. Social media would also be used to request volunteers.

6. Any actions required

Solicitors were progressing and the Chair was completing the required fortnightly reporting. It was agreed that a proposal be taken to the Parish Council meeting on 3rd March to provide first aid training at a cost of £750 with the expectation of this being reimbursed when the grant was received. This was on the grant request but could be organised in advance of the funding coming through. Clerk to confirm to Mrs Walker after the meeting on 3rd March to enable her to book the training and advertise. The Clerk requested that the Parish Council have representatives on the training session as this would benefit the allotments and the Parish Council. It was acknowledged that the majority of the grant would be used on the land purchase and the legal costs, donations would be needed for more items for the Community Garden. A suitable surface for the Community Garden was mentioned, and the Clerk would advise the GAPC team to retain any suitable paving slabs.

7. Date of next meeting if known – To update at the Parish Council meeting on 3rd March then a meeting to be organised later in March.

Signature
Chair

Date

Clerk: Mrs Angela Livingstone – clerk@great-ayton.org.uk