**Meeting notes 21.9.23**

**APC working group**

Present: Elaine Hartford (EH), Alex Wilkinson (AW), Liz Holland APC clerk

1. The clerk had provided some notes on occupier’s Liability and car park risk assessments ahead of the meeting
2. The main focus of the meeting was to
   1. Consider any immediate steps we may need to take to advise allotment holders that the car park is provided at their own risk and be subject to closure
   2. Agree the revised constitution
   3. Review John Turley’s (JT) proposed letters
   4. Consider agenda items for 3rd October
3. There was no agreement to write to allotment holders immediately. The focus is to present the councillors with options which will dictate next actions. We did agree though, that involving the SRAA in any decision to close the car aprk
4. The revised constitution seen by this group needs further amendments following comments submitted by the SRAA. AW will incorporate these for recommendation on 3rd Oct.
5. Clerk will write to JT confirming his right to send a letter to all councillors either individually or through the clerk. She will write to him advising him that he cannot claim to be talking on behalf of APC when writing to Formula Land. Clerk will also write to FL to advise them of the same.
6. Clerk will summarise things she has read over the past couple of weeks confirming (in her mind) the responsibility the Council has to provide a safe car park.
7. One immediate recommendation is better signage. Council will be asked to agree to purchase signs for the allotment access areas which advise plot holders to take care when using the land
8. Council will be presented with 4 (?) options on what the next immediate actions might be and pressed to make a decision. Most will recommend the relationship between the council and the SRAA be set out in a bi-lateral agreement (NOT the constitution).

Liz Holland 24.9.23