



BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL
ALLOTMENT COMMITTEE MEETING

Monday, 4th September 2017

7:30pm at the Community Centre, Jubilee Street

Present: Councillor Hawkes (Chair), Councillors Bailey, Dack and Kelly.
Councillor Vincent was attending as an Allotment Tenant Councillor.

Others: S. Watson (Clerk), John Greenwood (Allotment Manager), Stephen Hayward (Assistant Allotment Manager), Ann Firminger (Allotment Society), plus 4 tenant.

The Chair opened the meeting and welcomed everyone

A17/18/036 Apologies for absence and reasons given

Apologies for absence were submitted by Councillor Roger Frost who was unwell, Councillor Joan Royle also sent apologies as she was away, though she is not on the Allotment Committee.

A17/18/037 Declarations of Disclosable Pecuniary Interest

There were no declarations of Interest.

A17/18/038 Formally adjourn the meeting to allow for public participation

RESOLVED: That the meeting is adjourned to allow for Public Participation.

A17/18/039 Tenant questions submitted in advance

No questions from tenants had been submitted in advance.

A17/18/040 Allotment Society Report

The Society has received good reports on the work they were doing and 2 starter plots have been taken on. The polytunnel is to be installed over the winter and the amended lease for starter plots is being drawn up.

The Chair agreed to open the meeting for tenant's questions.

A resident had put in a written request and application to put goats on a currently unused pen. It was noted that the household already has a pen and would contravene Policy 5 of the Allotment Policy, also the keeping of goats would be in contravention of the Allotment Land Management Policy.

RESOLVED: That the application to house goats on the unused pen is rejected and the classification of the land as a pen will be reviewed at the next Full Council Meeting.

It was noted that the Kiddy Chaos Planning Application has been approved and the Solicitor has been instructed to draw up a lease.

A resident raised issues with the agendas and minutes being confusing, it was suggested that the minutes do not include the full discussions held. It was noted that the Minutes are not a verbatim record of the meeting and meet all legal requirements, nobody else present had any issues with the minutes. The resident informed the meeting that the problem of rats had not been resolved as the minutes stated, it was clarified that the word resolved refers to the fact a formal legal decision of the Council has been taken, the professional had attended the allotments and the Chair had requested a list of solutions for a poster but had received nothing.

The email response to the request for a parking space is to be resent.

The Allotment Manager and Assistant Allotment Manager were unaware of the rat professional attending the allotments and it was agreed that they must be kept informed of allotment issues. It was agreed that a monthly pre-meeting will be held with the Allotment Manager, Assistant Manager and Allotment Chair to agree the Manager's report for the meeting.

An email had been sent about dogs not being on leads on the allotments and a request for more signage, however this was not on the agenda. A sign has been provided at the top of the allotment, however it was agreed that more signs are needed and will be provided.

The Allotment society have applied for a Ward Opportunity Fund for the car park, however the fund cannot provide the full £8,000 needed and alternative sources of funding are to be investigated. Councillor Vincent will work with the society of grant applications.

There were no further questions.

A17/18/041 Other questions at the Chair's discretion

There were no further questions.

A17/18/042 Formally reconvene the meeting.

RESOLVED: That the meeting is reconvened.

A17/18/043 Minutes of the Allotment Committee meeting held on Monday 3rd July 2017.

RESOLVED: That the minutes of the meeting held on Monday 3rd July 2017 were approved as a correct record.

A17/18/044 Chair's Report

The Chair reported that the Planning department had advised that containers were unlikely to get approval, in the meantime an application has been submitted via Kirkwells. Kiddy Chaos was dealt with earlier. Councillor Kelly was thanked for the certificates and prizes for the flower show. The rat issue was dealt with earlier and no further information has been submitted with regards to bees. At the Strategic Planning meeting it was agreed that all financial allotment issues are dealt with by the Clerk and site inspection issues by the Allotment Manager. An Allotment strategy meeting was suggested that would include the Allotment Manager and Assistant Manager.

It was suggested that the tenancy agreement should include a clause to inform the Council if a tenant moves house., telephone and emails are to be mandatory on the application form and missing details are to be sought each rent collection day.

A17/18/045 Allotment Manager's Report

The report is to be agreed with the Chair prior to the meeting, however, despite numerous attempts a meeting could not be convened. The Allotment Manager had nothing further to report.

It was suggested that the Allotment Society Starter Plots should be for a maximum of 12 months, it was agreed that each lease will be reviewed every 12 months and those tenants wanting a bigger plot will be encouraged to apply to the Council.

A vacant plot is to be split into a number of smaller 1st time plots to be a move from the Allotment Society starter plots, this was agreed.

A17/18/046 Correspondence and Clerk's Report including waiting list and site inspections

1. Waiting List

The waiting list was circulated and a number of changes have been made.

2. New Applications

There were 4 new applications, 1 was rejected and 3 were accepted. The Allotment Manager is to fill vacant plots from the waiting list.

3. Correspondence

There Allotment Society Magazine was made available.

A17/18/047 Allotment Maintenance

1 Site Inspections

The Allotment Manager to send letters of plots that need attention. The recent judging for the flower show highlighted a number of excellent plots. It was suggested that next year a prize for best garden and best pen is considered.

2 Paths around Allotments

A resident recently had a bad fall on the path to the side of the allotments which is a public footpath.

3 Maintenance List

It was agreed that hedges should be cut and laid rather than trimmed and the Lengthsman is to be asked to provide a quote for the cost per 10 metre length and the work to be included in an annual maintenance plan. The hedge behind the bungalows will be priority and once taken no further maintenance will be carried out on the fence. Allotment job requests are to be included in the management pre-meeting. It was agreed that a pro-active maintenance program is devised and estimates of time for jobs is sought prior to being carried out.

A17/18/048 Garages

1 Turning Circle

It was noted that the Lengthsman cuts the grass from the garages to the back and the County cut to the road.

2 Garage Plots

A tenant is in rent arrear and will be given 3 weeks to pay or the tenancy will be terminated.

A17/18/049 Parish Land

A request to buy land at the rear of 66 Burnley Road is to be valued.

RESOLVED: That the land will be offered for sale at the current land value.

A17/18/050 Finances

The finances were noted. It was agreed to pay the bills. It was noted that £1,255 of the £2,000 Labour budget and £4366.66 of the £2,000 materials budget had been spent to date, it was noted that any specific projects could be funded from reserves.

A17/18/051 National Allotment Society

There was no further report.

A17/18/035 Date of Next Meeting

The next meeting will be held on Monday 2nd October 2017 and will start at 7:30.