



**BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL**  
**ALLOTMENT COMMITTEE MEETING**

**Wednesday, 14<sup>th</sup> May 2014**

**8:15pm at the Community Centre, Jubilee Street**

**Present:** Councillor Lishman (in the Chair), Councillors Bailey and Kelly.

**Others:** J. Greenwood (Allotment Manager), Ann Firminger (Allotment Society Representative) and S. Watson (Clerk) plus 2 tenants.

Councillor Lishman opened the meeting and welcomed everyone.

**1. Apologies for absence and reasons given**

Apologies for absence were submitted on behalf of Councillor Royle who was away.

**2. Minutes of the Last Meeting**

The minutes of the Allotment Committee Meeting held on the 16<sup>th</sup> April 2014 were circulated.

**RESOLVED: That the Minutes of the Allotment Committee meeting of the 16<sup>th</sup> April are noted.**

**3. Declarations of Disclosable Pecuniary Interest**

There were no declarations of Interest.

**4. Actions taken under the minutes as listed**

**4.1 Bowlers Car Park**

The Bowlers grant is progressing.

**4.2 Noticeboard**

The Noticeboard is due for delivery and will be chased.

#### **4.3 Top Path Repairs**

A resident has emailed to congratulate the Parish Council on the repairs to the side path and asked when the top path will be repaired. It was noted that it is an ash path and can be scraped and hardcored and a quote is needed as a priority.

#### **4.4 Community Skip**

A Community Skip cannot be ordered during the election period so a Skip will be ordered for after the 22<sup>nd</sup> May.

#### **4.5 Delf Garage Plot Sale**

It was agreed to allow the tenant to sell the garage to the resident as a Parish address has now been provided.

#### **4.6 Greenhouse request update**

The tenant requesting a greenhouse has been advised that it may be better in an alternative position and it was therefore agreed that the greenhouse could be installed. Another tenant present then tabled a greenhouse request and it was agreed to permit this greenhouse as well. It was also agreed that this was a joint plot and the tenant's partner will be included on the tenancy.

#### **4.7 Garage offered to Parish Council**

The Council had delegated the decision to purchase the garage to the Allotment Committee. The price for the garage is £1,000 and it will be used to store both Allotment and Lengthsman equipment.

**RESOLVED: That the garage is purchased at a cost of £1,000 which is to be split £250 from the Allotment Budget and £750 from the Lengthsman budget.**

#### **4.8 Garage Rubbish Removal**

The Chair will check if the verbal request to remove the rubbish has been delivered and a letter will be sent if further correspondence is needed.

#### **5. Allotment Society Report**

The Allotment Society has received a number of requests for the Allotment Committee. A tenant asked for trees to be removed that are over shadowing her plot. She stated she had asked previously but it was unclear if the request had been put to the Allotment Committee before. It was agreed that the trees will be removed as top priority and additional Lengthsman time is to be used. The Lengthsman to provide a quote for the time needed.

A number of plots were in very poor condition and emergency 'tidy or lose' letters are to be sent. Tenants will be given 1 week to clear the plot or face eviction.

A tenant could not get past barrier due to a badly parked car and a sign was requested.

At the Hanging Basket event a resident was informed to check on the allotments for seedling. It was suggested that tenants are allowed to sell or swap spare seedlings at the event next year. A seedling swapping day was also suggested and a swap event could be held at the BAGS hut.

It was noted that the steps repairs were still missing a stone and one will be provided as a priority.

## **6. Correspondence**

There was no correspondence this month.

## **7. Pathways around Allotments**

The pathways had been dealt with earlier and the priority pathway for repairs is the top path. The side path is now excellent and it was suggested that a sign should be displayed stating pathway repairs carried out by the Parish Council 2014 and a newsletter article is to be produced letting people know the path was repaired by the Council.

It was suggested that aggregate for pathways and other materials should be bought in bulk once we had a storage facility and this was approved as this will reduce costs.

It was suggested that 2 Allotment Meetings per year are to become Strategic Allotment Meetings to plan for the future of the Allotments and this was agreed. The July meeting of the Allotment Committee will be a Strategic Allotment Meeting.

## **7. Garages**

### **7.1 Turning Circle**

The Turning Circle garages are working well and there was no further report.

### **7.2 Garage Plots**

A resident has requested a garage and an application is to be sent, the garage was approved subject to satisfactory paperwork and deposit being received.

## **8. Allotment site inspection**

Feedback was received during the complaint process that tenants found the site inspection letters over formal. It was agreed that tenants will be notified of site inspection dates and offered the chance to discuss their plots at the time of inspection, agreeing work required and therefore stopping the need for a letter. If tenants do not take up the opportunity then letters will still be sent. Notices will be displayed on the noticeboard and BAGS hut and tenants of concern will be sent a notification letter. The Allotment Society will also publicise the Site Inspection. An inspection is to be set within the next 2 months.

Further overgrown plots were identified and will receive emergency letters to improve within 1 week or be evicted; tenants not paid whose plot is in a poor state must also pay.

**9. Finances**

Rent reminders need to be sent urgently. It was appreciated that the Clerk had a number of changes in circumstances recently and was behind on some aspects but the backlog will be cleared within 3 weeks. Income to the Parish Council is a priority and rent reminders need to be sent as soon as possible.

The Allotment and Lengthsman Invoices were agreed to present to the Parish Council and the budget monitoring report was noted.

**10. Waiting List**

The waiting list report was updated and noted, there are not many now on the waiting list.

**11. Maintenance – Allotment Jobs**

A fence bordering on dangerous needs to be repaired as apriority before somebody catches themselves on it. The maintenance jobs list was read out and agreed.

A tenant has agreed to give up one third of his plot which includes an electricity point which he is willing to sell for £700. It was agreed that this is to be discussed at the Strategic Allotment Meeting.

**12. Date of Next Meeting**

The next meeting will change and be held on Friday 6<sup>th</sup> June 2014 if the room is available, the time to be confirmed with the booking.

The meeting closed at 9:30pm.