

## Allotments Committee

**8 September 2011, 20.00h**

Present	Councillors	J Shardlow T Reason P Woodhams	Chairman
		G Copland M Wade M Cheale R Strachan	Baxendale rep Hitchens rep Folly Rep Glebe Rep
		Irene Casper Press Public	Deputy Clerk 0 0

### **2183-11 Apologies & Substitutions**

Apologies were received and accepted from Councillor Clark (personal reasons).

### **2184-11 Questions from the Public**

None

### **2185-11 Declarations of Interest**

Councillor Shardlow declared a personal interest and advised that she rented an allotment plot on Hitchens Field

### **2186-11 Minutes**

The Minutes of the meeting held on 24 June 2011 were approved.

**Resolved: To approve the Minutes of the meeting held on 24 June 2011 as a true and fair record, and for these to be signed by the Chairman.**

### **2187-11 Hitchens Field**

*Mrs Cheale arrived during this item*

Mr. Wade (Hitchens rep) presented the report which had been previously circulated.

The allotments are generally in good condition.

The hazels in front of the bottom hedge (Necton Road side) are growing.

Members agreed that a tenant of Hitchens Field would be asked to trim the hazels.

Complaints have been received regarding a cockerel on Hitchens.

Proposal from the Chair that the tenant is given to the end of October to

re-home the cockerel. Agreed.

The representative has been unable to locate the water meter on Marford Road.

Members agreed that Mr. Wade is to contact the Water Company to ascertain the location of the meter.

Members discussed the present procedure of termination of allotment tenancies which at the moment is imprecise and agreed that the process needs to be better defined.

A three stage process was agreed:

1. The field rep to talk to the tenant
2. A warning letter is sent.
3. A letter of termination is sent.

Discussion of what time of year was most suitable for the termination of plots was discussed i.e. before the beginning of the growing season. Councillor Shardlow will investigate this item.

There is a large fir tree on one of the plots. It was agreed that Mr. Wade speaks to the tenant of the plot regarding its removal.

Councillor Shardlow updated members on the outcome of the planning appeal regarding the polytunnel. The appeal was allowed.

Members agreed appropriate letters to go to the uncultivated plots identified on the report.

- Recommendations to Council:**
- 1 To note the report**
  - 2 Owner of the cockerel to be given until the end of October to remove the bird.**
  - 3 A tenant of Hitchens Field is to be asked to trim the hazels.**
  - 4 Mr. Wade to contact the Water Company to ascertain the location of the water meter on Marford Road.**
  - 5 A three stage process of termination of allotment tenancies is implemented: Councillor Shardlow to investigate the**
  - 6 most suitable time of year for termination of allotment plots.**
  - 7 Mr. Wade to speak to a tenant about the removal of a large fir tree on his plot.**
  - 8 To note the appeal regarding the polytunnel was allowed.**
  - 9 Appropriate letters to go to uncultivated plots as identified on the report.**

## **2188-11 Glebe Field**

Mr. Strachan (Glebe rep) presented the report which was circulated round the table.

Generally most plots are well cultivated.

A new water meter has been installed allowing for accurate water monitoring. 58,000 gallons have been used in three months.

The report identified plots which are under cultivated at the moment. Members agreed appropriate letters to be sent.

Proposed from the Chair that an informal letter goes to the tenant of plot 31 who has too many chickens for the size of coop, and carpet on his plot. Agreed.

Members agreed that field representatives should have sight of letters to plot holders before they are sent, to advise on any factors unknown to the office that may need to be taken into consideration.

Members noted Mr. Strachen has been pulling up ragwort.

A lot of chickens have been lost to foxes. Mr. Strachen requested approval to install electric tape around his plot to improve defences against the foxes.

Proposed from the Chair that Mr. Strachen's request is approved. Agreed.

At the moment the bottom gate of the field does not have a lock on it. Proposed from the Chair that a combination lock is purchased, the gate to be locked at night. Agreed.

The tenant of the horse field has put in a request to put a gate in the

fence at the top end of the razing field. After discussion on the proposed siting of the gate it was agreed that Councillor Shardlow will investigate this matter.

Glebe field is prone to being extremely muddy during the winter months causing problems for allotment holders taking their cars onto the field. Proposed from the Chair, 'A quotation for hardcore is obtained', Agreed.

- Recommendations to Council:**
- 1 To note the report.**
  - 2 Appropriate letters to be sent to under cultivated plots as identified in the report.**
  - 3 An informal letter to go to the tenant of the plot 31.**
  - 4 Field representatives to have sight of letters to tenants before they are sent.**
  - 5 To note Mr. Strachen has been pulling up ragwort.**
  - 6 To approve the request from Mr. Strachen to put electric tape around his plot to improve defences against foxes.**
  - 7 To purchase a combination lock for the bottom gate. Gate to be locked at night.**
  - 8 Councillor Shardlow to investigate the request to put another gate into the fence around the grazing field.**
  - 9 A Quotation for hardcore is to be obtained. Action Clerk.**

## **2189-11 Folly Fields**

Mrs. Cheale (Folly rep) presented the report which had been previously circulated.

Overall plots are well tended at Folly Fields.

Members discussed the report and it was agreed that Councillor Shardlow pay a site visit to inspect some of the plots.

The report identified plots which are under cultivated at the moment. Members agreed appropriate letters to be sent.

Members agreed the termination process is to be started with the tenant of plot 31.

- Recommendations to Council:**
- 1 To note the report**
  - 2 Councillor Shardlow to pay a site visit.**
  - 3 Appropriate letters to be sent to tenants of under cultivated plots as identified in the report.**
  - 4 The termination of tenancy process to start with the tenant of plot 31.**

**2190-11 Baxendale Field**

Mr. Copland (Baxendale rep) presented the report which had been previously circulated.

Most of the allotments have been well tended this year despite the difficult growing conditions.

Members discussed the plots, especially two plots that are causing concern. It was agreed that Mr. Copland should talk to the tenants.

The gate across the track leading to the allotments and the stables has been unable to be closed as the fixing for the bottom hinge needs attention.

Proposed from the Chair, 'that we obtain a quotation for the repair of the gate'. Agreed.

- Recommendations to Council:**
- 1 To note the report**
  - 2 Mr. Copland to talk to the tenants of the two plots which are causing concern.**
  - 3 A quotation is obtained to repair the gate at Baxendale allotments.**

**2191-11 Waiting List**

Waiting list report from the Deputy Clerk:

Baxendale 2  
Folly – None  
Hitchens & Glebe – 3 (including 1 out of the village).

Members agreed to circulate a leaflet locally to inform people of the allotments and the waiting list. Councillor Shardlow will compile the leaflet.

Members discussed the introduction of an allotment newsletter and agreed it would be of use to tenants to pass on information / tips etc. Proposed from the Chair, 'A newsletter is produced for approval at the next meeting'. Agreed.

The newsletter to be circulated by email, on Allotment Field noticeboards and copies available from the Parish Office.

At the moment the office keep addresses of tenants and do not circulate this information. Phone numbers and/or email addresses are given to field representatives with permission of the tenants. Proposed from the Chair, 'In future on the annual rental agreement forms tenants must opt out of permitting their addresses to be circulated to field representatives'. Agreed.

- Recommendations to Council:**
- 1 To note the waiting list report.**
  - 2 To approve a leaflet is circulated locally to inform people of the allotments and**

- waiting list. Action Councillor Shardlow.
- 3 An allotment newsletter is introduced, to be circulated to tenants by email, displayed on allotments field noticeboards, and available from the Parish Office.
  - 4 On the annual allotment rental agreements tenants to 'opt out' of permitting their addresses to be circulated to field representatives.

### **2192-11 Budget 2011-12**

Members reviewed the budget report noting that bulk of expenditure to date was for water. It was agreed to raise awareness to tenants on the usage of water. Members also agreed to track water usage, a report to be circulated at every committee meeting.

- Recommendations to Council:**
- 1 To note the review of the 2011-12 budget.
  - 2 Tenants to be made aware of water usage.
  - 3 Water usage to be tracked and a report circulated at every committee meeting.

### **2193-11 Date of Next Meeting**

8 December 2011 (budget)

**The Chairman declared the meeting closed at 21.45hr.**

**Dated this            day of            2011**  
**Chairman**