



BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL
ALLOTMENT COMMITTEE MEETING

Thursday, 11th August 2011

Present Councillor Lishman (in the Chair), Bailey, Frost, Prince, Royle, J. Greenwood (Allotment Manager), S. Watson (Clerk).

Others: Kelvin Harris, Tom Wright (Allotment Society Representatives) plus 4 Allotment Tenants

1. Apologies

All Councillors were present.

2. Minutes of the Last Meeting

The minutes of the last meeting held on the 7th July 2011 were approved as a correct record.

3. Actions taken from the minutes

Two quotes have been received for the Harrison Street path repairs, a third quote is still required. A budget is to be recommended to the Parish Council meeting on the 15th and the work will commence shortly.

Quotations for repairs and maintenance of the allotment paths are still being sourced, once received the paths will be cut and repaired as necessary.

The recent Finance meeting has made recommendations for the deposits and rents for the Turning Circle garages.

The 'No Fly Tipping' sign has been ordered and we are awaiting delivery.

The Allotment Society did not receive copies of the minutes of the last meeting, it was agreed that future minutes will be emailed to the Allotment Representatives, it was also noted that any resident can obtain a copy of the minutes from the Parish Council website.

4. Allotment's Society Report

The Allotment Society Representative raised concerns over the recent letters following the last Allotment Site Inspection. They agreed that letters were a good thing but had received some negative feedback from members. It was requested that site inspection notes could be given to the Allotment Manager and members could be advised of issues raised before letters are sent out. The Chair expressed disappointment that she had not been contacted on the issues raised. It was also requested if the use of the phrase 'not being used to full potential' in letters referring to pens could be reconsidered.

RESOLVED: That the Allotment Society will be notified of future Site Inspections. The Society will notify tenants and discuss potential issues that may be raised and the Society will be invited to send a representative on the Site Inspections.

A resident asked for clarity on the definition of the Douglas Road land leases. It was agreed that these areas were garden extensions and not allotments and were not subject to the rules for allotments. The land had previously been allotment land, therefore the Allotment Committee made the recommendations for the land, but the land was now the responsibility of the full Parish Council.

An issue was raised with regards to a new allotment tenant who took over a pen in May and does not appear to be using the plot. Thistles are growing in the pen and spreading seeds to other pens. It was noted that a letter was sent regarding the use of this pen after the last site inspection and the situation will be reviewed at the next inspection. If the plot is not being used then consideration will be given to terminating the tenancy.

An issue was raised about the use of Pens for general gardening, the Allotment Manager referred to a ruling that no more than 50% of a pen may be used for general gardening.

RESOLVED: That an Allotment plan map will be drawn that can identify the allotment pens and the issue of usage will be included in the next Allotment Site Inspection. Affected tenants will be sent a reminder of the rules of usage.

A tenant mentioned that they were still waiting for a key to the barrier, the key is ready but a £10 deposit is needed.

The Society requested a list of all Allotment Tenant addresses in order to make contact about upcoming events. Due to data protection the addresses cannot be supplied, however the Parish Council would write to tenants asking if their details can be shared with the Society and if they wished to receive information. This will also be asked when the next rents are due to be paid. All new tenants will be asked if their details can be shared when they sign up for an allotment.

The Society agreed to forward information on events for inclusion on the Parish Website and newsletter.

7. Paths around the Allotments

The pathway repairs were waiting for a third quote. A list of Allotment Jobs was circulated which included repairs where youths had caused damage.

RESOLVED: That the list of jobs would be circulated to all Allotment members and a set of priorities would be agreed at the next Allotment Committee.

8. Douglas Road Garden Extension

The lease has been returned for the land behind no. 11 Douglas Road and no. 3 Douglas Road has indicated that she wishes to lease the plot behind her property, however she has requested that the plot is tidied and the brambles are removed prior to her leasing the land as she would be unable to do this herself.

RECOMMENDED: That the Parish Council approves expenditure of a maximum of 2 hours Lengthsman time to tidy the plot and remove the brambles.

It was noted that the area behind the Douglas Road garden extension is being used for fly-tipping and it would appear that the Douglas Road properties may be responsible for this. The Clerk was requested to contact Street Scene for help in resolving the problem.

9. Garages

9.1 Turning Circle

A proposed tenancy agreement was circulated, it was agreed to adopt this subject to it being approved by Burnley Borough Council's legal department. Once agreed, residents on the Turning Circle waiting list will be approached.

9.2 Garage Plots

It was noted that a new garage tenant had paid the rent and planning permission costs.

10. Allotment Site Inspections.

This had been dealt with earlier in the meeting, it was agreed that future site inspections would use a site inspection form that will be agreed with the Allotment Society.

11. Finance

Allotment Income to the end of July was £5,090.85 of the £5,400 expected. A further £234 has been paid in during August bringing the total income to £5,324.85. £84.96 is still outstanding and reminders are being sent. The Maintenance budget of £3,400 has expenditure to July of £2,933.13, an additional £750 is to be recommended to the Parish Council as a carry forward for the tree work that was budgeted for last year. The maintenance budget therefore will have £1,316.87 remaining. The water budget has expenditure of £893.75 against a budget of £1,500.

A request will be made to the Parish Council for an additional £4,000 to be allocated to Allotment path repairs.

The pathway from the School plot to Harrison Street will be repaired by the Borough Council at no cost to the Parish.

United Utilities have not responded about the outstanding pathway repairs, Councillor Frost will get a copy of the original agreement from Paul Halstead.

County Councillor Brindle will be asked if the County can trim the grass on the Burnley Way paths of the Allotments.

Responses from the Football Club and Calico were noted.

10. Waiting List

The waiting List has been dealt with earlier in the meeting.

11. Maintenance

It was agreed that a tidy of the area around the Compost Heap would be included on the Maintenance List.

The notification needed for the hire of skips has changed and more notice is now required, therefore skips have been hired for the 12th September for the Turning Circle site and the 30th September for the Harrison Street site.

12. Storage Facility

It was agreed that this issue would be deferred to Monday's Parish Council meeting.

Any Other Business

Letters were noted from the Royal Horticultural Society, a response received about the compost heap complaint and the Environment Agency regarding the Land Slip. These will be discussed at the Parish Council meeting along with the issue of rain water run-off from the Recreation Ground pathways and King Street Mill.

Date of Next Meeting

It was agreed that the next meeting would be on Thursday 15th September, 7:30pm, at the Community Centre.