



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

**Thursday, 17<sup>th</sup> February 2011**

**Present Councillor Lishman (in the chair), Bailey, Frost, Kinnear, Meeks, Royle, S. Watson (Clerk).**

**Others: Mr J Greenwood Allotment Manager and 6 Allotment tenants**

**1. Apologies**

All Members were present.

**2. Minutes of the Last Meeting**

The minutes of the last meeting held on the 13<sup>th</sup> January were approved as a correct record after an amendment that item 13 should read provide storage for the Parish Council.

**3. Matters Arising from the minutes**

It was noted that the Burnley Borough Council Planning Permission at Douglas Road also covers the Parish Council land.

The Allotment Society is still awaiting confirmation on planning permission for the erection of new signs.

Lancashire County Council has been contacted regarding road planings and some should be made available soon.

The trees behind the garages will be felled when the weather improves and the logs created are to be sold to off-set the costs.

It was noted that the school allotment fencing still needed repairing and that Calico had cleared the land by the bungalows but had then dumped the rubbish. The street light at the end of Harrison Street stays on as it is in the shade and needs to be altered. Burnley way needs some reparation way, Mark Greenwood is to be asked to send a report to the Clerk.

It was noted that the Allotment Society were to contact Animal Welfare if they suspected any problems and the problems of drainage, and paths were the responsibility of the Allotment Committee. Drainage by the bungalows is still a problem, the cost of providing a new drain is too high. It was recommended that the County's Environments Directive is contacted for possible solutions.

It was noted that the Turning Circle work has now been completed.

A letter has been sent to the allotment tenant with the muckheap, it was noted that this would be removed by March as it is every year. It was original asked for it to be moved as it was believed it was blocking a drain but this turned out to be incorrect and the tenant was compensated. The tenant is not willing to move the muck to individual allotments but is willing to allow tenants to use it. The Allotment Society is still to identify an alternative storage facility and how the muck will be moved.

#### **4. Allotment's Society Report**

The next meeting of the Allotment Society is to be held on Tuesday 2<sup>nd</sup> February at the Community Centre at 7:30pm.

**RESOLVED: Councillor Bailey will attend the next meeting of the Allotment Society as a substitute for Councillor Lishman and the Allotment Society will report back to the next Allotment Committee meeting.**

#### **5. Paths around the Allotments**

It was noted that the pathway by Harrison Street was identified as needing repairs in 2008 but no funding was available and the repair was put on hold in 2009 due to the appointment of a Lengthsman.

**RESOLVED: Councillor Lishman will contact Nigel with regards to possible alternative funding suggestions.**

It was noted that the pathway on the top allotments by Douglas Road and Royal Court has been damaged by a disabled tenant driving a car on it, the pathway has ash underneath and has been used as a car path previously. It was suggested that there may be some ash available from the mill for repairs.

**RESOLVED: That when the issue of planings/mill ash is resolved this pathway would be a priority for repairs. Councillors Lishman and Frost would ask Nigel for possible solutions, John Greenwood would check if ash is available from the mill.**

#### **6. Douglas Road Garden Extension**

An agreement has been received for the Parish Council to lease the remaining District Councils plots. It was noted that the District Council has asked for planning applications for change of use of the land but this is being contested as the land is currently garden land. A refund may be provided. A gentleman asked if he could take on the lease of any spare plots.

**RESOLVED: The Allotment Committee recommend that the Parish Council take up the tenancy agreement with the Borough Council for the areas identified.**

**RESOLVED: That the gentleman be given first refusal of any vacant plots.**

## **7. Garages**

### **7.1 Turning Circle**

The meeting was informed that the funding application has been acknowledged, the report had been requested and this had been sent. The Planning department do not need to inspect as there are no building regulations that need to be met.

### **7.2 Garage Plots**

Mr Hortin has submitted plans for a garage.

**RESOLVED: That Mr Hortin's garage application is recommended to the Parish Council for approved. The Clerk to notify Mr Hortin of the Parish Council's decision.**

A resident of Harrison Street currently has two adjacent garage plots and both garages need to be replaced, permission for a double garage was requested.

**RESOLVED: That the request for a double garage is denied.**

It was suggested that the Parish Council could erect a garage that could be used for storage, a toilet for the allotments and contain a CCTV monitoring room. Electricity could be provided from the allotments and the garage should be alarmed.

**RESOLVED: That the provision of a Parish Council storage garage be further investigated by John Greenwood and Councillor Bailey and reported back to the next Allotment Committee. The additional provision of toilets and monitoring room is to be considered at a later date.**

## **8. Allotment Site Inspections.**

A full inspection is still awaiting better weather.

## **9. Finance**

The Clerk outlined the spend to date and the proposed budget for 2011. Room hire and Allotment Administration is to be charged to the Allotment Budget this year and in future years. It was noted that 12 months notice is needed for rent increases, notice will be served when invoices are sent for this year.

It was noted that the Allotment income was significantly greater than expected and that this was due to the excellent work of the Responsible Finance Officer (RFO).

**RESOLVED: That the RFO is asked to provide a breakdown of allotment spend this year for the next meeting then a maintenance workplan can be devised.**

**RESOLVED: Councillor Frost will acquire 3 separate quotes for the tree pruning and felling of trees work agreed previously.**

**RESOLVED: A request will be made to the Finance Committee to develop a Procurement Policy outlining how much spend the Allotment Committee may just approve and at what level 3 quotes are required.**

#### **10. Waiting List**

The Clerk provided a waiting list for the meeting, it was noted that the list needed updating and an additional column for notes be provided that will explain if an allotment has been offered and refused. It was suggested that a list of existing allotment and garage tenants is also provided, it was agreed that this was not appropriate.

**RESOLVED: That the RFO liaise with John Greenwood and provide an up to date waiting list of allotments and garages to the Allotment Committee every quarter, with an additional column containing notes of allotments offered.**

#### **11. Maintenance**

Maintenance issues were covered elsewhere on the agenda.

#### **12. Extension of Allotments**

John Greenwood will provide an update at the next meeting.

#### **13. Storage Facility**

It was agreed this had been covered already on the agenda.

#### **Any Other Business**

The meeting was informed that the May allotment's meeting would need to change venue, it was agreed that the Parish Church vestry would be used.

The former Burnley RDC tip site was getting worse and the Environment Agency have now notified the Parish Council that they can no longer fund the reparation work. They have suggested the Parish Council seeks legal advice.

**RESOLVED: The issue to be raised at the Parish Council meeting for a decision on a way forward.**

A resident raised the issue of sheep escaping onto other people's land, it was agreed that Councillor Meeks would approach the livestock owner to resolve the issue.

A resident raised a concern that their pen could not be used during winter due to flooding and bad drainage, water is bubbling up from the ground. It was suggested it could be the site of a natural well due to the fact the area is known as Wellfields.

**RESOLVED: That the issue should be investigated further.**

Kelvin asked permission to move his shed from the bottom of his plot to the top. Whilst permission was not necessary it was agreed that this could happen and Kelvin was thanked for bringing it before the Committee.

**Date of Next Meeting**

It was agreed that the next meeting would be on Thursday 17<sup>th</sup> March, 7:30pm at the Community Centre.