



BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL
ALLOTMENT COMMITTEE MEETING

Thursday, 7th July 2011

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

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

1. Apologies

Apologies were submitted on behalf of Councillor Royle.

2. Minutes of the Last Meeting

The minutes of the last meeting held on the 16th June 2011 were approved as a correct record.

3. Actions taken from the minutes

A tenant who was given permission to remove trees from their plot has improved the plot considerably, as the tenant had funded the cost of felling the trees, it was agreed that the Lengthsman would chip the trees removed, with the Parish chipper.

Photographs have been taken of the Allotment paths and these will be sent to the appropriate Officer at the Borough Council. A request will be made to put right the pathway that was repaired using Ward Opportunity Funds.

Groundwork is due next month and will be asked to look at the Harrison Street pathway and the access to the Recreation Ground car park.

It was noted that Paul Murphy has been allowed to keep his garage plot, however the front door to the garage needs repairs and there are broken sheets on the roof, a letter will be sent requesting that repairs are carried out.

The wall to the side of the Allotments has now been fixed and John Greenwood will provide the 'No Fly Tipping' signs requested at the last meeting. No further actions were raised.

4. Allotment's Society Report

The Allotment Society have arranged for several events throughout the year, a Fun Day is being held on the 10th September and will include a Pet Show, it will involve a marquee outside the Community Centre for the animal events and the inside for other stalls. A Kids Halloween Party is to be held on Friday 28th October at the Community Centre and a Christmas Party is to be held on the 10th December. A Car Boot Sale is being planned for before Christmas and a licence is to be applied for. The funds raised at the events will be used to match fund external bids for Allotment improvements. The events will be publicised via the Parish Newsletter and the Website on receipt of the necessary information from the Allotment Society.

A question was raised with regards to the Allotment Society Constitution being acceptable to bid for external grants. A copy of the Parish Council constitution will be sent to the Allotment Society and Cllr Prince.

The Society were asked to consider what content they would like on the Parish Website, articles provided to the Clerk will be put on the Website.

The Allotment Society agreed to provide a list of members to the Parish Clerk, volunteers will be sought for the next skip tidy day.

The date of the next Allotment Society meeting has yet to be confirmed.

7. Paths around the Allotments

The path from the pens to the playground had been flattened following the last site inspection and the bottom of Douglas Road has been part flattened. The middle path needs the grass cutting and the side path needs scraping and re-levelling.

The Allotment Society requested that the side path should be built up rather than scraped and re-levelled as this would prevent holes in the fencing at the bottom from occurring. Wooden stoppers could be used to prevent the stones from washing away.

RESOLVED: That Groundwork would be asked to advise on the best course of action to fix the pathway, Groundwork's advise would them be followed and the Community Payback team could be considered to provide the labour.

The path from the school garden will be referred back to Nigel Hopwood at the Borough Council. The path from Royal Court to Jubilee Street will be referred back to United Utilities to complete the repairs. Calico Housing will be contacted with regards to the dumping of garden waste at the back of Harrison Street and the houses on Harrison Street that back onto the private land will be asked if they will fund the Lengthsman to tidy the area.

An 'A' frame at the bottom of the tarmaced side path will be investigated further.

RESOLVED: That the Allotment Manager will source quotations for the Allotment paths to be cut and repaired as necessary, quotes to be provided per pathway to allow for a prioritisation process if needed.

Tenants are to be made aware that they are responsible for keeping the sides of the pens tidy, the Allotment Society will report this back at their next meeting.

The Borough Council will be contacted about who undertakes maintenance of the Burnley Way, how often it is maintained and to confirm the actual route it takes through the Allotments, a response is required for the next meeting.

8. Douglas Road Garden Extension

A letter has been received regarding Douglas Road, this will be dealt with in private at the end of the meeting. No. 11 is to be sent a reminder and given 1 month to respond otherwise the land will be offered to the neighbours.

9. Garages

9.1 Turning Circle

The date for the construction of the garages should be known very shortly, 17 people are on the turning circle waiting list.

RESOLVED: A Finance meeting is needed to set the amount for the deposit and the number of months rental to be paid in advance, payment must be made by Direct Debit.

9.2 Garage Plots

The Allotment Manager provided an update to the garages, a new tenant has taken on site D3 and details were past to the Clerk. The garage will need Planning Permission at a cost of £50 and the Clerk will forward the necessary paperwork.

RESOLVED: That the £50 Planning Permission cost is to be reviewed at the next Finance meeting, also rents for 2013-14 to be set. The Parish Council to be asked if future garage plots should also be provided.

10. Allotment Site Inspections.

The site inspection was carried out prior to the meeting and letters will be sent to those plots identified as needing to improve.

11. Finance

It was noted that an emergency repair had been made to a spring erupting on the Allotments. A breakdown of the finances is to be requested for every future Allotment meeting.

RESOLVED: The Responsible Finance Officer provide a financial breakdown for each Allotment meeting.

10. Waiting List

4 people from the waiting list have now taken on plots. Reminder letters will be sent to those on the waiting list who have not returned their Allotment forms, failure to respond to the reminder will result in being removed from the list.

11. Maintenance

The list of outstanding jobs was updated, currently the following jobs are still outstanding:

- Wall to side path to Whewell's field;
- Ash on road to Royal Court, is awaiting a supply of ash;
- Path at side of Allotments, Cockden site;

The list of jobs done and jobs outstanding will be presented to the next meeting of the Parish Council. The grass cuttings area needs to be boxed in and the area trimmed back, this will be included in the next list of jobs outstanding.

12. Storage Facility

It has been suggested that a shed could be provided on the Lengthsman's Allotment site, Planning Permission will be needed. This will store the Parish equipment and be a food storage for allotment tenants. Proposed that the shed will be 18' by 10' and be erected from the concrete panels similar to the current garages. It was agreed that a diagram should also be submitted with the Planning Application and consideration needs to be made if the tenant of the plot should change.

Any Other Business

The Clerk will find out rent amounts from Burnley, Pendle and Hyndburn for comparison purposes and a rent setting meeting will be held on Friday 22nd July, 10:00am at Councillor Lishman's house. Factors for setting the rents will include comparators, inflation and average increases.

The Flower Show will be judged on the 15th July at 5:30pm at the Turning Circle.

Date of Next Meeting

It was agreed that the next meeting would be on Thursday 11th August, 7:30pm, at the Community Centre.