



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

**Thursday, 16<sup>th</sup> June 2011**

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

**Others: Alan Firminger, Kelvin Harris (Allotment Society Representatives) and 3 other tenants**

**1. Appointment of Chair and Vice Chair for the 2011 Municipal Year**

It was proposed that Councillor Maggie Lishman is appointed as the Chair and Councillor Joan Royal is appointed as the Vice-Chair.

**RESOLVED: The Councillor Lishman and Councillor Royle are appointed as Chair and Vice-Chair respectively for 2011.**

**2. Appointment of 2 Allotment Representative for the 2011 municipal year**

Representatives of the Allotment Society proposed that Alan Firminger, Kelvin Harris and Tom Wright are appointed as the Allotment Society Representative and that two from the three would attend the meetings.

**RESOLVED: That the two Allotment Representative positions are to be shared between Alan Firminger, Kelvin Harris and Tom Wright.**

**3. Apologies**

Apologies were submitted by Councillor Bailey, Councillor Prince, Tom Wright of the Allotment Society and John Greenwood Allotment Manager.

**4. Minutes of the Last Meeting**

The minutes of the last meeting held on the 12<sup>th</sup> May 2011 were approved as a correct record.

## 5. Matters Arising from the minutes

It was noted that the position of Allotment Manager was approved as recommended at the last Parish Council Meeting and that the recommendation to decline the sale of Plot 9 Douglas Road was approved. The Clerk had still to contact the tenant who had taken on additional land with regards to a bill.

## 6. Allotment's Society Report

The Allotment Society reported that they had held some verbal meetings where tenants could raise issues and concerns with the society. A tenant had raised concerns with regards to the allotment skips being misused, they were concerned that the tenants were paying for skips that were being used for household and other, non allotment rubbish. The Society has explained that it is better to have the use of the skips even if the issue of misuse needs to be sorted rather than not have the skips. It was requested that any misuse of the skips is reported to the Parish Council then this can be dealt with.

The Society asked if the issues identified at the last Allotment site inspection had been followed up and that a particularly overgrown and underused plot had not received a letter. A site inspection had been planned for the 14<sup>th</sup> July but this clashed with other meetings and needed to be changed. The next site inspection is to be advertised and the Allotment Society will make tenants aware.

**RESOLVED: The next Allotment meeting and Site Inspection would be moved to the 7<sup>th</sup> July at 6pm with the Allotment Committee at 7:30pm, Councillor Frost to change the Community Centre booking.**

An allotment tenant had requested that 2 trees at the side of their allotment should be removed as they were causing severe shade to the allotment. The tenants had offered to pay for the trees removal.

**RESOLVED: That the tenant are granted permission to remove the trees and report back to the Allotment Committee if the costs were excessive.**

The Society asked who was responsible for grass cutting around the perimeters of the allotments and it was agreed that this was part of the Lengthsman's duties although the Borough Council cut these on occasions. A request was also made for Hawthorn Hedges around the allotments.

**RESOLVED: The issues of perimeter grass cutting and hedging would be considered at the next meeting when the Allotments Manager was in attendance.**

It was noted that the tenant who had previously taken on additional land had now relinquished this and the land maintenance would revert back to the Parish Council. Also the path from the end of Harrison Street has had its surface washed away with rain, it was agreed that this would form part of the next allotment inspection.

The path from the pens to the playground were uneven and rutted, again this would be part of the inspection.

## **7. Paths around the Allotments**

The path from the pens to the playground were uneven and rutted, again this would be part of the inspection.

It was suggested that the Allotment Society would make a request to County Councillor Brindle with respect of funding for pathway repairs. Also Community Payback could be approached to provide labour for the path repairs and Groundwork East Lancs.

**RESOLVED: Councillor Frost would approach Groundwork East Lancs with regards to the Harrison Street pathway as a priority, County Councillor Brindle would be asked about possible funding and all pathways would be included in the next Allotment Inspection.**

It was stated that the top pen from the kissing gate had a bad smell, this would be further investigated at the next inspection. It was agreed that a general litter pick is needed around the allotments pathways.

## **8. Douglas Road Garden Extension**

No. 11 has not returned the agreement, number 1 has not been invoiced and the land behind no. 3 is overgrown and full of weeds and blackberries.

**RESOLVED: A reminder is to be sent to No. 11 otherwise the land will be re-offered to the neighbouring plots, with a response deadline of the 7<sup>th</sup> July. No. 1 will not be invoiced as the costs to administer are greater than the income and the land behind No. 3 will be a priority for the next list of allotment jobs.**

It was noted that a letter had been sent to No. 15 about the garden rubbish that had been dumped, the rubbish to be part of the next allotment inspection and further action taken if required.

## **9. Garages**

### **9.1 Turning Circle**

Three bases have been completed and the fourth is due for completion, the garages have been placed on order and are awaiting the completion of the first 4 bases. It was agreed that good progress had been made on the turning circle garages.

### **9.2 Garage Plots**

The Garage Tenant who had questioned the need for planning permission still needs to be contacted. A garage tenant who had previously moved from the Parish and given notice to quit had moved back within the Parish.

**RESOLVED: That the previous notice to quit is rescinded provided that the tenant pay his rent when requested.**

**10. Allotment Site Inspections.**

The site inspection had been covered earlier on the agenda however it was re-iterated that the next inspection would be at 6pm on the 7<sup>th</sup> July.

**11. Finance**

It was noted that the majority of tenants had now paid their rents, however a number of rents were still outstanding and had received a final letter. The committee were updated on the budget, the amount for the water element and the agreement for a reduced rent that resulted in the difference between the rent collectable and the rent expected.

**RESOLVED: That tenants who had not paid their rent within the 7 days indicated in the last noticed are brought back to the next meeting for consideration to terminate the tenancy.**

**10. Waiting List**

Everyone on the current waiting list has had a form to complete, to date none have been returned. A revised waiting list is to be considered at the next meeting.

**11. Maintenance**

It has been reported that the wall has fallen down on the pen on the playing field side.

**RESOLVED: Councillor Frost will ask the Lengthsman to check on the wall as a matter of urgency and make any necessary repairs to prevent any liability.**

United Utilities are to be contacted again with regards to the outstanding pathway repairs.

**12. Storage Facility**

This is an on-going issue and will be reconsidered after the completion of the garage colony.

**Any Other Business**

A request was made about dog fouling on paths and discarded pooper scoop bags, tenants were advised to pass any information available to the Parish and if the offender is known they will receive a letter. If times can be established then the dog warden can be asked to monitor the situation.

A request had been made for No Fly Tipping, No Rubbish signs on the allotments.

**RESOLVED: That the Allotment Manager is to be asked to provide signs.**

It was noted that the Allotment Society is to hold a fun day in partnership with the Briercliffe Society. The Parish Council will help publicise the event.

**Date of Next Meeting**

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