



BRIERCLIFFE WITH EXTWISTLE PARISH COUNCIL
ALLOTMENT COMMITTEE MEETING

Thursday, 12th May 2011

Present Councillor Frost (in the chair), Bailey, Meeks, S. Watson (Clerk).

Others: Mr J Greenwood Allotment Representative and 2 Allotment Society Representatives

1. Apologies

Apologies were submitted by Councillor Lishman and Councillor Royle.

2. Minutes of the Last Meeting

A discussion took place regarding the reference to the Allotment Manager and whether this should read Allotments Representative. John was elected as Allotment Representative and if a position of Allotments Manager is to be created it would need to be advertised unless it was a voluntary position without a salary.

RESOLVED: That a recommendation is made to the next Parish Council meeting to create a none salaried position of Allotments Manager and that John Greenwood is co-opted to the position. The Allotment Society is asked to elect 2 new Allotment Representatives to the Allotment Committee and inform the Clerk of the names of the representatives.

RESOLVED: That the minutes be amended to reflect that John is the Allotment Representative.

The minutes of the last meeting held on the 17th March were approved as a correct record as amended.

3. Matters Arising from the minutes

The Clerk reported that the request to drain into the back of Harrison Street had been declined. The drain is a sewer drain and current policy does not permit land drainage into sewer drains as this may cause the sewers to overflow into rivers causing pollution.

Councillor Lishman is to report back on Harrison Street to the next meeting.

The cockerel problems on Douglas Road had now been resolved, although additional animals have now been added, the Allotment Committee would monitor the situation to ensure that the animals do not cause a nuisance to neighbours.

4. Allotment's Society Report

The Allotment Society reported that an Open Day is to be held in June on a date to be confirmed. The Society now has all the necessary documentation, including a constitution and will be applying for a renewal to the National Allotment Association. The Society currently has 32 members and members will be getting shed alarms and marker pens shortly.

5. Paths around the Allotments

The top path is getting worse and needs repairing to prevent vehicles, 'bottoming out'. Councillor Lishman is asked to report back to the Parish meeting on whether Groundwork could help with the pathway, which needs to be top raked and re-levelled and should take about 2 days to complete. It was noted that a grant for the work may be available from County Councillor Brindle.

6. Douglas Road Garden Extension

Nos 1, 7, 9, 13 and 15 have signed agreements, an agreement has been sent to no. 11 but a response has not yet been received. No. 9 has sent a request to the Parish Council to buy the plot outright, the District Valuer has valued the plot at £3,000, however the Parish Council would need to set a purchase price and a price to cover the costs of the sale. The sale of a single plot may cause the Council difficulties in the future and it was felt that a sale should only go ahead if all the plots could be sold together.

RESOLVED: That a recommendation is taken to the Parish Council to decline the request to buy the land at plot 9.

7. Garages

7.1 Turning Circle

Two bases have been completed and the final two bases will be laid in the next two weeks and the garages and fencing are on order. The Planning Permission had to be slightly altered due to a change to the fencing, a letter is to be provided from the Chief Planning Officer allowing the change to the permission.

A question was asked as to why the garage rents had increased by an arbitrary figure rather than a percentage increase. It was explained that the Parish Council has the powers to set the rent levels as it sees fit and that there is no requirement to increase rents by a percentage amount, however the large garages have increased by a similar percentage as the small garages.

7.2 Garage Plots

A Garage Tenant had questioned the need for planning permission when replacing a garage. It was noted that if the whole garage was replaced then permission is needed and a charge of £50 for planning permission will be made to the tenant.

8. Allotment Site Inspections.

The allotment site inspection was carried out before the allotment meeting, at 6:30pm, a separate report will be provided to the Committee. A second inspection will be held at 6:30 pm on Thursday 14th July before the Allotments Meeting. A tenant has put two gates and locks and claimed additional land, this has increased the area of land of his plot. John to provide the additional costs the land will incur to the Clerk.

RESOLVED: The Tenant will be permitted to take on the additional land on the condition that he pays for the increase in acreage and agrees to take on the maintenance responsibility for the whole area.

9. Finance

Over half the rents due were paid over at the May rents meeting, additional rents have also been sent direct to the Responsible Finance Officer. It was agreed that the rents meeting should be brought forward to April next year with the bills being sent out in March, this will enable an earlier collection of the rents. Tenants will be given 1 months notice to pay the rents, reminders will be sent on the 30th April giving 7 days to pay or the tenancy will be terminated.

RESOLVED: That tenants are informed they have until the 31st May to pay the rents this year. Any rents outstanding by the 7th June will result in the tenancy being terminated. Next year bill will be sent out in March and rents must be paid by 30th April, any rents outstanding by 7th May will result in the tenancy being terminated.

10. Waiting List

The waiting list was circulated and amendments made regarding Turning Circle garages, an updated list will be circulated to the Parish Council meeting. The Turning Circle garages will be let with 3 months rent in advance and a deposit of £100, refundable only if the garage is left in a reasonable condition. Any costs to repair or clear the garage will be taken from the deposit prior to a refund. The Garages may only be used for vehicular storage and can be inspected by the Parish Council to ensure this condition is being met at anytime so long as the Parish Council gives 3 days notice of an inspection.

The Allotments waiting list form was agreed and is to be sent to everyone on the current waiting list. A 3 weeks return date will be required and non return of the form will be deemed to indicate they no longer wish to remain on the waiting list. All applications must now be on the application form, which will be made available on the website or from the

Clerk. The date of return of the form will be the date taken for acceptance onto the waiting list.

11. Maintenance

The agreed parking extension is now 90% complete, however further stone is needed to complete the parking. Repairs are needed to the wall above the kissing gate. The top allotment fence is now complete as is the fence to the school garden plot. The divide of the pathway is also complete and additional barrier posts have been erected to prevent cars running over the corners.

Additional jobs for consideration must be brought back to the next meeting prior to commencement and only jobs from the agreed list should be carried out at present. Cllr Meeks and Bailey agreed to help John make repairs to the kissing gate wall.

12. Storage Facility

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

Any Other Business

The Chopper needed two new belts which were purchased at a cost of £19.20.

Date of Next Meeting

It was agreed that the next meeting would be on Thursday 16th June, 7:30pm, at the Community Centre.