



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

**Thursday, 13<sup>th</sup> October 2011**

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

**Others: Al Turner (allotment tenant)**

Cllr Lishman opened the meeting and noted the change of membership. Cllr Dack has replaced Cllr Frost on the committee and Cllr Dack was welcomed to the meeting.

**1. Apologies**

All Councillors were present, apologies were submitted by Alan Firminger, Allotment Society Representative.

**2. Minutes of the Last Meeting**

The minutes of the last meeting held on the 15<sup>th</sup> September 2011 were approved as a correct record.

**3. Actions taken from the minutes**

The brambles behind number 3 Douglas Road still need to be removed and this would be a priority Lengthsman's job this month. It was noted that the Allotment bins notice agreed at the last meeting has been put up. The pathways list has been approved and the turning circle garages have all been let and all rents have been paid. Anti Vandal paint will be used once the work is complete and additional garage plans are in progress. Also the tarmac has been removed by the contractor. The Allotment Site inspection is recorded later and the garage tenant that has still not paid this year's rent will be given notice to quit. A request has been made for the Turning Circle garages to have a water supply to allow for car washing, this was deemed as unfeasible due to the distance from any main water pipes. There were no further actions from the minutes.

**4. Allotment's Society Report**

There was no report as the Allotment Society Representative had sent their apologies.

**5. Paths around the Allotments**

The paths were inspected as part of the Site Inspection.

**RECOMMENDED: That the pathways identified in the Site Inspection are prioritised as Lengthsman Jobs.**

**6. Douglas Road Garden Extension**

The brambles behind no. 3 are still to be removed then the resident is willing to take on the plot.

**RECOMMENDED: The removal of the brambles is a priority Lengthsman job this month.**

**7. Garages**

**7.1 Turning Circle**

All eight garages have been let and the first months rents have all been paid, the new bank account details are yet to arrive.

**7.2 Garage Plots**

The garage site inspection results are contained below.

**8. Allotment Site Inspections**

The Allotment Site Inspection had included an inspection of the Harrison Street Garage site. Several Plots and Garages were below standard and the following actions are recommended to the Parish Council. Pathways and hedges were also inspected and will form part of the Lengthsman duties. A list of pathways and hedges will be provided to the Allotment Society.

**RESOLVED: That Allotment Plot 2(2B) is given Notice to Quit as unused.  
That Allotment Plots 2(3) and 2(6A) are given Notice to Tidy.  
That Allotment Plot 1(7) is given notice to repair or remove huts.  
That Allotment Plot 2(2C) is instructed to contact the Chair regarding the untidiness and overgrazing, failure to contact will result in Notice to Quit.  
That Allotment Plots 2(1) and 2(9) gets a letter noting work has started and needs to continue to tidy.  
That Allotment Plot 1(29) is given notice to remove surplus pallets and make them safe.  
That Allotment Plot 2(37) is given notice to tidy and ask if they wish to retain the plot as there is another interested party.  
That Garage Plots D7, A6, A7, A8 and G3 are given Notice to Quit by the 31<sup>st</sup> March 2012.  
That Garage Plots D9 is given notice to tidy the plot.  
That Garage Plots C3 is given notice to tidy and stain.**

**That Garage Plots C7 is given notice to repair or quit.  
That Garage Plots D7 is asked what are the timescale for sale.  
That Garage Plots D6 is told of concerns regarding the lean.**

It was proposed that both the Harrison Street garage plots and the Allotments should have a deposit for new tenants which is repayable on release of the plot in good condition.

**RECOMMENDED: That the Allotment Society is consulted on a deposit scheme for new tenants and a proposal is made to the November Parish Council meeting. The Society to suggest an amount for the deposit taking into account the costs for reparation of plots.**

It was suggested that a formal 'hand-over' procedure is developed for both Allotments and garages, this will include photographs of the plot and an agreement with the new tenant to accept the condition of the plot.

**RECOMMENDED: The Clerk to develop a 'hand over' procedure and the Allotment Tenancy agreement to be an agenda item at the next Allotment meeting.**

The Compost and Bin area was discussed and it was noted that there were two vacant plots adjacent.

**RECOMMENDED: That the area is tidied and a proposal is brought forward for a purpose built Lengthsman's base. Cllr Dack and John Greenwood will bring a proposal to the next meeting and this will be an agenda item.**

The Clerk to contact Calico Housing regarding the overhanging trees and United Utilities regarding the pathway repairs from the Turning Circle to Jubilee Street.

## **9. Finance**

No details were available. The Clerk will provide the Allotment finances to the Parish Council meeting and a full breakdown for the next meeting.

## **10. Waiting List**

The Allotment Manager will contact the next resident on the waiting list.

## **11. Maintenance - Allotment Jobs**

Maintenance issued were covered earlier in the meeting.

## **12. Storage Facility**

There were no further issues regarding storage

**The meeting then moved into private session**