

DRAFT



MINUTES OF A MEETING OF THE TOWN COUNCIL'S ALLOTMENTS COMMITTEE HELD ON 10th JANUARY 2018 IN THE COMMITTEE ROOM AT THE CIVIC CENTRE AT 6.00PM.

PRESENT: Cllr P Barton (Chairman), Cllr P Smith (Mayor), Cllr T Luker, Cllr L Farmer.

Co-opted members: Mr C Mitchell, Mr V Howell (Co-opted at the meeting) and 1 member of the public.

IN ATTENDANCE Mrs D Hyam Administrator.

172. APOLOGIES FOR ABSENCE. Cllr R Claydon (Deputy Mayor), Cllr N Pinnegar, Mr A Burns, Mr I Jones who entered the meeting later.

173. DECLARATIONS OF INTEREST AND DISPENSATIONS. None expressed by members.

Mr V Howell entered the meeting

174. PUBLIC FORUM. The member of the public raised several points following the Allotment Tenants meeting held on 4th December 2017 regarding the following;

- a) Would skips be provided for the rubbish? The response was that these would be detailed into the 5 year plan as it was agreed by the Town Council in 2016.
- b) When would vacant plot 42 at New Road be strimmed? The Mayor informed the attendees that the Buildings Manager was about to commence a phased return to work following long term sick leave and this would be over at least 8 weeks and outstanding work would be completed but the time scale is unknown at this stage.
- c) Notification of vacant plots to tenants. The Chairman explained that this would be included in the forthcoming newsletter and discussed later in the meeting.
- d) Noticeboard at New road. The Chairman confirmed that this would be installed following works to the water supply, main path and gate which had been approved by the Town Council.

175. MINUTES OF THE MEETING HELD 18th October 2017. Proposed by Cllr P Smith and seconded by Cllr T Luker that the Minutes of the meeting held on the 18th October 2017 to be approved as a correct record and signed by the Chairman. Agreed all in favour.

176. CO-OPTION OF NEW COMMITTEE MEMBER. It was proposed by Cllr P Smith and seconded by Cllr T Luker that Mr V Howell become a co-opted member of the committee. Agreed all in favour.

177. ALLOTMENT TENANTS MEETING HELD 4th DECEMBER 2017. The Chairman gave a brief report of the meeting to the committee. He said it was well attended with 32 members of the public. The following points were raised at the meeting;

- a) Improvements to water supply at New Road.
- b) Alterations to path and main gate at New Road.
- c) Strimming vacant plots at Knapp Road and other areas.
- d) Inspection of paths at New Road especially around plot 10A.
- e) To install handrail to steps at middle entrance at Knapp Road and to infill steps.

- f) Compost area at Knapp Road.
- g) News Letter for website giving details of vacant plots etc.

178. ALLOTMENT NEWSLETTER. Following discussions regarding the newsletter it was decided that it would be published on the website quarterly. The content would include vacant plots and those under special measures, the latest news on projects and gardening tips. It is proposed that contact details could be given of the site representatives so tenants can contact them directly with any issues. An email will be sent to tenants who have supplied email addresses and the remainder will be posted in the first instance to request an email address if available. The email will contain a link to the website for easy access. Tenants who are not able to view the newsletter online will be able to pick up a hard copy from the One Stop Shop.

179. IMPROVEMENTS TO PATH AT MAIN ENTRANCE TO NEW ROAD. It was agreed by the Town Council that the alterations to the path at the main entrance go ahead. Following a recent site meeting it was decided that this work should be done before the new water supply.

180. WATER SUPPLY AT NEW ROAD. The new water supply has been agreed by the Town Council and it is hoped that it will be installed within the next 8 weeks following work to the path.

181. STRIMMING VACANT PLOTS AND OTHER AREAS AT KNAPP ROAD. The table below was circulated to members at the meeting and it shows the quotes gathered for proposed works as follows;

- a) To strim plots 21 and 22A and cover with membrane supplied by Wotton Town Council.
- b) To clear area in front of main gate and to cut hedge from plot 23 to 19.
- c) To clear area next to plot 35 of brambles.
- d) All debris such as brambles to be burnt on site while the work is carried out

	Option 1	Option 2	Option 3	Option 4
Total	£810	£680	£800	£2550

It was proposed by Cllr P Smith and seconded by Cllr T Luker that Option 2 be put forward to be considered by the Town Council.

182. PRIORITIES FOR A 5 YEAR PLAN. The Chairman said as budgets are tight it is important that the tenants keep the paths around their plots cut and tidy. Working parties at both sites would help keep the cost of certain projects down and that the Council could only complete a limited amount of work each year. Inspections will continue to take place at least twice a year and if there are any concerns raised about certain plots tenants can inform the Council. These will be inspected so the necessary action can be taken.

The following list of proposed works is compiled in order of priority.

- a) Strim and cover vacant plots and strim other areas at Knapp Road.
- b) Condition of paths at New Road near 10A.
- c) Handrail to steps at the middle gate at Knapp Road.
- d) Infill steps at middle entrance at Knapp Road.
- e) To strim and cover vacant plots at New Road.

- f) Skips to remove rubbish from both sites.
- g) Remove or trim cherry tree on plot 22 New Road.
- h) Compost area to be reorganised and improved with help from working party at Knapp Road.
- i) Trim perimeter hedges and paths on a more regular basis.

Mr I Jones entered the meeting.

It was noted that creating an area for composting at Knapp Road would benefit the site and Mrs Hyam will research the construction and any other information regarding compost bins for allotment sites.

183. REPORT FROM KNAPP ROAD REPRESENTATIVES. The Knapp Road Association had not met since last year and it is hoped that, with a number of new tenants a committee can be formed, or a small working party.

184. REPORT FROM NEW ROAD REPRESENTATIVES. No representatives attended the meeting.

185. ITEMS FOR FUTURE MEETINGS.

- a) Compost bins.
- b) Plot 15 New Road Memory Group.
- c) Picking of fruit on vacant plots for tenants or food bank.

186. NEXT ALLOTMENT MEETING. Wednesday 14th March 2018 in the Committee Room at **7.00pm**.

187. This completed the business of the Allotments Committee

Signed.....Chair of the Allotments Committee

Date.....

