

## **MINUTES OF A MEETING OF THE ALLOTMENTS COMMITTEE**

**Held on Wednesday 13<sup>th</sup> January 2021 at 11:30am**

In accordance with the Local Authority and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panel Meetings) (England and Wales) Regulations 2020, this meeting was conducted remotely, via the Zoom video conferencing platform.

**Present:** Councillor Mrs E. Blezard  
Councillor B. Mayne  
Councillor Mrs P. Mayne – Acting Chairman  
Councillor R. Seal

### **12. Welcome and Apologies**

The Acting Chairman welcomed everyone to the meeting.  
All members were present and therefore no apologies were received.

### **13. Declarations of Interest**

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

### **14. Public Bodies (Admission to Meetings) Act 1960**

RESOLVED that all items relating to specific tenants be taken in private including item 28.

### **15. Minutes – 1<sup>st</sup> October 2020**

RESOLVED that the minutes of a meeting of the Allotments Committee held on Thursday 1<sup>st</sup> October 2020 (Minute Numbers 1 - 11; Pages 1 - 4) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs E. Blezard)

**16. Minutes – 19<sup>th</sup> June 2019**

RESOLVED that the minutes of a meeting of the Allotments Committee held on Wednesday 19<sup>th</sup> June 2019 (Minute Numbers 1 - 5; Pages 1 - 2) be received as a true record and the contents contained therein be approved.

(Proposed by Councillor B. Mayne / Seconded by Councillor Mrs P. Mayne)

**17. Allotment Policies**

The second draft of the allotment policies was considered and further policies were required on allotment visitors and insurance / risk of people on site.

The third draft of the policy document will be considered at the next meeting.

RESOLVED that the Allotment Policies be received and a third draft be considered at the next meeting.

**18. Onsite Allotment Committees**

The first draft of the Onsite Allotment Committee document was reviewed and some amendments were suggested including clarification on the position regarding locks.

A second draft of the document would be considered at the next meeting before consultation with Onsite Committees.

RESOLVED that the Onsite Allotment Committee document be received and a second draft be considered at the next meeting.

**19. Avian Influenza**

A report was provided on the Town Council's actions following the Avian Influenza outbreak and subsequent protection order.

Posters had been provided to all sites and a follow up letter sent to each tenant on sites that allow livestock.

RESOLVED that the report be received and the contents noted.

**20. Update on Allotment Issues**

The Town Clerk reported that the following issues had been attended to since the last meeting:

- i) Ellins Terrace – Water leak and significant water bill – leak identified and remedial action requested. All tenants informed that they must not carry out water installations without permission.
- ii) Wentworth Terrace – Burst pipe repaired and lagged.
- iii) Cypress Road – Burst pipe attended to by ENGIE. Replacement tap to be installed and pipes lagged.
- iv) Cypress Road – thefts on site continuing.
  
- v) Wentworth Terrace – New locks installed in October and on Boxing Day one of the locks was removed from the gate. There was no information of who has the lock, but it transpired that someone had difficulty opening the lock and was stuck inside the allotments. Members requested that the lock be returned to establish if it was faulty. No further funding would be provided for locks and it would be for the site to make their own arrangements as is standard practice.

RESOLVED that the report be received and the contents noted.

**21. Fencing at Gladstone Street**

RESOLVED that the leaning fencing near the Children's Home be repaired at a cost of £815.00.

**22. Fencing at Wentworth Terrace**

RESOLVED that the fencing at the Coronation Avenue corner of the site be replaced at a cost of £595.00.

**23. Clearance of land at Wentworth Terrace**

RESOLVED that the overgrown plots be cleared at a cost of no more than £950.00.

**24. Fencing at Newland Lane**

RESOLVED that the front fencing to the right of the main gate be replaced at a cost of £3,090.00.

**25. Stop Tap at Newland Lane**

This item was deferred for further information.

**26. Water Supply Work 2021**

RESOLVED that works are undertaken to identify all water supplies and stop taps on each site along with signage to identify where stop taps are located.

**27. Signage Work 2021**

RESOLVED that signs are installed at each site to identify the site name, authority and contact details at a cost of £280.00.

**28. Joint Tenancy Request**

RESOLVED that the request to add an additional name to an existing joint tenancy be approved for the reasons identified in the Clerks verbal report.

**29. Budget**

RESOLVED that the budget report be received and the contents noted and that:

- i) The water usage be kept under constant review given the high usage and leaks on sites over winter.

In the absence of any further business, the Acting Chairman thanked everyone for their attendance and closed the meeting.