

MINUTES of ALLOTMENT COMMITTEE meeting held 7 June 2018 at Euxton PC Community Centre, Euxton.

Present: Cllrs P Fellows K Reed S Walker
 C Jones D Rigg M Wilmot (Chairman)
 E Jones A Riggott
 A Oddy H Tune

Officers: D Platt, A Mayoh

Residents: 0

1. Apologies Cllrs A Reed

Public participation

2. Minutes of the last meeting 7 June 2019

Resolved: Allotment Committee minutes of 7 June 2019, were agreed to be accurate record of the meeting and signed by the Chairman.

3. Drafted lease, feedback from Chorley Council

There was a meeting with the CEO of CBC and Cllr Oddy and the Clerk last week. A response was promised to be with us prior to this meeting. No response received. Cllr Oddy verbally updated members on the meeting and discussions.

4. Update on actions on/off site since the last meeting

The Clerk updated that the grass has been cut down and we had had a visit from the tree contractor and obtained a cost for tree works. All works done or to be done are only done if permission is granted by CBC.

5. Lease for the land update and discussion and decisions on the set-back

Covered under item 3.

6. Gantt chart timings draft/changes needed/timescales

Members discussed the items and added to the wish lists:

- Sheds/gutters/water but/greenhouses
- Pads for the sheds
- Disabled space, build when required/requested as per the needs
- Perimeter paths
- Fencing four sides
- Ranch style plot fencing
- Noticeboard
- Solar panels for the office

7. Policy Working Group updates and proposed documents

- Policy
- License agreement

On the pricing section – change proposed is: 6 month notice for a rent review and no more than one rent change per annum, by October for implementation 1st April of the following year.

Item 6. Enforcement the proposed change is: within 28 days of the date of the 3rd

termination letter; and; heard by a panel of the Council

In 1. Change to 28 days from one month.

There will be a written appeals procedure drawn up.

Discussed having a 'bond' – this is deferred to the lease pricing section.

Greenhouse size, no bigger than 8x10 to be inserted.

Insert a catch all sentence in one of the documents of the responsibility of plot holders to report problems which they feel should be known by the Council ie, the sight of invasive weeds, or rule-breaking, sight of vermin etc.

Resolved: Allotment Committee agreed the Policy and License Agreement, with the suggested changes incorporated.

- Discussion on Insurance item

Members discussed the insurance which the Council will have, as standard, covering employees and public liability. If an Allotment Society is set up on site they can obtain personal insurance cover for all the plot holders at a reasonable cost.

8. Financial management of the Allotment Site discussion and plan

Resolved: Committee members agreed to request from Full Council for a proposed project cost of £250K with 10% contingency to be allocated from the CIL monies.

9. Discussion on timing for seeking Architect advice and report and decide

Deferred to a future agenda.

10. Update on up-front site requirements such as cutting, strimming, tree works, ditch works, soil move from building site

Mostly referred to a future agenda.

Resolved: Members agreed for discussions with Rowland to begin regarding the transfer of top soil and digging of ditches free to the Council, due to cost savings to Rowland.

11. Other items this Committee can discuss and/or take forward

Discussed the cost of IT and estimated £1200.

12. Dates for forthcoming meetings

Agreed two possible dates depending if CBC report back, 22 July or 30 July.

The Chairman declared the meeting over.

9.00