

MINUTES of ALLOTMENT COMMITTEE meeting held 7 June 2019 at Euxton PC Community Centre, Euxton.

Present: Cllrs P Fellows A Oddy S Walker
C Jones A Riggott M Wilmot
E Jones H Tune

Officers: D Platt, A Mayoh

Residents: 1

1. Election of Chair

Resolved: Cllr Wilmot was elected Chair.

2. Election of Vice Chair

Resolved: Cllr C Jones was elected Vice Chair.

3. Apologies Cllrs K Reed, D Rigg.

Public participation

4. Consideration of appointment of a Project Manager and creation of a Project Monitoring Form

Resolved: Cllr E Jones was elected to be the Project Manager (PM). PM will review and complete the Monitoring Form.

5. Drafted lease, feedback from Chorley Council

Cllr Oddy had scrutinised the lease and the Committee went through the document section by section.

Resolved: Members agreed:

- Item 3, first column, reference to Tenant being called Allotment Authority needs removing.
- Item 13, remove CBC insertion, 'ensuring fees in line with others'.
- Item 16, add in the word 'list' to first sentence; remove CBC insertions dictating our waiting list, delete 3 sentences.
- Item 17, change sentence to; The Tenant will create and maintain the fences and boundaries which the Tenant erects and are under its control and, take responsibility for what the Landlords is responsible for. (This is to be investigated in the Title Deed).
- Item 22, insert 'buildings/paths/boundaries/car park but excluding the plots' and remove 'working allotment site' from the clause.
- Item 26, remove CBC addition to 'exclude' this lease from the 1954 Landlord and Tenant Act – this must be an inclusion not exclusion for the Council's protection.

The changes will be made, Cllr Oddy will check then be sent back to Chorley.

The Committee thanked Cllr Oddy for his expert knowledge and work on this document.

6. Services to site/site visit – update on discussions

A site visit will be arranged for week commencing 10 June with the site manager, who has been on holiday.

7. Gantt chart timings draft/changes needed/timescales

Members discussed the timings. The Project Manager will review the timings and add in events discussed at this meeting and re-issue the chart.

8. Waiting list – how to administer/control and rules – need to be prepared ready for 1st September list opening

Members debated the priorities for the waiting list at some length and the information required from contacts.

Resolved: The Committee agreed:

- A form would be sent to each resident making contact to go on the waiting list from 1st September 2019 and set out the necessary questions to be on the form.
- Priority for allocation was discussed, at length, and some initial ideas were agreed, these may be adjusted in light of information requested, the initial priorities may be:
 - Euxton Parish residents from the CBC waiting list prior to 1st June 2019.
 - Euxton Parish residents from Euxton's waiting list from 01/09/19 to 31/12/19 who currently do not have an allotment.
 - Euxton Parish residents who wish to transfer from an allotment plot elsewhere in the Borough – this will be clarified following receipt of information from CBC as to the possible number of transferees.
 - It was agreed that, when the site is ready for allocations the names will be chosen by a paper ballot using the criteria above for the first wave of tenants.

9. Tasks to consider to include in the project

Council Policy and Tenant Agreement to be looked at with a view to being complete by end of June.

Resolved: The Committee agreed to subscribe to the National Allotment Society (NSALG) at an annual cost of £55 + vat.

Working Group for drafting the policy and tenant agreement was agreed to be Cllrs E Jones, C Jones, A Oddy, Wilmot and Andy Mayoh.

Ask Cuerden for an electronic version (Word) of its Tenant Agreement.

Members discussed the lists produced and added items to it and were asked to forward to the Clerk any additional items for the list.

The brief for the Architects needs to be ready before the next meeting so it can be approved and circulated following.

CBC to be given a deadline of the end of June for a response to the suggested lease changes.

The Clerk, Andy, Cllrs E Jones and C Jones had visited the Cuerden site and gathered much information from the two contacts who had created the site from scratch.

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

A member had circulated an opportunity for a community competition for a Pacer train carriage – members agreed they were too large for the site.

11. Dates for forthcoming meetings

The next meeting will be the 11th July.

Clerk to send action dates round asap.

The Chairman declared the meeting over.

9.10