

**MINUTES** of ALLOTMENT COMMITTEE meeting of 12 January 2021 via Zoom.

Councillors present:

Cllr C Jones (Chair)	Cllr A Oddy	Cllr A Riggott
Cllr E Jones (Vice Chair/Project Mgr)	Cllr K Reed	Cllr S Walker
Cllr J Matson	Cllr D Rigg	

Officers present:

D Platt, A Platt, A Mayoh

1. Appointment of Chairman and Committee Membership

**Resolved:** Cllr C Jones was appointed Chairman.

**Resolved:** Cllr E Jones was appointed Vice Chairman.

**Resolved:** Cllr J Matson was appointed to the Committee.

2. Apologies

Received from Cllrs P Fellows, H Tune.

The Chairman advised of the resignation of Cllr M Wilmot from the Committee.

3. Public participation

No members of the public present.

4. Minutes of the last meeting

**Resolved:** Minutes of the Meeting held on 1 October 2020 were agreed to be an accurate record and signed by the Chairman.

5. Lease and s106 Update

Chorley Council's Solicitor is awaiting a response from the developer in relation to minor changes to the s.106 agreement.

6. Planning Permission

Details of the conditions relating to the permission were reviewed. The car park is to be laid with a smooth surface at the entrance to prevent spoil spreading onto the estate road. Tree planting will be agreed in time for the next planting season.

7. Cass Associates Progress Update

The Clerk and Project Manager provided an update. Previously approved items are being dealt with and the tender documents will be ready by the end of January. This will allow time for clearance the work to be carried out on the ditch.

8. Project Items for Tender Documents

The Project Manager suggested a 7.2m x 3m cabin would be adequate and would allow for a store and water butts to be included within the scope of the approved plans. Also for a store at a suggested 3m x 2.4m. A proposal to obtain a larger cabin was not seconded.

**Resolved:** Committee agreed on the quotation obtained for a 7.2m x 3m cabin and its internal specifications and the 3m x 2.4m store. The cabin specifications will be confirmed and submitted to planning to discharge the condition requiring more information on the cabin.

The provision of sheds for allotment holders were discussed. Standard 6ft x 4ft sheds, without windows, are to be provided by the parish council to avoid issues if plot holders surrender their allotment. The colour of the sheds is to be confirmed for the specification documents.

**Resolved:** Committee agreed on standard wood 6ft x 4ft sheds for each plot.

#### 9. Drainage Ditch

A specification for the drainage ditch works and quotations for the were considered.

**Resolved:** Universal Groundcare was appointed, at a cost of £2,030 for the ditch works.

#### 10. Project Programme

The plot holder's agreement and the allotments policy are to be reviewed at the next meeting.

Universal Groundcare is to be added to the list of tendering companies.

A working group, comprising Councillors C Jones, E Jones and K Reed is to vet the tenders and make recommendations on contractors to the Committee for its final approval. It is estimated the documents from CASS should be available to the end of January and they suggest 2 to 3 weeks for the contractors to submit the tenders.

#### 11. Budget Considerations

The Clerk advised the current available funds from a previous precept, s106 monies due and a CIL request.

**Resolved:** The Committee will request a budget of £5,000 is to be included in the precept calculations.

#### 12. Any other items which need attention or research

The Committee's thanks are to be passed to former Councillor Wilmot for his work on this project.

#### 13. Date of next meeting

4 March 2021.

Meeting closed 8:10pm