

**MINUTES** of ALLOTMENT COMMITTEE meeting of 11 March 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 H Tune
Cllr J Matson	Cllr D Rigg	Cllr S Walker

Officers present:

D Platt, A Mayoh

1. Apologies

Received from Cllrs P Fellows.

2. Declarations of interest

3. Public participation

No members of the public present.

4. Minutes of the last meeting

**Resolved:** Minutes of the Meeting held on 12 January 2021 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. The Clerk has sent a direct email to Rowland Homes Managing Director who has made contact and asked some questions.

Cllr Oddy declared an interest as he is an acquaintance of the Rowland Homes recipient.

The queries raised by Rowland Homes were: the bays close to the first property; fencing height, if it is higher than the wooden 1.8m fencing; parking if car park full.

Members discussed these points which will be dealt with below and a response will be sent to Rowland Homes.

6. Tender exercise process, assessment and recommendation for decision

Consider the attached report and recommendations from the tender assessors and make a decision.

Members discussed the range in Tender prices, thanked Cllr Jones for all the analysis and the working group for checking through the submissions.

Rowland Homes queries were discussed and changes will be incorporated in the documents.

**Resolved:** The Tender documents would be updated to reflect the changes of items being taken out or adjusted, they would be re-submitted to the Contractors for a re-working.

**Resolved:** Committee will continue with the application processes for water supply in to site, electricity supply in to the site and drain outlet to take water off the site.

**Resolved:** Committee considered the drainage proposal report and agreed for works to the value of £7,200 and that the Chair and Vice Chair chose the contractor when prices are confirmed.

**Resolved:** Committee agreed for the order for work to create drawings which are required for the LCC drainage application up to the value of £350. Also for this work to be carried out up to the value of £5000.

7. Waiting list update, numbers, allocation process

**Resolved:** Committee agreed:

- One plot per household/house
- Residents to live within Euxton
- All applications would go on the waiting list
- Plot holders who move out of area will follow the license and relinquish their plot at the end of the season/or 12 months notice whichever is first\*
- No sub-letting of plots
- Items which are allowed/not will be reflected in the license agreement

8. Allotment Policy and License Agreement – review and confirm

8.1 Allotment Policy

8.2 Allotment License Agreement

Committee agreed that these would be reviewed at a future meeting but could be circulated in 'draft' form. The item above marked \* to be considered for inclusion also an item on parking requested by Rowland Homes.

9. Project idea to link in with a local supplier – consider proposed contact attached

Committee did not want to pursue this idea.

10. Project Programme

Members received the programme update.

11. Budget Considerations

The Tender documents, when returned, will be considered and a report brought back to Committee. Chair will update Full Council at its next meeting.

12. Any other items which need attention or research

Plot prices were discussed. Information received from the Allotment Society will be circulated.

13. Date of next meeting

8<sup>th</sup> April in time for next Full Council of 15<sup>th</sup> April.

Meeting closed 8:45pm