

EUXTON PARISH COUNCIL

NOTES of an informal meeting of the ALLOTMENT COMMITTEE held on 27th May 2021 via Zoom.

Councillors present:

Cllr C Jones (Chair)

Cllr E Jones (Vice Chair Project Mgr)

Cllr P Fellows

Cllr N Hall

Cllr J Matson

Cllr K Reed

Cllr D Rigg

Cllr S Walker

Officers present:

D Platt, A Platt, A Mayoh

1. Election of Chairman

Cllr C Jones was elected.

2. Election of Vice Chairman

Cllr E Jones was elected.

3. Appointment of Project Manager

Cllr E Jones was appointed.

4. Apologies

Received from Cllr H Tune.

5. Declarations of Interest

None declared.

6. Public participation

No members of the public present.

7. Minutes of the last meeting

Minutes of the Meeting held on 22 April 2021 were agreed to be an accurate record and signed by the Chairman.

8. Lease and s106 Update

The lease required an additional signature to enable its completion. The Parish Council is to confirm the s106 spending will be for the allotments project only in a document which is awaited.

9. Licence Agreement and Guidelines

Revisions to version 4 of the Licence and the Guidelines were discussed. Committee agreed the documents with the amendments tabled.

A sim only mobile phone is to be obtained for use by the Allotments Manager. The phone is to be used only for allotment business.

10. Allotment Policy

Revisions to version 4 of the Policy were discussed. Committee agreed the document with the amendments tabled.

EUXTON PARISH COUNCIL

11. Cost per plot

Committee agreed to an annual cost of £80 per plot.

12. Allotment Software Package

Committee agreed to the 5 year package offer, to include training and set up.

13. Plot Allocation

Completion of the site is scheduled for 29 July, with the handover on the 30 July. The first 36 applications are to be offered a plot, with completed paperwork to be returned by 30 June to allow time for the reallocation of any plots not taken up. A draw will be held for the allocation of sites.

14. Open Day

The Open Day is to be arranged for Saturday 7 August 2021.

15. Project Plan

The Project Plan was noted.

16. Any other items which need attention or research

The gate lock is to be a combination type.

It was noted the tender process allowed for stage payments of contractor's invoices.

Items for further research included a storage container, electricity supply, an office and composting toilets.

Anti-climb paint was suggested for the top of the fence along the School Lane boundary.

17. Date of next meeting

8 July 2021.

Informal meeting closed 9:10pm