

**MINUTES** of ALLOTMENT COMMITTEE meeting of 10 September 2020 via Zoom.

Councillors present:

Cllr P Fellows

Cllr C Jones (Vice Chair)

Cllr E Jones (Project Mgr)

Cllr A Oddy

Cllr P Preston

Cllr D Rigg

Cllr H Tune

Cllr M Wilmot (Chair)

Cllr S Walker

Officers present:

D Platt

1. Apologies

Received from Cllr K Reed Cllr A Riggott and officer A Mayoh.

2. Public participation

3. Minutes of the last meeting held on 5<sup>th</sup> March 2020

The offer made by Cllr AO was chased about speaking to Rowland about back-filling the drain line – Cllr AO will chase.

**Resolved:** The minutes were approved and will be signed by the Chair as a correct record.

Cllr Preston declared a personal interest in this project as it is adjacent to his property.

4. Update on signed Chorley Council lease process

Verbal update on the lease progress – the lease has been received by Chorley Council but the officer dealing with it is on holiday, so awaiting feedback.

5. Draft planned site by 'Cass Associates'

Consider the draft, make changes/corrections and adopt the plan – members discussed the plan in detail and offered minor changes for the plan. The issue of the size/number of allotments prescribed in an s106 agreement on the land was queried, the Clerk will research and report back.

CASS has been asked to submit further quotations for items such as project management.

6. Consider planning application

Discuss and approve requirements, costs, other items – CASS advised on how the planning application can be submitted and the level of detail required on items such as the temporary buildings and fencing style/height etc. When the design is updated, and after circulated, a planning application can be drawn up ready for submission.

7. Fencing requirements

Discuss and agree putting out to tender the fencing requirement for the site, consider area, type, gates, openings and decide on timescale for process.

**Resolved:** The committee agreed the fencing style to be close mesh and concreted in posts, green, 2 metres high, guaranteed life span specified in quote. The specification will be drawn up for tender purposes.

8. Project programme

Discuss timings for the project - the plan will be updated.

9. Any other items which need attention or research

10. Date for next meeting

Arranged for Thursday 1<sup>st</sup> October at 7.30pm.