

Minutes of ALLOTMENT COMMITTEE Meeting of 23rd September 2025 at 7.00pm at Euxton Allotment Site Office

Councillors present: Cllr E Jones (Chair)
Cllr D Rigg (Vice Chair)
Cllr K Reed
Cllr G Vickers
Cllr P Fellows

Officers present: A Mayoh L Hardman

Members of the public: 0

1. Apologies – Cllr P Morton (not in attendance)
2. Minutes of meeting held Thursday 12th June 2025

Resolved: Minutes of the Allotment Committee held on 12th June 2025 were agreed to be an accurate record and signed by the Chairman.

- 3 Public participation

No members of the public present.

4. Site Reports and Considerations

- Noise Complaint

The Deputy Clerk reported on an ongoing complaint from a local resident re early morning noise from the allotment site. Cllr Vickers reported on a recent monitoring visit to the site and his subsequent findings. Deputy Clerk provided an update re notifications to plot holders re neighbour consideration.

Resolved: Cllr Jones reported that investigations and monitoring by EPC have not shown any evidence of a noise issue and all plot holders have been notified and requested to be considerate of neighbours when on the site. Complainant to be contacted if there are any further issues and advised re CBC Noise Complaints procedures.

- . Possible location for new container

Cllr Jones reported that a request had been made by the Personnel Committee to accommodate a storage container on the allotment site.

Resolved: Cllr Jones requested that this item be placed on the Agenda for the next Allotment Committee Meeting which will be held after the Personnel Committee Meeting when an update can be provided.

5. NWIB /IYN 2025 Update

The Deputy Clerk reported that the NWIB results have not yet been received and advised that the presentation will take place at Bolton Wanderers F.C. on 04/11/2025.

Resolved: Deputy Clerk will submit ticket requests if required.

6. Best Plot Competition review

Cllr Jones gave an update re the competition results, winners and feedback received from plot holders. Cllr Rigg proposed the an option to opt out of the competition if

required. Cllr Jones proposed bringing the judging forward to July 2026 with an opt out option.

Resolved: Cllr Jones advised that the competition will be run again in 2026 and judging criteria will be discussed at a future meeting (possibly March 2026).

7. Matters for discussion at March 2026 meeting

Cllr Jones reported that a meeting will be held at the beginning of 2026 to discuss the Allotment Agreement, Policy and Licence documents and make any amendments deemed necessary. Cllr Rigg proposed an Agenda point be made re going digital.

Resolved: Cllr Jones advised that the Allotment documents will be reviewed at the next meeting and the Deputy Clerk will send out copies to all Councillors with the Agenda.

8. Compost Bays – date of reopening and unauthorised waste update

The Allotment Officer reported that the compost bays have just been emptied, they will be closed off at the beginning of December and reopen in April 2026.

Resolved: Deputy Clerk will notify Plot Holders that the compost bays will be closed on Monday 1st December 2025 and reopened the first week in April 2026.

9. Allotment Society

No members of the Allotment Society were present.

Resolved: Cllr Jones requested Society members be contacted to advise there is not enough interest to continue running the Society but they can attend Committee meetings and raise any issues in the Public Participation section. Deputy Clerk to deal.

10. Any other items which need attention or research

Cllr Rigg provided an update re the storage of petrol on site. LCC have been notified that it is stored on site and complies with Petroleum (Consolidation) Regulations 2014, he advised that the site will need dry sand and a fire extinguisher. Cllr Vickers proposed that a fire extinguisher and sand be purchased.

Resolved: Cllr Jones authorised the purchase of a fire extinguisher and dry sand for the allotment site.

The Allotment Officer requested a code change for the security gates due to the turnover of plot holders.

Resolved: Cllr Jones authorised a new gate code to be implemented. Clerk to deal.

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

11. Plot Reports and Considerations

- Inspection Reports Update

Resolved: Deputy Clerk to send out Phase One Improvement Notice to plot holder.

- Changeover of Plots

Resolved: Deputy Clerk will carry out a viewing of the vacant plot when the work is completed and the plot is accessible.

- Plot Clearance

Resolved: The Allotment Officer detailed the removal and storage of property from the now vacant plot to enable viewings by potential plot holders.

- CCTV options for site

Resolved: Cllr Jones requested that this matter be deferred to the next meeting.

- Purchase of additional grey bins from CBC

Resolved: Cllr Jones advised that this should be monitored until the next meeting.

- Storage for Allotment magazines and Society papers

Resolved: Cllr Jones authorised the purchase of a clear Perspex box to be affixed to the side of the cabin for the storage of magazines and papers and accessible for plot holders. Deputy Clerk to deal.

Resolved: Deputy Clerk to email Key Holders to facilitate the return of keys.

12. Date of Next Meeting

The next meeting of the Allotment Committee will be 3rd February 2026

Meeting concluded at 2025 hours.