

EUXTON PARISH COUNCIL



Meeting: Allotment Committee Meeting

Hosted virtually via Zoom Meeting ID: 820 9879 4195 Passcode: 790849

<https://us02web.zoom.us/j/82098794195?pwd=ZEdmNkdkMnlkMDJwbE9sbGliVVhBUT09>

Thursday, 11th March 2021 at 7.00 pm

A G E N D A

1. Apologies
2. Declarations of interest
3. Public participation
4. Minutes of the last meeting held on 12th January 2021
5. Verbal update progress with Chorley Council lease and s106 agreement process
6. Tender exercise process, assessment and recommendation for decision
Consider the attached report and recommendations from the tender assessors and made a decision
7. Waiting list update, numbers, allocation process
8. Allotment Policy and License Agreement – review and confirm
 - 8.1 Allotment Policy
 - 8.2 Allotment License Agreement
9. Project idea to link in with a local supplier – consider proposed contact attached
10. Project programme – discuss timings for the project attached
11. Budget considerations
12. Any other items which need attention or research
13. Date for next meeting

Allotment Committee

1	Katrina Reed
2	Patricia Fellows
3	Dez Rigg
4	Steve Walker
5	Aidy Riggott
6	Helen Tune
7	Eric Jones
8	Chris Jones - Vice Chair
9	Andy Oddy

D. Platt

CLERK

Published: 02/03/21

7. Waiting list update, numbers, allocation process

Pages 2 and 3 set out the previous decisions of the Committee of how it would handle allocations of plots to residents.

Questions outstanding, which have arisen during the applications stage.

These are questions which the Clerk believes the Committee needs to make a decision on so it is clearly written in the rules.

1. Multiple applications per address
2. What to do with a person on the waiting list who then moves out of area?
3. Community Applications – what to do about a community group applying for a plot for their group

Items more for the License

1. What to do if a plot holder moves out of area
2. Sub-letting plots
3. Growing, keeping something they should be

ALLOTMENT ALLOCATIONS

The Committee decided in June the following priorities:

- A form would be sent to each resident making contact to go on the waiting list from 1st September 2019 and set out the necessary questions to be on the form.
- Priority for allocation was discussed, at length, and some initial ideas were agreed, these may be adjusted in light of information requested, the initial priorities may be:
 - Euxton Parish residents from the CBC waiting list prior to 1st June 2019.
 - Euxton Parish residents from Euxton's waiting list from 01/09/19 to 31/12/19 who currently do not have an allotment.
 - Euxton Parish residents who wish to transfer from an allotment plot elsewhere in the Borough – this will be clarified following receipt of information from CBC as to the possible number of transferees.
 - It was agreed that, when the site is ready for allocations the names will be chosen by a paper ballot using the criteria above for the first wave of tenants.

Notes on eligibility:

Residents interested in a plot would have to fully complete an application form

Applicants had to live within Euxton (this includes residents in BV who live inside Euxton)

Applicants had to be over 18

First Tranche of Allocations

1st Draw

Criteria: Chorley Council waiting list | Live in Euxton (quantity approx. 18-1=17) | On list prior to 1st June 2019

- a. These will be allocated plots first, they will not choose plots, their names will be drawn by ballot
- b. The ballot needs to have two 'hats'
- c. One containing all the Plot numbers, in 1 to ??
- d. One containing the CBC waiting list residents names in
- e. The draw will be one paper from each hat, which is a plot holder and the plot number they are allocated to
- f. These will be noted down and be the first offers made
- g. Continue until each person in the hat has a plot number
- h. The remaining plot numbers will be drawn and noted down in order they were drawn

2nd Draw

Criteria: Residents on Euxton's waiting list | Live in Euxton | on list from 1st Sept to 31st Dec 2019 | Not doubled up on CBC list (10)

And

Criteria: Present plot holders in Chorley | Live in Euxton | expressed wish to transfer (quantity approx. 6)

- a. Using plots list (drawn at the above stage)
- b. Draw from a hat the residents from the above two lists, draw and note next to each of the available plots numbers
- c. Fill all the plots from the residents hat
- d. Continue to draw all the residents from the hat one by one, note them down in an ordered list, these will form the top of the waiting list

Allocations following first tranche

- At the end of the draw for the first tranche there will be an ordered waiting list of residents
- The first on the list gets the first plot which becomes available, and so on
- All new expressions of interest (via a form) received will be put on the bottom of this list, in the order they are received on the forms

NB. There will be certain plots not in the draw as they will be initially designated for disabled access (ie, nearest to car park).

Euxton Parish Council Allotment Policy

Introduction

Euxton Parish Council (EPC) allotments provide an excellent opportunity for people to grow their own fruit, flowers and vegetables, meet new people and get plenty of fresh air and exercise.

The following information outlines the basics that an allotment holder needs to know in order to enjoy all the opportunities and benefits that our allotments offer.

Management of Allotments

EPC manages the allotments and is responsible for the day to day operation of the allotments. EPC is responsible for the collection of the rent, management and maintenance of the common parts of the site.

On Site Facilities

Apart from ensuring that access to the allotment site is safe and is accessible to all, EPC is not required to provide any further facilities for plot holders. All sites and plots are secured by fencing and gates. Any required manure must be sought by plot holders and is not provided by the Council. Water is not provided on site. Plot holders are encouraged to harvest rainwater.

Licence Agreement

When taking on an allotment the plot holders are taking on the responsibility for a piece of land which is entrusted to them. The licence agreement sets out what plot holders can and can't do with the plot. EPC needs to ensure that the plot holders will manage the land in an appropriate way during their time as a plot holders, and ensure that the land will be in a fit state to rent out again to another person if they decide to move on.

Rents

EPC decides how much the annual rent will be taking into account the cost of managing the site, local needs and any special circumstances. EPC is required to give 6 months' notice of a rent review and not more than one rent change per annum. Notification of rent review by October for implementation on 1st April of the following year. All plots are charged the same rent regardless of size and location.

Selection Criteria

The selection of allotment licence holders will be as follows:

1. EPC residents on Chorley Borough Council waiting list prior to 1st June 2019.

2. EPC residents from EPCs waiting list from 1st September 2019 to 31st December 2019 who currently do not have an allotment.
3. EPC residents who wish to transfer from an allotment plot elsewhere in the Borough.
4. Applicants will be chosen by drawing names using the criteria above for the first allocation of licences.
5. The allocation of specific plots will be determined by EPC.
6. Future allocations will be from EPCs waiting list.

Allotment Inspections

Allotments are inspected periodically by the EPC Allotment Officer to ensure that the plots are being used in accordance with the licence agreement. If a new plot holder has taken over a derelict or new plot a degree of leniency will be given to allow time to plan and cultivate the plot.

Enforcement Procedures

If a plot is not cultivated or is allowed to become overgrown EPC will instigate enforcement procedures which may result in the plot holder's licence being terminated.

1. Plot inspection 1 – if a plot is inspected and if it is the opinion of the inspector that the plot is uncultivated and poorly maintained a 1st email or phone call will be made to the plot holder giving a reasonable amount of time to make good the plot, but not longer than 28 days.
2. Plot Inspection 2 – when the time has elapsed for the plot holder to make good the plot it will be inspected again and if the plot is in good order the enforcement procedure will be halted. If on inspection the plot is still in a poor state of cultivation and maintenance, a Notice Letter will be sent to the plot holder. The letter will again give the plot holder a reasonable period of time to make good their plot. The length of time will be no longer than 28 days.
3. Plot inspection 3 – when the period of time from the letter has elapsed for the plot holder to make good the plot another inspection will be made. If in the opinion of the inspector the plot is poorly maintained and uncultivated a notice to quit / termination will be issued, giving the plot holder 28 days to remove all their possessions from the plot and the allotment will be then re-let. There will be no reimbursement of the rent paid.
4. If a plot holder receives a 3rd 2nd stage tidy up letter within any 2 year period they will immediately be issued with a termination notice.
5. Notwithstanding the above a period of leniency will be given for extenuating circumstances.
6. The plot holder has the right to appeal in writing to EPC within 28 days from the date of the 3rd inspection/letter/report and heard by a panel of the council.

Respect for Others

A desire to have an allotment means that fellow plot holders have much in common. There are however some matters of social politeness to consider when taking on an allotment or, if you are an existing plot holder, when a new comer arrives.

Simple things such as playing a radio may impact negatively on a neighbouring plot holders enjoyment of their plot. Please ensure that visitors to the plot know the boundaries and if

you have a dog, make sure that it is kept under control on communal areas. Please don't let weeds, plants and grass grow across to neighbouring plots. Strimming grass and weed spraying must be done with care to eliminate drift onto a neighbour's plot.

Simply, please be sensitive to other people's cultural practises and their space.

Loss, theft, damage and injury.

EPC will not accept responsibility for the loss of, the theft of, or damage to plot holders' property or injury to plot holders or visitors other than on those parts of the site for which EPC is directly responsible and the loss, theft, damage or injury is attributable to negligence on the part of EPC or someone legitimately acting on its behalf.

Plot holders are advised to ensure that they are insured to cover loss, theft or damage and any claim for injury for which they may be held responsible.

DRAFT 3

Euxton Parish Council Allotment Licence Agreement

1. The licensee shall pay the rent in advance on the 6th April annually and without deduction to Euxton Parish Council (EPC) which is the Allotment Authority. Any rent refund is at the discretion of EPC.
2. The licensee agrees to conform to the conditions and obligations set out in this licence agreement and the EPC Allotment Policy.
3. The licensee shall not use the allotment for any purpose other than the cultivation as an allotment garden and shall keep the allotment free from weeds and in a state of good cultivation. Failure to satisfy this requirement may result in the issuing of a rectification warning in accordance with the EPC Allotment Policy notwithstanding a request to forfeit the allotment plot should no improvement occur.
4. The licensee shall not cause any nuisance or annoyance to the occupier of any other allotment or residents surrounding the allotments or obstruct any paths set out by EPC for the use of the occupiers of the allotments.
5. The licensee shall personally occupy the allotment and shall not under-let, assign, or part with the possession of the allotment or any part of it without written consent of EPC. The licensee must not allow their name to be used as licensee when another party paying rent as a sub-licensee is using it.
6. The licensee shall not occupy more than one allotment except by agreement with EPC.
7. The licensee shall not, without written consent of the EPC lop, top, or cut down any trees or take, sell, or carry away any mineral, gravel, sand, soil or turf nor make or sink any well for the purpose of obtaining water, nor cut out any gateway in the fencing nor interfere with any drains.
8. All fences and gates on the plot must be kept in good order. Where plots share a fence it is the responsibility of the plot holders to reach an agreement on who is responsible for maintenance of the fence. Ditches and boundary fences will be maintained by EPC.
9. Livestock, rabbits, chickens or bees cannot be kept on the allotment. No other animals including dogs can be kept on the allotment.
10. No building or structure can be built on the allotment without written consent of EPC. Any building or structures which have been granted permission must comply with the following conditions.
 - No structure is to be above 2 metres in height or permanently anchored.
 - Sheds must be a standard size 6ft x 4ft with no window and painted either brown or green. The specification of the shed and supplier will be provided by EPC.

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- A standard base of paving slabs will be provided by EPC on each plot. This is permanent and must remain in place even if the allotment is vacated and the shed removed.
 - Greenhouses will be to a standard 10ft X 8ft. The specification of the greenhouse and supplier will be provided by EPC.
 - Allotment holders will not be allowed to supply and erect their own shed or greenhouses at any time.
11. On termination of the licence, the licensee is responsible, at their expense, for the removal of any structure that has been erected unless arrangements have been made to transfer to the next licensee.
 12. The allotment or any part of it shall not be used for trade purposes; the licensee shall not sell or allow any other person to sell any goods, articles and produce for commercial gain from the allotment.
 13. Barbed wire or razor wire must not be used on any part of the allotment.
 14. The licensee shall not deposit, or allow other persons to deposit, on the allotment any refuse or any decaying matter, except manure and compost in such a quantity as may be reasonably required for use in cultivation, or place any matter in the hedges, ditches or dykes on the allotment field of which the allotment forms part of the adjoining land.
 15. Bonfires, incinerators or BBQs on the allotment site are not permitted.
 16. The storage of flammable liquids or gases is not permitted.
 17. No drinking, brewing or distillation of alcohol is permitted.
 18. Parking permitted only in the parking spaces provided. Allotments holders must not park on, or obstruct access to, parking spaces provided for residents.
 19. The licensee shall observe and perform any other conditions, which from time to time may be introduced by EPC.
 20. EPC Allotment Officer is entitled at any time to enter and inspect the allotment.
 21. The licensee must inform EPC of appropriate contact details and ensure the timely notification of any changes, including the change of address/telephone number.
 22. The licensee must ensure that the allotment is left in good condition when the licence is surrendered.
 23. Any dispute between the licensees of any allotment plot must be referred to the Allotment Officer whose decision will be final. Any dispute between a licensee (or a group of licensees) and a local resident must be referred to EPC. *(IMHO EPC cannot appoint any individual to determine the outcome of a dispute with a local resident; that will need to be EPC itself)*

Item 8.2

24. If rent is in arrears for forty days (whether legally demanded or not) or if there is a breach of any of the conditions listed EPC may re-enter the allotment and take possession on one months' notice (Smallholdings and Allotment Act 1908 Section 30).

25. The licence may also be terminated by EPC;

- Re-entry by EPC after three months notice in writing on account of the land being required for building, mining or any other industrial purpose or for roads or sewers.
- Twelve calendar months in writing.
- On death of the Licence Holder.

Name _____

Address _____

Post Code _____

Contact telephone number (landline & mobile) _____

Email _____

Plot Number _____

I accept the terms of this Allotment License Agreement.

Signed _____ Date _____

Item 8.2

These are guidelines only but EPC hope you will find them useful and try to follow their guidance.

1. Treat the surrounding residents and their property with respect.
2. Treat other plot-holders and their property with respect. Also keeping an eye out for each other will hopefully promote a community spirit and nip any problem in the bud.
3. Try to maintain your plot regularly; trying to keep on top of weeds particularly the Himalayan balsam.
4. Plot-holders with children please make them aware of any possible dangers on the allotment site, such as playing in the drainage ditches, not least the danger of losing the banking, nettles etc.
5. Please clean up and dispose responsibly any pet excrement.
6. If plot-holders are having anything delivered please let the EPC Allotment Office know. It would be useful if someone could be present to take delivery but we appreciate this is not always possible.
7. Please ensure the allotment site entrance gate is kept closed at all times.
8. Any mulch/manure left in communal areas longer than two weeks will be deemed for communal use unless a notice to the contrary is placed on it or arrangements have been made with the EPC Allotment officer.
9. Trees including fruit trees should be no taller than 2 metres. It's best to trim them in Nov/Dec, when they are in sleep mode, however plum trees are better pruned in the spring.
10. We ask that plot-holders are careful when trying to deal with pests. Animal friendly slug pellets can be obtained, they do not harm hedgehogs if they eat slugs, there will be hedgehogs within the allotment site.
11. Vermin such as rats could be a problem; permission must be obtained from the Allotment officer before any action is taken.
12. It is the responsibility of plot holders to report problems which they feel should be known by the Council ie, the sight of invasive weeds, or rule-breaking, sight of vermin etc.

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

Proposed drafted letter/email

I just wanted to let you know about our exciting project in Euxton (just next door to you) and how we might be able to work together.

Euxton Council is building from scratch a brand new Allotment Gardens site in our village, comprising of 30+ plots. The Council has always wanted an allotment site and the waiting list of Euxton residents on Chorley's plot list has always been high.

These plots will be occupied by a large percentage of plot holders new to allotments, only approximately 6 experienced plot holders, that we know of, will be transferring from plots elsewhere in the borough. This does mean that all these new plot holders will be starting from scratch and needing gardening advice, supplies such as vegetable and plant seeds, gardening tools and accessories.

We would like to start some kind of affiliation to help guide all these 30+ plot holders and thought of linking up with a very local supplier of quality items. The Council does already buy from yourselves compost, bulbs, bedding and accessories.

You may have some ideas of how we might link with yourselves but my first thought would be a leaflet created between us (we could do the artwork/printing if needed) which explained our affiliation and all the produce you have in store or to order which they will need. Also on this leaflet could be a coupon for money off.

Another thought was a loyalty scheme where every time they spent with you over an amount - say £10 they got a stamp on their card and when it was full (say 10 stamps) they received a Coupon for money off.

In the short term, ideas such as the two suggestions above could drive business to you as a quality local supplier, medium term the plot holders will recommend your company to others on the site and outside the allotment site and longer term when the allotment society gets together there may be some way they could do bulk ordering and buying from you for a collection of plot holders together.

Suggestion is to send this to Pole Green Nursery, Charnock Richard.