

South Willesborough and Newtown Community Council

Allotments Committee Wednesday 28th April 2022 MINUTES

Present Nirosha Thilagarajan(NT) Andy Rogers (AR) Steve Campkin (SC) Stefan Heathfield (SH)
Also in attendance:- Community Council Manager (SE) Sarah Evans and 3 Members of the Public.

32/22 Apologies for absence and approval

CLlr Johnny Hunt did not attend and his absence was not approved

34/22 Declarations of Interest

SC Tenant of Gas House Fields and KCC CLlr
AR Ward CLlr ABC

35/22 To agree minutes of the last meeting December 2022 and sign.

Resolved: Having considered any comments made by full Council, the Minutes of the last meeting were agreed as a true record of proceedings and signed by the Chair

Proposed: AR Seconded SC and agreed unanimously.

36/22 To review an update report from the Allotment Officer for Quarter 1 and consider recommendations.

The clerk gave a brief overview of the report and members discussed the recommendations.

Resolved: To make a key for the Cudworth Barrier bookable for tenants from the Clerks' office for dropping off or picking up supplies, or that the barrier gate can be opened in the morning if requested and pre arranged. Site Rep definition agreed once recommended to Council and will then be circulated to all tenants. To add to the Tenancy Agreement and terms and conditions that verbal abuse and antisocial behaviour towards staff and volunteers will not be tolerated and tenancies will be terminated.

37/22 To review an update on the fencing of Gas House Fields

Resolved: Proposed NT Seconded SC and agreed unanimously to investigate Harris Fencing supplies for the open area between plot 38 and 39b to investigate the legality of the inherited barbed wire on the fencing, to recommend to Council that Finance and General Purposes committee is delegated to risk assess the current fencing, to ascertain the legal responsibility of the fencing between EA/ IDB land and Gas House Fields, to recommend Council to further investigate the S106 funding and Grant funding for the site to follow up the legal paper transfer for clarification of the land owned before further investment can be considered by Council. To arrange a site visit with the Tree Officer to advise on the best siting of planting to not allow the plants to be disrupted by possible fence improvements.

Action AR to investigate possible fencing. Clerks with SC to arrange a site visit with the Tree Officer to advise on the best siting of planting to not allow the plants to be disrupted by possible fence improvements. To investigate the legality of inherited barbed wire on fencing.

38/22 To review the Tenants Day April 2022.

Members discussed the Tenants Day were pleased with the outcome of the Event, a previously circulated report of all the feedback was considered and ideas were taken for consideration. See appendix.

Resolved: Agreed unanimously to recommend to Council to hold another Tenant's day in October, to communicate to tenants an update of the items discussed in the report, to put up that communication on the Notice Boards at Gas House Fields when practical. To investigate the possibility of extending the water pipe for plots 55N1 onwards and costs to be considered for the next Committee meeting. To consider the offer volunteers to dig the area and to investigate options from other charities to support the effort as well as contractor costs.

39/21 To agree the date of the next meeting as 29th June 2022 and items to be included on the Agenda

-Date agreed unanimously as 29th June 2022.

-Water Pipe extension, to confirm date of the next tenants' day, update on the fence.

There being no further items to discuss the chair closed the meeting at 19:36pm.

Signed _____ Date _____

Appendix of reports

- 1) Allotment Officer report
- 2) Fencing Report
- 3) Tenants Day feedback report

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An update report from the Community Council Manager acting as Allotment Officer with recommendations.

Since the last Allotment Meeting,

- 1. Spring Invoicing update**
- 2. Letting of Plots and Waiting List**
- 3. Inspections**
- 4. Remedial Works**
- 5. Coded Locks on Barriers**
- 6. Site Rep Definition**
- 7. Managing Abuse of Staff and Volunteers**

Spring Invoicing Update

Spring invoicing is Up to Date for existing tenants, new tenants from the Tenants Open day will be given invoices in due course.

Letting of Plots and Waiting List.

Since the last report the waiting list has been actioned and refilled following advertising by CWG and the Tenants Day. Now the remedial works following Storm Eunice have been completed, tenants can be allocated plots.

Inspections

Were completed as delegated and agreed for January and February, March was deferred due to a confidential staffing committee item.

Remedial Works

Storm Eunice caused the falling of a large tree and the splitting of a tenants shed, plus a further unallocated plot shed was destroyed. In conjunction with the planned remedial works this was managed and cleared for the safety of all.

Andrew Sage the contractor was excellent and the work was completed and on time.

Coded Locks on Barriers

The coded lock was put on the barrier gate at Cudworth Road and this was removed in line with the British Summer Time and the turning on of the Water. Tenants needing access to their barrier who don't have a key as this is ABC property could be invited to book a key from the Clerk office or request the gate opened in advance

Members are recommended to agree a booking of the key from the Clerks

Water Meter

There is a small leak on the water supply pipe at the adjoining of the meter, which needs a small part replacing at a cost of approximately £25 and volunteer time. Site Maintenance Budget is in place and emergency earmarked budget for the supply pipe from source to tap in an emergency. Over winter and New Spring readings were within expected limits.

Site Rep definition

The Council agreed the Site Rep and this is clearly in the minutes, however it would be beneficial to ensure all tenants receive a copy of the role definition see attached.

Verbal Abuse and Antisocial Behaviour of Staff and Volunteers.

The Council has strong policy on this but Members should consider ensuring it is fully documented in tenant's agreements.

De Silting Works

Have now been completed by hand. February 2022 and the Allotment Officer and Site rep were on site, however not previously notified as requested and agreed by ABC.

Sarah Evans

CCM

25/04/22

Gashouse Fields Attached.

Allotment Site Rep

1. Site rep to be titled Site Advisor
2. Is appointed by the Community Council
3. Will attend the Community Council Allotment Committee Meetings
4. Will have no voting rights on Council allotment policies
5. The Site Adviser will be available to give tenants information on soil cultivation, crop propagation and good plot husbandry.
6. At induction meetings with new tenants when practical and possible as a volunteer role.
7. To listen to tenants and give feedback where requested.

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Tenants Day Feedback:- Written Post IT Notes

Ideas from Tenants and feedback.

Install a composting toilet –

This has already been actioned to research.

Involve local primary school with community plot or show the gardening and a filming of it.

Workshops have been agreed at Council and with the school but need to be dates to be agreed.

Reducing plastics

Try to reuse existing plastics on site

Be mindful of packaging when you buy things

On site recycling plastics bin

Managing Pests

To do 1m squared bed of lettuce and test a homeopathic remedy for slug deterrence

Slug Pellet to be up to date items and to not breach current rules

Advise new plot holders not to use slug pellets due to large numbers of slow worms, which are natural predators of slugs and snails eating larger numbers overnight and they are also protected.

Verbal Feedback :-

1 tenant raised security of the fence.

Asking for more communication on the Committee meetings

Complaining about the £5 for Community Plot and if Community Plot would be supervised.

That they hadn't heard about the Community Plot or the Living Workshop

This was emailed to all tenants and letters sent and in all communication.

This was sent in tenant emails and updates.

The consideration of a further water pipe outlet near 55BN1 2 3 and the offer of volunteers to assist.

DRAFT