

BURGHFIELD PARISH COUNCIL

Minutes of the Allotments Sub-Committee Meeting

Date: Thursday 1st November 2018 **Time:** 7.00pm
Place: Committee room, Burghfield Village Hall
Present: Mrs Val Brown Mrs Leanne Price
Mrs Pat Foster Mr Graham Harris
Mr Ian Kitson Mr Roger Powell
Mr Steve Trahearn Mr Price (arrived 20.20pm)
Apologies: Mr P Pearce
Absent: Mrs T Thorne
Present: Mrs C Morris (Clerk) Mrs C Stroud (Assistant Clerk)
2 members of the public

1. To receive written requests for Disclosable Pecuniary Interest dispensations from members

There were no items upon the agenda that necessitated a member to present a written request for dispensation for a Disclosable Pecuniary Interest.

2. Introductions

All members present gave brief introduction, highlighting the allotment site they are tenants.

3. Members to sign Declaration of Acceptance of the position of co-opted member of the Allotments sub-committee for the Parish of Burghfield

All members present signed the declaration of acceptance in the presence of Mrs Cally Morris, the Parish Clerk.

4. Election of Chairman of the Sub-Committee for the ensuing Municipal Year

Resolved unanimously that Mr G Harris be elected as Chairman of the Allotments Sub-Committee for the ensuing municipal year. Proposed by Mr R Powell and seconded by Mr I Kitson.

5. Election of Vice Chairman of the Sub-Committee for the ensuing Municipal Year

Resolved unanimously that Mr R Powell be elected as Vice- Chairman of the Allotments Sub-Committee for the ensuing municipal year. Proposed by Mrs V Brown and seconded by Mr G Harris.

6. To review the Terms of Reference upon which the committee are to operate for the forthcoming municipal year

Members present reviewed the Terms of Reference upon which the committee are to operate. **Resolved** unanimously the terms of reference be implemented with immediate effect. Proposed by Mr R Powell and seconded by Mr G Harris.

7. To consider any matters in regard to the administration of the allotment plots:

i) **To determine whether a review of the current allotment rules is required**

Members reviewed the allotment rules determining that the rules be re-sent to all allotment holders, with the suggested following amendments:

- Rules to be dated
- Not use any carpet or underlay on the allotment plot other than use on top of composts.
- The Allotment Rules to be displayed on both noticeboards

The provision of sheds at the allotment sites was raised for further reconsideration. Investigations as to the size of any potential sheds, and the security of, is to be undertaken and discussed in further detail at the next meeting.

A review of the trees at both allotment sites was requested. The parish councils tree surgeon is to be asked to undertake a review in due course. The hedge on Bunces Lane side of the site is scheduled to be cut later in the season.

ii) **Water troughs – to determine the request for an additional water trough**

Members reviewed the request for an additional water trough at the Common Allotments. Further investigation is required to determine the costs associated with the provision of new pipework due to the existing being narrow, effecting the fill rate. The re-positioning of troughs to keep the same number but more evenly distributed across the site is to also be investigated and presented at the next meeting.

Mr I Kitson advised members of potential grant funding being available for the provision of additional troughs. Further information is to be sought and circulated to members when available.

iii) **To determine the legality regarding pest control**

A number of complaints were received in relation to the growing number of rats at the Common Allotments. Following advice from Mr R Hannington and a local pest control specialist, a notice of 'best practice' to minimise rats was presented. Members present requested the notice is circulated to all allotment holders.

iv) **To determine whether a schedule for the monitoring of uncultivated plots is required**

The treatment of uncultivated, or unattended plots, was given consideration by members present. A representative from each site (Steve Trahearn and Leanne Price) were allocated the role of monitoring the plots accordingly. A monthly report (with photos) will be submitted to the Assistant Clerk with the appropriate action being taken to notify plot holders.

v) **Security and access of both sites**

Members were advised of the actions previously taken by the Community Committee in relation to the security of the Common allotment site. Further to the purchase of a snake chain and D lock to stop both further damage or theft of the lock, several complaints were received from plot holders. A straw poll was carried out at the July parish council meeting, where 43 plot holders expressed their wish for locks to be removed.

Plot holders were tasked with reviewing the rules, specifically in relation to the overall security and access of the site. The following points were raised:

- Safety issues in relation to the entrance from Reading Road – an investigation is to be undertaken to determine whether the entrance could be altered or moved due to safety
- Locking of access gates at both ends

Members present determined that the opinion of all plot holders was to be sought with suggestions being presented at the next meeting for further consideration.

A notice to all allotment holders is to be displayed on the noticeboards of both sites to request that plotters report any vandalism to 101. The Assistant Clerk is to maintain a record of all reports.

8). Matters for future discussion

Security and access on to Reading Road, alternative entrances, sheds, grant funding, water troughs

9). Items for information only

There were no further items for information.

Meeting closed at 20.29 pm