

BURGHFIELD PARISH COUNCIL

Minutes of the Allotments Sub-Committee Meeting

Date: Tuesday 5th March 2019 **Time:** 10.30am
Place: Committee room, Burghfield Village Hall
Present: Mrs Val Brown Mr Graham Harris
Mr Roger Powell Mr Steve Trahearn
Mr Ian Kitson Mrs Leanne Price
Apologies: Mr Ian MacFarlane
Absent: Mr Chris Price
Present: Mrs C Morris (Clerk) Mrs C Stroud (Assistant Clerk)

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. Minutes of the last meeting

The minutes of the last meeting of the Allotments Sub-Committee having been held on 15 January 2019 having been circulated, were confirmed a correct record and signed by the presiding Chairman.

3. To receive an update in relation to the potential provision of additional water troughs

Members discussed the potential provision of additional water troughs at the Common Allotments. It was determined that quotes would be obtained for consideration at the next scheduled meeting.

4. To receive an update following the inspection of the entrance to the Common Allotments

A site inspection was undertaken of the entrance from Reading Road where it was ascertained that the proposed works would not increase visibility significantly enough to warrant the loss of vegetation, cost and additional fencing required. A recommendation was requested for further investigation as to ensuring the entrance conforms with pedestrians safety regulations.

5. To receive an update following site inspections

Following inspections at both sites, tenants identified as not complying fully with the rules have been contacted, with appropriate action being taken where necessary. An overview of all available plots will take place following rent collection in April.

6. To determine the date for the spring clean at the Common Allotments

Following recommendation from the Community committee, it was determined a skip would be placed at the common allotments for the spring clean tidy up on the weekend of Friday 5th April to Monday 8th April. Plotters are to be advised via the rent collection letters with advice of what can be disposed.

7. To determine the arrangements for a produce stall at the Macmillan coffee morning

Following confirmation from the community committee the Macmillan Coffee Morning has been scheduled for Friday 13th September 2019, between 10-1pm. A table displaying surplus produce is to be available with a request for donations to Macmillan. Volunteers from plot holders will be in attendance to showcase their good work.

8. To confirm the arrangements for rent collection

Rent notification letters are to be circulated at the end of March, with tenants being encouraged to pay online. A rent collection day has been scheduled for Wednesday 24th April between 10-2pm in the West Wing Committee Room.

9. To confirm the amendments regarding tenancy agreements

Tenancy agreements and allotment rules are to be sent with the rent collection request, with a reminder for all tenants to sign and return for auditing purposes.

10. To consider any other matters in regard to the administration of the allotments

Following the first allotment article in the parish newsletter, it was agreed the next article would include 'seasonal tips' and an advertisement of the produce stall at the Macmillan coffee morning in September.

11. Matters for Future Discussion: Bonfires

12. Items for Information Only

Members were informed that the council had received two reports of hardware thefts from allotments.

Meeting closed at 11.50am

Next Meeting: **Tuesday 21st May @10.30am**