

BRICKHILL

PARISH COUNCIL

Minutes of a meeting of the Allotments & Open Spaces Committee held on Wednesday 19th February 2020 at St Marks Church, Calder Rise, Brickhill

Present: Cllrs Holloway, Fitzpatrick, Reeve, Jarman-Webb and the Clerk. In addition, there were 3 members of the public.

1.	<u>Apologies for absence:</u> None.	
2.	<u>Declarations of interest in matters on the agenda:</u> None.	
3.	<p><u>Public Open Session (10 mins):</u></p> <p>i) <u>Theft and incidents on the allotments:</u> a tenant reported that a half empty can of petrol, a gardening tool and a bag of vegetables were left. He has put a note on the gate.</p> <p>ii) <u>Bee Keeping:</u> There is a need to include in the handbook or policy that if the bees become aggressive the parish council reserves the right to ask that they are removed.</p>	
5.	<u>To confirm minutes from meeting held on Wednesday 13th November 2019. It was resolved</u> to sign the minutes as a true record of the meeting.	
6.	<p><u>To receive a report on the management of Brickhill Allotments to include:</u></p> <p><u>To note the current spend against budget:</u> This was circulated amongst Committee members. The Clerk agreed to find a means of recording how many plot deposits are not returned.</p> <p><u>An update on the general management of the site since the last meeting:</u> The Clerk reported that the CCTV cameras covering the allotments, scout hut etc were installed in December. She will purchase some signage for the gates etc warning that CCTV is in action. She has asked the borough council if they will take over responsibility for the column installed as there is some concern that it could be hit by a vehicle. Until she receives confirmation, it will remain on the parish council's asset register.</p> <p>Over the 25th-26th of November, plot 119 reported vandalism and what appears to be an organised and comprehensive stripping of all available produce from the plot. Other plot holders also reported thefts and sheds being disturbed. A person/persons had been camping besides the scout hut. A hole had been cut in the fence near Plot 11 which has been repaired by our contractor. The Clerk had reported the events to PCSO Charlie Crozier and also the rough sleeper to Cllr Charles Royden.</p> <p>Our contractor will cut the grass before March and finish trimming the trees on Plot 1 imminently.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

	<p>Water usage has been a big issue this year with a budget of £887 and a spend of £2,353. The meter read is in agreement with the bill. The Clerk had been in contact with her counterpart at the borough council who had also experienced an increase in water usage. Our contractor is aware of a couple of small leaks which he will repair before the water is turned on in April.</p> <p>Before he turns on the water, he will check all taps are switched off and will see if the meter turns when the water is switched on to check if there are any leaks on site.</p> <p>The Clerk is aware that some plots have 500 litre water butts with at least 1 plot having 3. If these are filled from the water supply they will take a great deal of water to fill. She has had reports that some tenants do water their plots by attaching hoses to the tap. It was agreed that something would be put in the newsletter to be sent out with the invoices in March reminding people not to water from their plots and not to fill the large water butts from the tap, rather from rainwater. If the bill continues to be high then further action will need to be taken.</p> <p><u>To note and agree action following the Risk Assessment:</u> The Clerk had carried out a Risk Assessment which was circulated. She e-mailed the two tenants identified in the assessment and both have come back reporting that they are taking action. The allotments are generally tidy. She will carry out an inspection of the plots ahead of the invoices going out.</p> <p><u>To agree the revision to the Handbook:</u> It was agreed to make the revision regarding the keeping of bees. The Clerk would arrange this new handbook to be posted on the website.</p> <p><u>To agree the Allotment Beekeeping Agreement:</u> Following discussion, it was agreed to accept this. The Clerk would add in a paragraph making it clear that should the terms of the agreement be broken by the tenant, the parish council reserves the right to request that the tenant removes his/her hives. The Clerk would arrange posting on the website.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
7.	<p><u>To receive a report on the management of Waveney Green to include:</u></p> <p><u>To note current spend against budget:</u> This was circulated amongst Committee members.</p> <p><u>An update on the general management of the site since the last meeting:</u> The Clerk reported that DRG Arbor have been asked to complete the tree works adjacent to Brickhill Primary and also behind Frances Groves Close and along the edge of the path from Falcon Avenue. Total cost £1,500.</p> <p>Grass cutting/football club and white line marking. This year has worked much better because the Clerk suggested that all parties communicate amongst themselves copying her in. Following discussion, it was agreed to move the line markings from John O'Connor to the borough council who have agreed to charge the same price. This would start from the 1st April.</p>	<p>Clerk</p>

	<p><u>To note the works undertaken regarding footpaths:</u> It was agreed to accept the quotation for £6,349.20. £5,000 out of the current budget and the remainder from reserves.</p> <p><u>To consider the management of the wildflower meadow and agree any action:</u> It was agreed to ask Chris Horne to cut off the dead vegetation and to seek further recommendations. The problem remains the quantity of thistles which may need hoeing out.</p> <p><u>To consider and agree the purchase of equipment on play area:</u> The Clerk circulated the quotation from Proludic for two new pieces of equipment. The metal rope end swing to replace the logs and the IXO metal multiplay unit to replace the galleon. Total cost would be £13,074.82. The best price for installation and removal of the old equipment was from RPM. The installation costs and costs for the removal of the old equipment was £3,820. The options of the surfacing was considered and it was preferred to select wetpour at a cost of £11,084. Total project cost would be £28,000. This was to be funded partly from £7,000 in this year's budget for new equipment and CIL monies with the remainder coming from reserves. It was agreed to recommend this to the parish council for final approval.</p> <p><u>To consider any other matters on the play area:</u> Following discussion, it was agreed to accept the quotation from RPM to install rubber mulch under the toddler multi-unit which is extremely muddy. This will join up to the mulch under the springers. The cost of £2,140 to be taken from reserves. She has also now got a contact at the borough council to ask for a quote to wash the equipment. Once the works have been finished, it would be a good idea to get the toddler equipment cleaned which is very dirty.</p> <p><u>To start to consider a Tree Management Strategy for Waveney Green:</u> Cllr Fitzpatrick would consult a contact he has about this and report back.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Cllr Fitzpatrick</p>
7.	<p><u>To review the 3 year plan for Waveney Green, Mowsbury Walk and Brickhill Allotments 2017-19:</u> This was reviewed. The Clerk reported that pallets could be used for insect over wintering boxes. The Clerk would try to obtain six pallets and arrange for them to be left on the allotments. Perhaps the beavers or schools might be interested in setting these up. The Clerk would contact the beaver leader who has the plot on the site. Cllr Fitzpatrick plans to put up two more nesting boxes on Waveney Green. He will contact the person who makes these for him.</p>	<p>Clerk</p> <p>Cllr Fitzpatrick</p>
8.	<p><u>To consider a new 3 year plan or Waveney Green, Mowsbury Walk and Brickhill Allotments 2020-22:</u> Following discussion, it was agreed that the Clerk would put this again on the May agenda to come up a new 3 year plan and would circulate the strategy document for review at the November meeting.</p>	<p>Clerk</p>

9.	<p><u>To consider possible ways to remember Alison Southern on the allotments:</u> Following discussion, it was agreed to ask the tenant to send in a design and more details including costings to the Clerk. It is appreciated that tenants wish to pay for this but the parish council would also consider contributing. The matter would be put on the agenda for the May meeting. This would allow the opportunity to discuss the details with the family.</p>	Clerk
10.	<p><u>To consider a request for additional bee hives:</u> Following discussion, it was agreed to allow this. The Clerk will write to the tenant.</p>	Clerk
11.	<p><u>Date of next meeting:</u> Wednesday 20th May 7.30pm in the Biffa Room, St Mark's Church and Community Centre</p>	

.....
Approved by Chairman
20th May 2020