

# BRICKHILL

---

## PARISH COUNCIL

### Minutes of a meeting of the Allotments & Open Spaces Committee held on Wednesday 15<sup>th</sup> November at St Marks Church, Calder Rise, Brickhill

**Present:** Cllrs Holloway, Fitzpatrick, Reeve and the Assistant Clerk. In addition, there were 4 members of the public.

1	<p><b>Election of Chairman</b> Cllr Reeve proposed Cllr Holloway, and this was seconded by Cllr Fitzpatrick. Cllr Holloway agreed to act as Chairman of the committee.</p>	
2	<p><b>Apologies for absence</b> There were no apologies, but it was noted that Cllr Koch had resigned from the parish council and therefore the committee would require another member. This would go onto the parish council agenda for January.</p>	
3	<p><b>Declarations of acceptance of interest in items on the agenda</b> None</p>	
4	<p><b>Public Open Session</b> In September the Assistant Clerk together with Mr &amp; Mrs Newberry had hosted a school visit for Year 4 pupils from Brickhill Primary school to the allotments. The school had sent a thank you card and Mr Newberry had brought this to the meeting to share with the parish council. Members of the committee thanked Mr &amp; Mrs Newberry for showing the pupils around their plot and assisting with the visit.</p> <p>There is an agenda item for a fly-past is this for the Red Arrows? Do the parish council need to inform the Civil Aviation Authority? <i>The Red Arrows do not confirm until 2 weeks prior to the date if their flying routes will take them over our parish. This is not a flying display just a fly past and the Red Arrows have their insurance in place and flight plans logged with the CAA so there is no requirement for the parish council to do anything else.</i></p> <p>Roadway repairs on the approach to the allotments – who arranged this work and agreed the specification as there are still areas that need repairing? <i>The parish council met with the Borough highways team and agreed to tackle the worst section on the approach road. Whilst we acknowledge there are other potholes on this roadway this is a significant improvement within the constraints of our budget and will benefit both allotment tenants and visitors to the Scout Hut. Mr Roe thanked the parish council for organising the repairs.</i></p> <p>There are still cars parked on the verge on Fosters Brow can we do anything about this? <i>This matter has been reported to Highways and the contractors working on the building site opposite have been asked not to park on the verges but to park on the building site. The situation did improve briefly but the contractors have now gone back to parking on the verge and the matter has been referred to Highways again.</i></p> <p>Is the parish council going to install a turning circle at the bottom of the second path nearest the wildflower meadow? <i>This is not being pursued due to cost.</i></p>	

	<p>The policy of one tree per allotment is quite restrictive would the committee consider being more flexible on this and perhaps increase the number of trees permitted? <i>The problem has been that in the past tenants had trees on their plots which were not maintained. When these tenants relinquished their tenancy the parish council incurred substantial costs to remove the trees and tidy the plots.</i> Perhaps the site inspections could also include regular monitoring of the trees to ensure they being managed and perhaps a maximum height? Trees encourage wildlife and can assist with water logging.</p> <p>Would the parish council consider installing a compost toilet on the site? There is considerable support for this from allotment tenants? <i>This will be considered when we discuss the budget.</i></p>	
5	<p><b>To confirm minutes from meeting held 18<sup>th</sup> May 2017. It was resolved to accept the minutes.</b></p>	Assistant Clerk
6	<p><b>To receive a report on the management of Brickhill Allotments to include:</b></p> <p><u>Revised Allotment Strategy 2017-2020</u>  <b>It was resolved</b> to adopt the revised strategy.</p> <p><u>Allotments Tenancy Agreement</u>  Members considered whether to increase the number of trees permitted per plot. <b>It was resolved</b> to allow 3 dwarf fruit trees per plot with immediate effect. As part of routine allotment inspections it was agreed this would now include trees and any problems should be communicated to the tenant. Members agreed to keep the plot deposit at £50.00 and noted that the parish council do have the right to re-charge for any additional costs to clear the plots to the tenant.</p> <p>Schedule  Section 9.3 Pesticides – retain this section and perhaps offer guidance to tenants regarding this? Information could be obtained from NSALG and put onto the allotments section of the website.</p> <p><u>Revised Allotment Tenants Handbook</u>  This should mirror the tenancy agreement to reflect the agreed maximum of 3 dwarf fruit trees. Could we include details regarding the Mile Road Allotment Association which members can join and then purchase at discounted prices items for their allotments including seeds, fruit canes etc?  The revisions were agreed, and it <b>was resolved</b> to adopt the handbook.</p> <p><u>To agree the 3-year plan for 2017-19</u>  <b>It was resolved</b> to approve the 3-year plan</p> <p><u>Health &amp; Safety guidance notes</u>  <b>It was resolved</b> to adopt the health and guidance notes – these would be put onto the allotments section of the website and new tenants given a copy.</p> <p>Should we retain an accident book for the site? This is problematic as any accidents that occur on individual tenant's plots are their responsibility and not a matter for the parish council. If an accident occurred on land that the parish council is responsible for i.e. the footpaths, then it should be reported to the parish council. Members considered whether there should be risk assessment prior to</p>	<p>Clerk</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p>

	<p>any visits by local groups or schools. The school would have undertaken their own risk assessment as part of its Educational Visits procedure and the parish council will carry out a risk assessment for the site in the New Year and a copy circulated to all members of the committee.</p> <p><u>To note the current, spend against budget</u> The report was noted</p> <p><u>To agree the draft budget for 2018-19</u> A final water bill for the allotments was due and if necessary this budget line may need to be altered. Funding for a compost toilet would be taken from undesignated parish council reserves and not included within next year's budget. £800 would be included for earmarked reserves. Total budget agreed at £13,210 and would be passed to the financial advisory group for inclusion within the parish council's budget for 2018/19.</p>	Assistant Clerk and Clerk
7	<p>To receive a report on the management of Waveney Green to include:</p> <p><u>To agree the 3-year plan for 2017-19</u> <b>It was resolved</b> to adopt the 3-year plan</p> <p><u>Current spend against budget</u> The report was noted</p> <p><u>To agree the draft budget for 2018-19</u> It was agreed to approve the budget for 2018-19 – total amount £25,070 and this would be passed to the financial advisory group for inclusion within the parish council's budget for 2018/19.</p> <p>To agree an application for a Fly Past at the Gathering on the Green 2018 Members approved the request and noted that an application doesn't guarantee a fly past as this depends on the Red Arrows schedule. We will be advised two weeks prior to our event if a fly past will take place.</p>	Assistant Clerk
8	<b>Date of next meeting: February 2018 date to be confirmed</b>	

.....  
Approved by Chairman  
February 2018