

BRICKHILL

PARISH COUNCIL



I hereby give notice of a meeting of the Allotments and Open Spaces Committee of BRICKHILL PARISH COUNCIL at **St Mark's Church Community Centre, Biffa Room, Calder Rise, Brickhill MK41 7UY on Wednesday 16th September 2015 commencing at 7:30pm** to consider the following matters:

Alison Southern
Assistant Clerk to the Council
7 September 2015

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1. Election of Chairman
 2. Apologies for absence
 3. Declarations of interest in matters on the agenda
 4. Public Open Session (10 minutes)
 5. To confirm minutes from meeting held on Tuesday 4th November 2014
 6. To receive a report on the management of Brickhill allotments
 7. To consider correspondence received from Bedford Borough Council regarding potential transfer of allotment storage hut to Brickhill Parish Council.
 8. To note the spend against budget for Brickhill allotments
 9. To receive a report on the management of Waveney Green
 10. To note the spend against budget for Waveney Green
 11. To consider a 3 year plan for Waveney Green from 2015 – 2018
 12. To consider the revisions to the Allotments Strategy
 13. Date of next meeting – November 2015 date to be confirmed
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Supporting Information for Allotment & Open Spaces Committee – September 2015

Item 5

Minutes attached from Tuesday 4th November 2014. The meeting for 24th March could not proceed as we were not quorate on the night.

Item 6 – Report on management of Allotment Site

Vacant Plots

4

2 plots have been given back by the tenants and 2 plot holders were given notice to quit (NTQ) – I am awaiting clearance of all 4 they will then be offered for rent.

Site maintenance/plot clearance

4 plots requiring clearance – plot deposits have been retained to cover the costs incurred

Site Security

No break-ins reported

Correspondence

Neighbour from 115 Curlew Crescent has asked us to clear the brambles which are at the rear of the allotment at the end of their garden. I have instructed our contractor to undertake this work which will be completed by the first week of September. The parish council will be paying for this work as the brambles have been on the plot for many years and were certainly already in place when the current tenant took on the plot.

A neighbour from Curlew Crescent has complained about Bonfires being lit very early in the morning (before 7am). Signs have been displayed at the allotment reminding tenants that bonfires are permitted but should not be lit before 8am or after 8pm and should not be lit if the wind is blowing in the direction of Curlew Crescent.

Item 7– letter from Bedford Borough Council regarding potential transfer of allotment storage hut

A copy of correspondence and the map has been emailed to all members. Bedford Borough Council have contacted the parish council to consider accepting the transfer of the old allotment gardening hut on Fosters Brow. The land in question relates solely to the allotment hut. There is no working electricity or plumbing to the hut and the walls are made of brick/concrete blocks; the roof is made of steel & asbestos.

My advise would be to decline the Borough's offer of the building. The tenants do not wish to form an allotment tenant association and the Bedfordshire and District gardening association stopped using the hut due to a lack of volunteers. The only conceivable use would be for a toilet facility but we would be inheriting a very large building with asbestos and any works would be very expensive due to H&S. If the parish council were to consider installing a toilet facility on the site it would be much better to place this within the allotment site itself.

Item 8– Brickhill Allotments Budget – pdf attached

To follow – currently there are no items which are not within budget.

Item 9 – Report on Management of Waveney Green

New stepping logs have been installed and the minor repairs identified at the last play area inspection have been carried out. Play area inspections are carried out weekly by myself, during the summer months our litter picker visits the site 3 x weekly and this reduces to 2 x weekly in the winter months. A replacement bench has been ordered for the far end of Waveney Green closest to Falcon Avenue. Grass cutting is carried out fortnightly (April – October) and pitch marking fortnightly (term time only). Brickhill Lower School Football Club (BLSFC) will resume training on Saturday 12th September. Regiment Fitness use Waveney Green twice weekly and they train at the far end of the Green nearest to Falcon – there is no charge made for this.

In the past two years we have continued to monitor the condition of the footpaths on Waveney Green. There are two sections which the parish council should consider repairing. One section is from the play area going towards Dove Road, the second is further up on the section of footpath at the top of Waveney Green heading down towards Falcon Avenue from the dog waste bin. Prior to our meeting please could you take a look at the footpaths and we can then discuss if you wish to proceed with any repairs. This would be paid for from designated reserves which have been set aside for this project.

Item 10– Waveney Green Budget pdf attached

To follow – currently there are no items which are not within budget.

Item 11 – 3 year plan for Waveney Green (2015-2018)

I have attached the previous 3 year plan for Waveney Green. All the planned works have been undertaken. One suggestion from Mark Fitzpatrick is for a notice board with a jogging route marked out – this has not been formally considered by the A&OS committee. In the next few years perhaps the PC would consider installing some additional pieces of play equipment to increase its recreational value. The memorial garden beds (near the rose garden) will be increased and include winter bedding plants. Although we struggle to find volunteers for the bulb planting it would be good to continue with the planting scheme perhaps to include more bulbs nearer to the corner of Dove Road/Waveney Avenue. The parish council could employ BTCV to carry out the planting for approximately £150 plus the cost of the bulbs if required.

Item 12 – Allotments Strategy

I have made a few minor alterations to the allotments strategy and these need to be formally approved. A copy of the strategy has been provided to everyone by email.

Item 13 – date of next meeting (November 2015 tbc)

Next meeting will need to be held in November when the committee will consider the A&OS budget for 2016-17. This budget will be put considered by full council at the January 2016 meeting as part of the PC precept/budget setting for 2016-17.

A Southern – 17th August 2015

BRICKHILL

PARISH COUNCIL

Minutes of a meeting of the Allotments & Open Spaces Committee held on Tuesday 4th November at Brickhill Community Centre, Avon Drive, Brickhill

Present: Cllrs Crofts, Waterhouse, Wilkins, 1 member of the public and the Assistant Clerk

1	<p>Apologies for absence Cllr Mulvenney, it was resolved to accept the apologies.</p>	
2	<p>Declarations of acceptance of interest in items on the agenda Cllr Waterhouse declared a personal interest in matters pertaining to the allotment site by way of his allotment tenancy. However, a dispensation has been granted to Cllr Waterhouse with regard to Brickhill Allotments.</p>	
3	<p>Public Open Session the gate closest to the Scout Hut required a new padlock and chain as this was now very difficult to open. It was also reported that one of the drop down bolts had been stolen. The Assistant Clerk confirmed that a new padlock had already been ordered and she had spoken with her contractor regarding a replacement drop down bolt.</p> <p>The notice of the meeting wasn't emailed out this time can this be done in future? The Assistant Clerk had been on annual leave the week prior to the meeting but notices had been displayed at the allotment site, on the parish notice boards and on the website.</p> <p>When will the skip be at the allotments? A date had not been confirmed yet with our contractor but it would be in November and a notice would be displayed on the allotment gates informing the tenants and advising what should and shouldn't be placed in the skip. Tenants would be advised that wood should be burnt as should any green waste that could not be composted.</p> <p>Does the parish council know who owns and books the football pitches on Ashmead Road? The Assistant Clerk reported that these were owned by Bedford Borough Council and usually bookings for the borough football pitches are made at the Bedford Athletic stadium.</p> <p>Who do I need to contact regarding trees near my property? Contact A J Joshi who is the Borough tree officer.</p>	
4	<p>To confirm minutes from meeting held on Tuesday 2nd September It was resolved to accept the minutes as a true record of the meeting.</p>	
5	<p>To receive a report on the management of the allotment site There are currently 5 plots available (3 half plots and 2 full plots) and a further 3 plots would shortly become vacant as notices to quit have been issued due to lack of cultivation in the previous year. The site had been broken into 3 times since the last meeting and the allotments officer had advised the tenants to report the matter to the police. In the past week 2 sheds had also been burnt out and again the tenants have been asked to report this matter to the police. There had also been some vandalism on</p>	

	the site and 2 of the plastic pipes to the water tanks closest to the community orchard had been cut through although there was no loss of water as the water had now been switched off for the Winter.	
6	To note the spend against budget for Brickhill allotments The report was noted – there were no items of overspend except for waste disposal (skips) but this had been authorised. There would be no spend on defensive planting as the Assistant Clerk reported there were no further areas around the perimeter that required planting.	
7	To receive a report regarding the maintenance of Waveney Green The memorial tree should be planted on Saturday 8 th November and members confirmed the location. The memorial plaque had been ordered and should be installed before the end of the year. There were only 2 suitable posts that could be used for the new dog signs and therefore it was resolved to purchase additional wooden posts (cost approx £100 plus installation). The replacement wooden posts at the play area would need to be installed by a RosPA approved contractor and the Assistant Clerk had arranged a site visit with Solutions 4 Playgrounds to discuss. The Bat boxes had been installed by the Borough and it was resolved to make a donation of £100 to the Bedfordshire Bat Trust in lieu of installation costs.	Assistant Clerk
8	To note the spend against budget for Waveney Green All budget headings were within budget. The Borough would not be charging for emptying of dog waste bins which would result in an underspend. It was anticipated that no spend would be made using the Waveney Green reserves of £8500 and the full amount would then be allocated to the designated reserves for Waveney Green giving a total amount of ££21,417 at the end of the financial year 2014/15. Members discussed the 3 year plan for Waveney Green for 2014/15. The plan had identified a suitable area for creating a wildflower meadow. However, the Borough had already planted a wildflower meadow at the far end of Waveney Green near Falcon Avenue. It was proposed to create a memorial garden in front of the rose beds as an alternative to a wildflower meadow. All members were in agreement and it was resolved to create a memorial garden in front of the existing rose beds to be completed during the financial year 2015/16.	Assistant Clerk
9	To consider the draft budget for Brickhill Allotments and Waveney Green for 2015/16 All members had received a draft budget for 2015/16 which outlined the expenditure/budget for 2013/14; expenditure/budget and projected year end spend for 2014/15. It was resolved to set the budget for 2015/16 for Brickhill Allotments at £13,020. It was resolved to set the budget for 2015/16 for Waveney Green at £19,750.	Assistant Clerk
10	<u>To confirm date of next meeting - Tuesday 3rd March 2015</u>	

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Approved by Chairman
16th March 2015