

BRICKHILL

PARISH COUNCIL



Minutes of a Meeting of the Allotment & Open Spaces Committee held on Wednesday 15th February 2023 at 7.30pm in the Wren Room at St Mark's Church and Community Centre, Calder Rise, Brickhill, Bedford.

Present:

Cllrs Holloway, Fitzpatrick, the Clerk (Mrs S Bottoms) and 3 members of the public were in attendance.

Absent:

Cllr Jarman-Webb.

Summary of the meeting: -

Table 1- Minutes

Item	Description	Action By
1.	Apologies for Absence: None.	
2.	Declarations of Interest in items on the agenda: None.	
3.	Public Open Sessions (10 minutes): i) State of Fosters Brow: Is there any update as to when this will be patched? The Clerk confirmed that following an e-mail from the tenant present, she had contacted Borough Cllr Charles Royden and was awaiting a response. Once received, she would contact the tenant. ii) Revision of the tenancy agreement and eviction of tenants: Was there any update? The Clerk responded that this is to be discussed under item 5c.	Clerk



4.	<p>To confirm the minutes of the meeting held on 30th November 2022:</p> <p>The minutes were signed as a true record of the meeting.</p>	
5.	<p>To receive a report on the management of Brickhill Allotments to include:</p> <p>a) To note the current spend against budget:</p> <p>This was circulated to all councillors and copies made available to others in attendance.</p> <p>b) An update on the general management of the site since the last meeting:</p> <p>i) Waiting list:</p> <p>We currently have 26 Brickhill residents waiting for either a full or half plot, 3 Brickhill residents waiting for a just a half plot. 60 non-residents wanting a full or half plot. We have never had so many on the waiting list.</p> <p>We have no vacant plots. No change since the Sept meeting. The Clerk confirmed that she does not contact those on the list to check if they are still interested. Rather she works down the list when a plot becomes available.</p> <p>ii) Plot deposit returns: separate paperwork. No change since Sept.</p> <p>iii) Defensive Planting: We received this week 200 bare root whitethorn whips with guards and support. The Clerk has put a notice up on the allotment gates explaining that we will be accessing the plots (taking care not to damage anything) along the industrial estate edge in order to plant.</p> <p>iv) Water supply to the Orchard: Once the water is turned back on the Clerk will ask the contractor to check if the supply is still active to the Orchard and look to divert the supply so it does not serve the Orchard.</p> <p>v) E-mails: I have put a notice up asking for e-mail addresses to reduce the postage costs in sending out invoices for rent. There are about 40 tenants for whom the Clerk has no e-mail address and suspects many of these will not provide</p>	<p>Clerk</p> <p>Clerk</p>



one. As a result, invoices will continue to need to be posted out.

- vi) Risk Assessment: The Clerk carried this out on the 7th February. No issues identified but consideration might be given to skimming the top off the centre of the walkway running up from the first gate beyond the walkway from Plot 132. The Borough Council has cut back the trees along the edge of their land making parking easier as well as visibility for the CCTV camera.

Clerk

c) Any other matters:

- i) Tenancy agreement and expectations of tenants re: working of plots:

Copies of sections of the tenancy agreement had been circulated to the Committee and discussion took place around Section 5: "Cultivation and Use" and Section 8: "Termination of Tenancy". Following discussion, **it was agreed** that the Clerk:

- would produce two draft letters for agreement by the Committee to be sent to tenants in breach of the tenancy agreement.
- The plot deposit would increase for new tenants to £60 from 1st April. The Clerk will amend the information on the website and also in the Handbook ahead of the 1st June.
- Following the agreement at the previous meeting regarding the increases in rents for new tenants from the 1st June, the Clerk will amend the tenancy agreement and put the revised version on the website ahead of the 1st June.
- The Clerk will also notify existing tenants that the rents will be increasing from 1st April 2024 to full plot £60, concessionary £35. For a half plot £38 and £28 for concessionary. Information will go out to tenants with the April 2023 invoices.

It was also **agreed** that the Clerk would remove some clauses from Section 8 of the tenancy agreement which deals with Termination of Tenancy:

Clerk

- 8.1.6 by re-entry if the tenant becomes bankrupt or compounds with his creditors.

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	<p>Unfortunately Cllrs Fitzpatrick and Holloway had not managed to meet on site. Arrangements would be made for the coming weekend.</p> <p>c) Any other matters: None.</p>	Cllrs Fitzpatrick and Holloway
7.	<p>To receive a report on the management of the Mowsbury Walk Play Area:</p> <p>The area is regularly checked by the Clerk and any litter tidied up. All works have been carried out and to date there have been no further major works needed. There had been some graffiti on the large unit which had been removed by RPM. A photograph was circulated about the state of the footpath across the play area. The Clerk will seek quotes for resurfacing.</p>	Clerk
8.	<p>Date of Next Meeting:</p> <p>Wednesday 17th May 2023 at 7.30pm in the Wren Room at St Mark's Church and Community Centre.</p>	

Approved and signed by

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Chairman 17th May 2023