Fleetwood Town Council

Onward to a Better Future

**Members of the Allotment Committee are required to**

**attend the Committee Meeting to be held on**

**22 August 2022 at 6.00pm at the Office**

**Irene Tonge (Clerk and RFO) –** Signature**: Irene Tonge**

**Minutes**

**DRAFT**

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| **0089** | **Opening of the meeting and to welcome new members, Ron Shewan and Lorraine Beavers. *Cllr Raynor*** |
| **0090** | **To receive apologies for absence. *Chairman***  Apologies received from Cllr. Craig Armstrong |
| **0091** | **To propose a committee member to reside as chairman and to approve the appointment. *All***  Cllr. Cheryl Raynor to be Chairman of the Allotments Committee |
| **0092** | **To consider and approve the amended Terms of Reference. *All***  Amendment needed from August to June |
| **0093** | **To record Disclosable Pecuniary Interests from members (including their spouses, civil partners, or partners) in any item to be discussed. Committee members MUST NOT make representations or vote on the matter therein. *Chairman***  None |
| **0094** | **To record Other (Personal or Prejudicial) Interests from members in any item to be discussed. Committee members should state if they need to bar themselves from discussion and voting on any related matters. *Chairman***  None |
| **0095** | **To consider and approve the minutes of the Allotments Committee Meeting of the 31st May 2022 (enclosed). *All***  Approved |
| **0096** | **The committee Chairman reminds all members to take note of the standing guidance at appendix A below. *Chairman***  Noted |
| **0097** | **To adjourn the meeting for a period of public participation.**  **Please note the Committee cannot make any decision on any matter raised, which has not already been included on the formal agenda; such items may be considered for future meetings. *Chairman***  Noted |
| **0098** | **To reconvene the meeting. *Chairman*** |
| **0099** | **To consider and approve, retrospectively, the 3rd payment to David Whiteside re the hedge cutting £640.00 on 23 June 2022. *All***  Approved |
| **0100** | **UPDATE by Clerk as at 5/5/22**  **To update the committee on the progress for the hedge trimming of the leylandii trees.**  David called to let us know that he is on the last leg now which will take him a few weeks as he needs to take some time out as he is moving house and he has a week’s holiday booked. He invited a member of the committee to meet him on the Allotments at a convenient time for both and he will talk you through where he is at. He mentioned a couple of things: **1.** Mr Isbister the new tenant of plot 6B says he wouldn’t mind the height keeping at the bottom of his plot so I said that I would pass this on so you can consider and approve if necessary; **2.** On plot 3, which is his end point, there is a chicken pen which is right up against the area he needs to get to, so he wanted to know, if he could speak to the tenant to ask if he could stand on it; again I said I would pass this on for your consideration and approval, if necessary.  **3.** He is taking great care to look out for nesting birds and will not enter any area if he finds there are birds nesting.  Noted.   1. The height of the trees must be the same. 2. The chicken coop cannot be stood on for health and safety reasons and the tenant of the plot has been in contact to express her wishes that she does not want her chicken coop to be stood on. |
| **0101** | **To update the meeting with 3 quotes for a rolling annual contract for hedge cutting, which will begin in November each year and finish before nesting season; this item was deferred from the last 2 meetings. *CEDO***  The CEDO to obtain 3 quotes for the rolling annual contract. |
| **0102** | **To update the committee regarding the outcome of the letter sent to the tenants with reference to alternative toilet facilities and to agree the way forward. *CEDO***  Letter was not sent to tenants; it was discussed that a letter would be sent out *if* feedback wasn’t received following the meeting with a tenant who was to discuss a potential cleaning rota with all other tenants within the two allotment associations. Feedback has not been received therefore a letter shall be sent. Action: CEDO |
| **0103** | **To update the progress of letting out Plot 22. *CEDO***  As Plot 22 is a substantial sized plot, it has been decided that a community group can potentially have use of the space to allow more residents of Fleetwood to enjoy the benefits of an allotment. If a community group wishes to take the space, they will still be paying rent. Fleetwood Town Council’s policy needs checking/amending to assess whether this is a possibility before moving forward. Action: Clerk |
| **0104** | **To update the committee with progress of this item …’To reassess the weekly plan for attending the Allotments whilst issues are dealt with.’ *CEDO***  To defer until the next meeting. |
| **0105** | **To update the meeting with regard to the information relayed to the tenants re the decision not to provide a skip and to update the committee regarding the up-to-date information sent to tenants about fires on the Allotments. *CEDO***  The committee has decided against the provision of skips on the allotments. Tenants are responsible for disposing of their own waste responsibly. The CEDO advised that following complaints from neighbouring properties, a letter was sent to all tenants regarding the use of fires at Larkholme Avenue allotments. The letter was drafted following consultation with The National Allotment Association and Cllr. Pilkington who is a resident firefighter. Cllr. Pilkington attended Larkholme Avenue allotments with the CEDO to assess the site and to give advice on fires and neighbouring properties. A new tenancy agreement has been drafted with a section regarding the use of fires at Larkholme Avenue and the consequences should the rules not be adhered to as fire safety is paramount. |
| **0106** | **To consider options and approve a solution to the continuous issues with the gate lock. *All***  The committee have decided that the lock needs replacing again. They have asked the Clerk to check if the old lock has warranty and to see what happened for it to be broken. Action: Clerk |
| **0107** | **To consider and approve to have another tap installed nearer to Plots 1, 2 and 3. *All***  To obtain quotes for consideration. Action: CEDO |
| **0108** | **To consider and approve what is required regarding the paperwork from Wyre outlining the 10 car parking spaces potentially belonging to FTC. *All***  To obtain quotes for consideration for signs stating, ‘parking for allotment holders only’. Action CEDO |
| **0109** | **To update the committee regarding fires on the Allotment. *CEDO***  See Agenda item 105. |
| **0110** | **To discuss and agree items for the next Agenda. *All***  Quotes for the taps, signs and hedge trimming, the lock, Plot 22, update re. letters sent and the future of tenants with unworked plots. |
| **0111** | **To consider and approve a date for the next meeting.**  Monday 19th September 2022. 1pm. Fleetwood Town Council Offices |

**The press and public are welcome to attend all committee meetings of Fleetwood Town Council.**

**APPENDIX A – STANDING GUIDANCE FOR ALLOTMENTS COMMITTEE BUSINESS.**

**1. All decisions resulting in actions to be taken by council staff to be made from an agenda item, approved by majority vote, and brought in suitable time to carry out the committee’s request.**

**2. Action points may be given to office staff directly. Any actions for other individuals who are not committee members should be taken by a member to approach that person, i.e.: "The chairman to ask Cllr XX to assist with seeking volunteer to help with a maintenance task”**

**3. Any financial or legal issues to be discussed and agreed on, in an open and publicly accessible meeting of the committee. Decisions on these matters cannot be made by e-mail or in private meetings. Any issues or uncertainties should be referred to the clerk for advice.**

**4. All proposals involving a cost of over £300 normally require at least 3 quotes to be obtained, and sufficient time must be allowed for staff to obtain these quotes for committee to consider. There are exceptions to this under the council’s financial rules: existing suppliers of annual services etc. This list is not exhaustive, so for all proposals involving a cost, committee members should discuss with the clerk who will be happy to provide advice on the way forward.**