

MINUTES OF THE MEETING OF THE ALLOTMENTS COMMITTEE,
HELD ON THURSDAY 16th FEBRUARY 2017, IN THE COUNCIL CHAMBER,
KING'S HOUSE, THETFORD, STARTING AT 9.30 A.M.

Present:

Councillors:

Mrs S J Armes
C Harvey
J Newton (Chairman)

D M Crawford
Mrs J Hollis

Officers in attendance:

R Carter
C Higgins
R Barnett

Allotment Officer
Allotment Works Team Member
Amenities, Land and Property Officer

The meeting is normally preceded by a 15-minute Open Forum, starting at 9.30 a.m. when members of the public and representatives of the press are invited to address the Committee. Members of the public did not arrive until after the start of the meeting so was invited to speak after item 675/16. There were no items that required any action.

669/16 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS
None.

670/16 APOLOGIES FOR ABSENCE
None.

671/16 MINUTES
Resolved the minutes of the Committee's meeting, held on 20th October 2016, received by Full Council on 25th October 2016, confirmed as a true record and signed/initialled by the Chairman.

672/16 HEALTH & SAFETY
The Health & Safety Officer gave a briefing to the meeting regarding health and safety matters relevant to allotment sites.
These included:-
Signs on all sites which were discussed under item 763/16.
Trees to be surveyed and removed where necessary. This has already been done for the Mundford Road/British Rail site and arrangements made for trees to be removed. The Allotment Officer informed the committee of the extensive work that had been carried out by Carl Higgins, the Allotment Works Team Member and the Committee thanked him for his hard work.
Water supply to be monitored regularly. This will be done when water switched on at end of February 2017.
An inspection regime to be agreed. After discussion it was agreed that the dedicated Allotments Works Team Member and the Allotment Officer will carry out regular inspections every two to three weeks and the Councillors will carry out inspections twice a year in spring and autumn.
Programme introduced to remove dangerous fencing and remove barbed wire. Terms and Conditions do state that barbed wire is not be used, but all tenants who have it on their plots will be written to and asked to remove it. It was discussed and agreed that rules to be amended to advise tenants that only wire mesh fences to a maximum

height of 3 feet may be erected and must have substantial posts to prevent it from falling down. When a plot becomes vacant fencing will be removed in an attempt to make all sites open plan and safer as a result of better visibility. No wooden fences will be allowed for new tenants.

To review Terms and Conditions to ensure health and safety is sufficiently covered, by September 2017.

Check that 'shops' on sites are not selling items or materials that are not compliant with current legislation.

The area at the entrance to London Road Site, used by the TGAC has become extremely untidy and it was agreed that a letter be sent to them asking for it to be cleared immediately.

Councillor Crawford advised the committee that the access onto Bury Road from the Bury Road Site is quite dangerous and it was agreed that ways of making it safer would be looked into.

673/16

BUDGET

The Chairman, Councillor Newton advised the committee that there was still money available to be used on sites before the end of the financial year. Various items were discussed and it was agreed that new signs for all sites should be purchased depending of funds and if not all could be done at once, and then they would be installed on a rolling programme. Three quotes have been received for new fencing at Bury Road Allotments. Councillor Mrs S Armes resolved and Councillor C Harvey seconded:

RESOLVED: That fencing along one side of Bury Road Allotments should be taken down and replaced by G&G Fencing Ltd at a cost of £3289.00 plus VAT.

The Chairman advised the committee that material to repair pot holes in the roadway at Mundford Road Site has been ordered and work will commence once permission given in writing from the CLHps Pipeline.

674/16

TGAC ANNUAL COMPETITION & SHOW

The payment for RHS judges the Annual Allotment Competition was discussed. Councillor D Crawford resolved and Councillor C Harvey seconded:

RESOLVED: That the Council will meet the cost of RHS judges for the Annual Allotment Competition and lunches on the judging day up to the amount of £120.00.

675/16

TENANCY AGREEMENT RULES

The wording of Clause 1.3. was discussed and it was agreed to amend it to read:-

"If the Tenant takes on a plot in poor condition, they will pay the full fee, but if after three months the plot has been cleared satisfactorily then they will be awarded a refund equivalent to three months rent to be deducted from the following year's rent."

676/16

ITEMS OF URGENT BUSINESS

None

677/16

PRESS RELEASES

None

Chairman.

ACTION POINT	BY WHOM	BY WHEN
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Trees on Mundford Road Site to be lopped	Works Team Member	End of March 2017
Replacement/repair of fence between Cemetery and Icknield	Works Foreman	Complete
Mains water checks at allotments	Works Tem Member	End February 2017
Review Terms and Conditions with regard to Health and Safety	Allotment Officer/ALP Officer	End September 2017