

MINUTES

A meeting of the Allotments Working Group was held virtually by Teams on Wed 24 Feb 2021 at 7.00pm

Present: M Bainbridge (Chairman), Mrs L Ruston, N Maggs, Mrs C Clayton,
Ms T Rogers, Clerk, Mrs D Steel, Assistant Clerk

1 Receive Apologies

1.1 None

JMB welcomed Charlotte Clayton to the Allotments Committee. This evening is a full Agenda particularly with the imminent takeover of the Brampton Park Allotments and invited everyone to ask questions and make comments.

2 Declarations of Interest

2.1 CC – on Brampton Park Allotment Waiting List

2.1 NM – Allotment tenant

3 Receive and approve Minutes of meeting held on 10 Oct 2021

Proposal: Approve minutes – 1st NM, 2nd LR

Carried

4 Matters Arising from Minutes

4.1 Items will be covered by the Agenda.

5 General Update

5.1 JMB reported that the Brampton Park Allotments due to be handed over shortly. The Allotments will be owned by the Parish Council, unlike the Thrapston Road allotments which are owned by the County Council and rent is paid every year.

5.2 DS reported that after inspecting the Thrapston road allotments earlier in the week, they are looking very good, there is a lot of work being done on many plots.

6 Income and Expenditure

6.1 JMB suggested a note is added in the Rules and Regulations for Brampton Park regarding the rotovating service, price not to be included. Although it wouldn't be required initially at Brampton Park, adding it to the Rules will advise tenants it is a service BPC offers. Added to the Schedule, point 9.6.

6.2 Insurance – over budget, check.

6.3 A separate cost centre to be set up for Brampton Park Allotments.

6.4 Arrestapest – increase in charges, this was noted and it was agreed to continue with the current number of visits per year. Brampton Park allotments to be monitored. 1st JMB, 2nd NM

**Clerk
Clerk
Clerk
All
agreed**

7 Waiting List

7.1 Thrapston Road Allotments - There is a large waiting list for the Thrapston Road plots.

7.2 Brampton Park Allotments – There is also a large waiting list for Brampton Park allotments. Plots to be allocated to those living on Brampton Park, Sarazen Gardens and areas close in proximity.

8 To Consider Hiring a Skip over the Easter Weekend

8.1 A skip had been ordered for the Thrapston Road allotments in November and it was very popular and full very quickly. Due to Covid-19 restrictions a skip was not provided for Easter 2020. It was agreed that a larger skip (8yd) should be ordered for the Easter weekend of 2021.

(Note since meeting – the hire rate will be £210.00, £180.00 last year for 6yd skip)

9 Brampton Park Allotments

To discuss the Management of the Allotments

9.1 JMB suggested that separate Rules and Regulations are required for Brampton Park.

9.2 Plot 12 - BPC is responsible for 2 x fence panels on the perimeter of this plot, where the corner of the plot is reduced.

9.3 Plot 12, bottom left corner to Plot 16 to Plot 4, down to Plot 3, chain link fencing, BPC is responsible for this.

9.4 Southern end of Plot 12 and eastern end of Plot 12, 13 and 14 are not BPC responsibility.

9.5 All around the inner perimeter of the site, there will be a turfed strip, for maintenance purposes and must not be encroached upon. It will need to be mowed when required by the grounds

- staff. Check with Andy Girvan when this will be done as it should be done before the allotments are transferred to BPC. Clerk
- (Note since meeting, turf is imminent, contractors held up by weather, AG to chase)
- 9.6 From the BPC owned fence panels on Plot 12, across Plot 13 and across Plot 14 to the western boundary, there is a telegraph pole and BT have cables which are regulation depth running diagonally across those three plots. BT has right of access should they need it. The tenants of these plots should be notified of the cabling.
- 9.7 Water meter is within the turfed inner boundary near plots 1 and 2. Meter reading to be taken as soon as BPC takes possession.
- 9.8 Combination padlock on the gate, this code to be given to tenants. Additional combination lock to be purchased as a spare.
- 9.9 Plot numbers to be as shown on the developer's area plan. Names to be pulled out of a hat to allocate plots.
- 9.10 Boundaries between plots – it was agreed to provide a two wire boundary between each plot, using clamps, rather than drilling through the posts. A quote to be obtained from Huntree Fencing as soon as possible. The front and back of each plot to be left open. All agreed. Clerk
- To Consider the Tenancy Fee for Brampton Park Allotments**
- 9.11 The annual rent to be £35.00 per plot, this year will be a partial year up to 31st October 2021.
- To Consider the Rules and Regulations for the Allotments**
- 9.12 A copy of the Allotments Rules and Regulations had been circulated to members with points for discussion highlighted.
- 9.13 Point 2 – remove poles, no sizing to be included, plots vary slightly in size.
- 9.14 The Tenancy Agreement will be held on a yearly tenancy from 1st November at an annual rent of £35.00, the first year to be pro rata, from the date the allotments are rented from.
- 9.15 Allocation to be Brampton Park, Sarazen Gardens and the close area in the first instance, then offered to those throughout the village. In time it may be that both Thrapston Road and Brampton Park allotment waiting lists are amalgamated.
- 9.16 Home address, email address and telephone number to be provided.
- 9.17 Delete Point 8 – lease terms, not applicable.
- 9.18 When Rules and Regulations are sent out to the new tenants it should be emphasised that they should read them carefully as the allotments will be inspected.
- 9.19 9.1.3 – remove this point.
- 9.20 12 – Notices – remove fax from wording.
- 9.21 Schedule 1, 1.2 – Trees, must be within 2m of any boundary.
- 9.22 Hedges and Paths – add “boundary” instead of “hedge”, “their” instead of “his” and add following wording: “The turfed area does not form part of the allotment and must not be encroached upon. Please keep this area clear.”
- 9.23 Replace 2.3 with “No vehicles are permitted in the Allotments Gardens”.
- 9.24 Remove para 2.4.
- 9.25 Point 3 – Security, remove current paragraph and replace with “The main gate access will be locked with a combi lock/keys, the code will be given to tenants when they rent their plot and should be kept confidential. Each tenant must lock the gate after they leave.”
- 9.26 Water/Hoses/Fires – remove wording and add “No fires are permitted, including use of incinerators”.
- 9.27 A double tap adaptor to be purchased for the tap to enable a hosepipe to be used by one person and another to fill a watering can.
- 9.28 The installation of a second tap was considered, however it was agreed that at this point in time it would not be provided. Review later in the year. The pipework would need to run under plots 1, 2 and 3.
- 9.29 Livestock – no livestock to be kept on the allotments. There is a covenant stating that this is not allowed. This is also to be reviewed for new tenants at the Thrapston Road allotments. Clerk
Add to next Agenda.
- 9.30 Buildings and structures – tenants to request permission for a shed, position to be decided on application.
- 9.31 Plot Numbers, purchase numbers, ask caretaker to make wooden stands.
- 9.32 Notice Board – ask caretaker to make smaller notice board than Thrapston Road and situate near tap.
- 9.33 Car Parking – remove the four points and add that cars can park in the lay by, if it is full, they need to park with consideration to the residents.
- 9.34 The Rules and Regulations were agreed subject to the above amendments. The Clerk to update/amend and circulate to allotment members for final approval. Clerk
- 10 Other Items for Consideration**
- Consider untidy/overgrown plots
- 10.1 Plot 38A – send tidy letter asking of their intentions, advise them that there is a long waiting list. Clerk
- 10.2 Plot 37B – send tidy letter. Give 6 weeks to cultivate (10th April) and then plot will be re- Clerk

- inspected.
- 10.3 Plot 36A – several tidy up letters have been sent in the past. Give 6 weeks to cultivate (10th April) and then plot will be re-inspected. **Clerk**
- 10.4 Plot 33A – send tidy letter. **Clerk**
- 10.5 Plot 28 – send tidy letter. Give 6 weeks to cultivate (10th April) and then plot will be re-inspected. **Clerk**
- 10.6 Plot 11A – tenant had asked for a wildlife pond, agreed not to allow due to health and safety concerns. Inform tenant. **Clerk**
- 11 Date of Next Meeting**
- 11.1 It was agreed to add an additional meeting to inspect the Brampton Park Allotments on Sat 26 Jun 2021.
- 11.2 The next meeting at the Thrapston Road allotments will be Wed 14 July 2021.

The meeting closed at 9.00pm

These minutes are considered draft until ratified at the next meeting.

Mr M Bainbridge - Chairman