

CANEWDON PARISH COUNCIL

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Members of the Allotments Committee are hereby summoned to attend the online Allotments Committee Meeting on Wednesday 21st July 2021 at 7.00pm for the purpose of considering the following business. **Members of the press and public are welcome to attend, please contact the Clerk before 3pm on the day of the meeting to request access**

K Holland

Kelly Holland
Clerk to Canewdon Parish Council

15th July 2021

ALLOTMENTS COMMITTEE MEETING ON WEDNESDAY 21st JULY 2021 AT 7.00PM

AGENDA

1. **Apologies for absence**
2. **Minutes**
Recommendation to accept the minutes from the Committee meeting on 16th June 2021 ([appendix 1](#)).
3. **To receive member's declarations of interests and dispensations in items on the agenda.** *Requests for dispensations should be requested from the Clerk the day before the meeting.*
4. **Public participation session with respect to items on the agenda and other matter that are of mutual interest.** *There will be 15 minutes available for this session.*

FINANCE AND TENANCIES

5. **To note the current budgets for the allotments** ([appendix 2](#)).
6. **To note that there was one vacant plot, the Clerk was making contact with the next person on the waiting list to arrange a site visit.**

DECISION ITEMS

7. **To consider the request for stand pipes on site and the use of hoses.**
8. **To consider recommending changes to the tenancy agreement.**
9. **To consider the security of the allotment site.**
10. **To consider the update on the leak to the stop cock.**
11. **To make any necessary amendments to the grounds maintenance specification to allow the Clerk to source quotations for the works** ([appendix 3](#)).
12. **To consider the report from the Handyman (to be circulated at the meeting).**

13. To consider any issues reported by the members of the Committee.

FOR NOTING

14. To note any contact made by the Clerk (under delegated authority) with tenants who had not been tending their plots.

15. Items for the next agenda

16. Future meetings and events

The next online Allotments Committee Meeting is on Wednesday 15th September 2021.



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**APPENDIX 1 – Minutes of the online Allotments Committee meeting held on
Wednesday 16th June 2021 at 7.00pm.**

Present:	<u>Chairman:</u>	Cllr. L. Van Houten
	<u>Members:</u>	Cllr. J. Craven
	<u>Visiting members:</u>	Cllr. M. Halford
	<u>Officers:</u>	Kelly Holland, Parish Clerk
	<u>Members of the public:</u>	None

AL21/13 Apologies for Absence

Apologies had been received from Cllr. M. Sohail and Mr S. Joslin.

RECOMMENDED that the apologies be approved.

AL21/14 Minutes

RECOMMENDED that the minutes from the Committee meeting on 19th May 2021 be approved as a correct record and be signed by the Chairman after the meeting.

AL21/15 Declaration of interests and dispensations

None declared.

AL21/16 Public participation session

The Chairman permitted for the inclusion of comments from Cllr. M. Halford throughout the meeting.

AL21/17 Budgets

The Committee were informed of the budget provision for the allotments.

AL21/18 Vacant Plots

Following letters regarding non cultivation, three plots had been surrendered, two of which had been let. The remaining vacant plot was in the process of being let.

AL21/19 Stand pipes and hoses

This item would be deferred to the next meeting.

AL21/20 **Tenancy agreements**

This item would be deferred to the next meeting.

AL21/21 **Allotment security**

There had been some thefts reported overnight in the 3rd/4th June. The Council's strimmer had been stolen from the Horticultural Society shed and some tenants had had equipment stolen. Tenants had been encouraged to report the thefts directly to the Police. Members were advised that other local allotment sites had also been targeted. There was a general discussion regarding security including solar lighting. It was suggested that the vacant tenant position on the Committee be filled as soon as possible to ensure that tenants are heard. It was suggested that the code to the gate be changed regularly in an effort to deter this kind of behaviour.

The Clerk would advertise the committee vacancy with tenants and defer the item to the next agenda.

AL21/22 **Council machinery**

The Council owned a lawnmower and strimmer (this had been stolen) for use by allotment volunteers to cut the main paths on site. There were two volunteers who had carried this work out for many years and were covered on the Council's insurance as they used Council equipment. The Committee discussed whether to continue with volunteers or whether to appoint a contractor to look after the entire site. The lawnmower could be sold if no longer required with the proceeds donated to the allotment budget as appointing a contractor for the whole site would have a cost implication.

RECOMMENDED that the following items be presented to the Council for consideration:

- Increase the allotments grounds maintenance budget to cover the appointment of a contractor for all grounds maintenance
- Sell the Council lawnmower and donate the income to the allotments grounds maintenance budget head.

AL21/23 **Leak to the stop cock**

The leak had been reported to Essex and Suffolk Water who were to visit the site, further information was awaited.

AL21/24 **Allotment concerns/issues**

Members asked for an monthly update from the Handyman.

AL21/25 **Allotment Security**

This item had been duplicated on the agenda.

AL21/26 **Delegated Authority**

As mentioned earlier in the meeting, the Clerk had written to tenants not tending their plots.

AL21/27 **Items for the next agenda**

To consider the update on the notice board.

AL21/28 **Future Committee meetings**

The next online Allotments Committee Meeting is on Wednesday 21st July 2021.

The meeting was closed at 7.32pm

Chairman's Signature

Dated

APPENDIX 2 - Allotments budget



Code	Description	2021/21	
		Budget	Year to date
4310	Allotment Rent	£225	£55
4320	Allotment General Maintenance	£250	£0
4330	Allotment Grounds Maintenance	£500	£0
4350	Allotment Water	£250	£283



APPENDIX 3 - Allotments Grounds Maintenance Specification and Procedure

The grounds maintenance at the Parish Council's allotment site in Anchor Lane is carried out by volunteers and a Parish Council appointed contractor. The specification of works carried out by both parties can be found below.

Maintenance carried out by volunteers	
Activity	Frequency
Cut all tractor paths using Parish Council mower located in the Horticultural Society shed	Weather dependent As and when required
Strim around all water tanks on tractor paths using Parish Council strimmer located in the Horticultural Society shed	Weather dependent As and when required
Strim area in front of double gates at the bottom of the site adjacent to Gardiners Lane	Weather dependent As and when required

Maintenance to be carried out by contractor	
Activity	Frequency
Mow and strim along the entirety of the school fence and the grassed area between the school fence and the allotment plots to the north of the allotment site.	Every other month from March – September (4 cuts) as and when required
Stim any vacant plots	As and when required
Cut the sensory garden/wildflower meadow (plots 1, 1a and 1b)	Annually (to be advised by the Clerk, August/September)

The Parish Council have an allocated budget for grounds maintenance, set annually that runs from 1st April – 31st March. This procedure has been created in order to meet the Council's accounts and auditing procedures and to ensure that the budget provision is utilised correctly, reducing the risk of overspend.

The following procedure will be followed when instructing the contractor:

1. The Clerk will contact the Contractor and request specified works at the allotment site.
2. The Contractor will confirm via email the price for the works and a planned date for the works.
3. The Clerk will confirm agreement of the quotation before works commence.
4. The Contractor will carry out the agreed works and submit an invoice to the Clerk for payment.
5. Invoices will be checked to ensure that the works have been previously requested and the quotation approved by the Clerk, before payment is raised.