

24th March 2022

Bradwell Road Allotment Committee Meeting

held on **Monday 21st March 2022 at 7.00pm**

at Stantonbury Parish Council Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

For the purpose of transacting the business as set out below

Committee Members:

CLlr G A Davison, CLlr L Morgan (Chair), CLlr C Northwood, CLlr P Kirkham

Minutes

		Action
	15-minute session for members of the public to speak	
27/21	<p>Present: CLlr L Morgan (Chair) (LM) CLlr C Northwood (CN) CLlr P Kirkham (PK)</p> <p>CLlr S Kennedy (non-Committee Member) (SK) Mr D Outram – Parish Ranger Supervisor (DO) Mr N Cousins – Parish Ranger (NC) Mrs S Tozer – Notetaker (ST) Mrs D Moore – Temporary Acting Proper Officer (DM) Members of the public: 2 RW/AW</p>	
28/21	<p>Apologies: CLlr G. Davison Agreed 3 votes for</p>	
29/21	<p>Declarations of interest: None</p>	
30/21	<p>Chairs Remarks: None</p>	
31/21	<p>Minutes: To approve and sign the Minutes of the Allotment Committee Meeting held on 22nd September 2021. Agreed 3 votes for</p>	
32/21	<p>BATs Chair's Report - An email apology for non-attendance had been received from the BAT's Chair. Shed Update – RW advised the meeting that the BAT's shed had been installed and was up and running. He acknowledged that a grant had been awarded from SPC towards the costs of this shed.</p>	
33/21	<p>Water turn-on and toilet reopening date LM confirmed that the water will be turned back on, and the toilet facilities will be re-opened on Thursday 24th March 2022.</p>	NC
34/21	<p>Removal of Perimeter chain link fence DO confirmed that the chain link fence has now been removed from the perimeter of the fence and deposited at the local tip. He also acknowledged that the Parks Trust had cut down a considerable amount of shrubs outside the allotment fencing and this has left the allotment very open.</p>	

35/21	<p>Parish Ranger Report</p> <p>Plot Inspections – An inspection of the allotment site was carried out on 16th March 2022 by DO/NC/ST The next one being in one month’s time will be undertaken by NC/ST. In the meantime ST to email all plot holders to advise them that at the next inspection, week commencing 28th April 2022, if a plot is uncultivated by more than 25%, letters will be sent to tenants and action will be taken to take back the allotment plot, due to the high numbers currently registered on the waiting list.</p> <p>Plot Numbering – DO confirmed that all plots now have a metal plot numbers.</p>	ST
36/21	<p>Waiting list and plot requests</p> <p>Currently there are 38 people on the waiting list. The waiting list has now closed temporarily for new applications and until this number has been considerably reduced.</p>	
37/21	<p>Allotment Tenant’s Survey</p> <p>A draft survey was tabled at the meeting. Amendments were made and this will be sent from SPC to tenants by email or letter by 25th March 2022. The outcome of the survey will be advised at the next Allotment Committee meeting.</p> <p>DO suggested that SPC provide a new noticeboard as the current one on the site is broken. ST to look at costings.</p> <p>LM informed the meeting that a new BAT’s Committee had been formed. SPC are awaiting official confirmation of this new Committee.</p> <p style="text-align: right;">The meeting finished at 7.20pm</p>	ST
	<p>Date of Next Meeting: Monday 20th June 2022 at 7.00pm Monday 19th September 2022 at 7.00pm</p>	

Document No: ACTOR200622



Allotment Committee Terms of Reference

Signed:
Committee Chair- Stantonbury Parish Council

Date:

Document History

Created by the Allotment Committee	01.05.2019
Created by Proper Officer	15.06.2022

Allotment Committee Terms of Reference

Membership:

Four Parish Councillors to be appointed annually at the Annual Council Meeting.

Chair:

The Chair is to be elected annually by the Allotment Committee at their first Meeting following the Annual Council Meeting.

Quorum:

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

Meetings: At least 3 meetings a year at the Parish Office on a weekday evening commencing at 7.00pm on dates to be agreed by the Committee.

1. Purpose of Committee:

1. To advise and make recommendations to the Parish Council on any matters affecting the allotments.
2. To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under section 2 a & b Delegated Authority.
4. To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 2 below.
5. To work with the Allotment Tenants to provide a well-managed and cost effective service to allotment users, people on the waiting list and all residents of the Parish.
6. To carry out 6 inspections of the allotments in a 12 month period plus any ad-hoc that are needed by the appointed Parish Ranger.
7. To identify cases where tenancy agreements, policies or rules are not being observed and follow the Allotment Tenancy Agreement Terms and Conditions.

2. Delegated Authority:

- a. **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the allotments and relationship with individual tenants but excluding final decisions on:-
 - Rents, deposits
 - Major improvements to the site
 - Changes to services effecting all tenants

- Allocation of plots
- Water charges, which are the specific responsibility of the tenants
- Situations where a dispute between the Committee and a tenant has not been resolved by the Committee the Councils Complaints policy is activated

b. To incur expenditure on behalf of the Parish Council: on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations. The RFO's Emergency Power for Expenditure may be utilised in emergency situations of a maintenance or health and safety nature.

4. Membership:

Councillors elected to the Committee must not have a declared interest in the allotments as this would debar them from voting.

11 Responses from the Bradwell Road Allotment Survey - March 2022

Are you happy with the allotment facilities?		NO ANSWER
YES 73%	NO 27%	
Comments		
Suggest water troughs cleaned out & water level checked when water is turned on.		
Water troughs have caused more work		
What other facilities are there? Only know if toilet and water butts?		
Do you have any issues with the current tenancy agreement?		NO ANSWER 10%
YES 45%	NO 45%	
Comments		
Plot sizes (4) points of where the plot is measured, emailed back in May 2017 no reply. Previous ranger Paul said he would look last year and no response.		
Agreements needs to be adhered to by tenants, especially 1 meter rule		
79 was inaccurate and unsigned		
Clarification on wording would aid understanding		
Too detailed		
Expensive compared to other parishes		
Do you attend BAT's meetings?		NO ANSWER
YES 90%	NO 10%	
Comments		
Not been able to attend all		
Not going anymore due to committee recently elected members political stance on how allotment should be run		
Why is this question included? Not sure BATS has any connection with SPC		
When possible		
Do you feel that BAT's represent you at the allotment site?		NO ANSWER
YES 90%	NO 10%	
Comments		
They have their own agenda		
Parish doesn't understand that renting allotment and using should be a pleasure not all worrying if we are doing things wrong or not.		

Are you happy with the work of the Rangers on the allotment site?

YES	NO	NO ANSWER
45%	10%	45%

Comments

Not aware of what they do (4)
 Rangers used to take away rubbish which was part of the rent increase. Some people are not able to take rubbish away either due to health problems/or age.
 Some of the time. Paul was just brilliant so he is missed

Do you read the notices on the allotment noticeboard?

YES	NO	NO ANSWER
90%	10%	

Comments

When they are displayed at a sensible height
 both before SPC one was removed

Any Other Comments:

How the plots are measured?
 Running and up keep of the allotment by yourselves has been great, especially with the issues of contamination, Personally BATS no longer represents me as the new members have a negative and argumentative view of the Parish
 Planting again once the threat of frost has gone, we are still harvesting from wintering plants
 Not all paths on site are the similar width or flatness, making it difficult to negotiate with a wheelbarrow/cart or just walking
 Not all paths on site are the similar width or flatness, making it difficult to negotiate with a wheelbarrow/cart or just walking
 This survey needs to be more user friendly, e.gh. Listing the facilities provided
 Plots not been dug over so weeds spreading seeds over wide area - can the rangers cut them back to stop overrun of weeds?
 Holes on grass area - someone could twist or break something
 The house next door complained the gate makes a lot of noise - can the gate be made quieter as it causes stress to the family.
 Suggest that mentioning during an inspection there were some well-maintained plots seen as well? Wasn't clear it was sent to all tenants so some receiving the email thought their plot had been signled out as not being well maintained