



**A meeting of the Gift of A. Burrow for Allotments Sub-Committee will be held on
Tuesday 9 April 2019 at 6:30pm at the Hayridge Centre**

Judy Morris

SIGNED: Mrs Judy Morris (Town Clerk)

DATE: 1 April 2019

Membership: Councillors: Eileen Andrews, Jordann Barge, Janet Johns, Liza Oxford-Booth & Will Jones.
Ex officio: Cllrs. Iain Emmett & Lloyd Knight.

PUBLIC QUESTION TIME: 15 minutes is set aside at the beginning of the meeting to enable members of the public to bring issues relevant to the Committee to the attention of Councillors. Up to 3 minutes is allowed for each question. It may not be possible to reply and the question may only be noted. The question will be recorded and a response sent within 10 working days.

AGENDA

1. **APOLOGIES:** To receive apologies for absence.
2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** Members are reminded of the requirement to declare any interest, including the type of interest and reason for that interest, either at this stage of the meeting or as soon as they become aware of that interest.
3. **CHAIRMAN:** To elect a Chairman for this meeting.
4. **PUBLIC QUESTION TIME:** To receive questions from members of the public present at the meeting.
5. **MINUTES:** To approve the Minutes of the meeting held on 12 March 2019 (Appendix A)
6. **FINANCES:** To receive Income & Expenditure report (Appendix B)
7. **CULLOMPTON ALLOTMENT ASSOCIATION:** To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.
8. **ALLOTMENT POLICY:** To receive an update on the new Allotment Policies.
9. **ALLOTMENT SITE SECURITY:** To receive report and to consider the request from the Cullompton Allotment Association for the Council and or the Gift of A. Burrows for Allotments Charity to share the costs of site security. (Appendix C)

10. DATE & TIME OF NEXT MEETING: To confirm the date and time of the next meeting.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press are very welcome to attend this meeting. Members of the public will only be permitted to speak at the beginning of the meeting during Public Question Time.



Minutes of a meeting of the Gift of A. Burrow for Allotments Sub-Committee held on Tuesday 12 March 2019 at 6.00pm at the Hayridge Centre

Present: Councillors: Eileen Andrews, Janet Johns, Iain Emmett, & Lloyd Knight

Also Present: Nigel Middlewick (Cullompton Allotment Association) & 2 no. Tiverton Road Allotment plot holders (Richard & Deborah Thorne)

Clerk: Maria Weston (Deputy Town Clerk)

1. **APOLOGIES:** Received from Cllr. Oxford-Booth (work) & Cllr. Jordann Barge (personal)
RESOLVED: To accept apologies from Cllr. Oxford-Booth (work) & Cllr. Barge (personal)
Proposed: Cllr. Emmett **Seconded:** Cllr. Johns
2. **CHAIRMAN: To elect a Chairman for the meeting.**
RESOLVED: That Cllr. Knight is elected as Chairman for the meeting.
Proposed: Cllr. Andrews **Seconded:** Cllr. Johns
3. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT:** None.
4. **PUBLIC QUESTION TIME: To receive questions from members of the public present at the meeting.**
Cllr. Knight (Chair) stated that he was aware that the members of the public present (Mr. Middlewick - Allotment Association representative and Mr & Mrs Thorne -plot holders, non-Association) were intending to talk about the Allotment policy and may have questions but that as the policy was on the Agenda (Item 8) it would be preferable to discuss the matter at this point of the meeting.
There were no additional questions.
5. **MINUTES:** To approve the Minutes of the previous meeting held on 12 February 2019.
RESOLVED: That the Minutes of the meeting held on 12 February 2019 are approved and accepted as a true record of the meeting.
Proposed: Cllr. Emmett **Seconded:** Cllr. Andrews
(NB: Cllr. Johns abstained as was not present at the meeting on 12 February 2019)
6. **CULLOMPTON ALLOTMENT ASSOCIATION: To consider any matters that the Allotment Association wish to bring to the attention of the Trustees.**
Mr. Middlewick mentioned that the Clerk had already answered his question of: Why the hedge line works had not been completed at the front of the Tiverton Road Allotments (Tiverton Road side)? – This was due to a parked car impeding work by the contractors. The Clerk explained that this was indeed the case and that in order to carry

out the remaining works (of bringing the tree (height) levels down to the height of the hedge) the contractor was now having to obtain a second Highways order but that as yet, no order had been granted (to the Councils' knowledge). Clerk will contact the Contractor for an update.

7. REPORT: To receive update with regard to an allotment shed and provision of a skip.

Clerk advised the Committee that a skip had been placed on the edge of the Upcott Recreation Field and that the Maintenance staff had worked hard, as a team, to remove the dismantled shed and ex-shed contents from plot 16A. The plot holder (Mrs. Thorne) expressed her gratitude to the Council for arranging for this work to be carried out and informed members that she was very grateful (as this had enabled her to dig out 2 no. bays within her plot already). Mrs Thorne further stated that she would be more than happy to (now) pay this year's Allotment fees which had been waived due to the condition of the plot, as she was so appreciative of what the Council had done and for what she considered a 'good job'. The Committee thanked Mrs. Thorne for this offer and (said) payment was passed to the Clerk.

8. ALLOTMENT POLICY: To receive and to approve the new Allotment Policy.

The Clerk explained that the draft Allotment Policy had been added to the Agenda as:

- although the policy had been 'drawn up' quite a while ago, it had not been approved;
- various revisions have been added subsequent to the Committee viewing the policy;
- the policy covers all 3 no. of the Councils' Allotment sites (one of which is a charity and run by the Council as the sole trustee);
- it would be beneficial to review the policy now (with input from plot holders) so that it covers every aspect of running the individual sites (as they are not all similar e.g. Tiverton Road has a water supply and also an Allotment Association)

The Clerk informed the Committee that the policy had been sent out to the Allotment Association (to circulate to their members) and to each individual (non-Association) plot holder, as it was felt extremely important to receive comments and feedback from those individuals with plots who would be directly affected by the policy. The Committee agreed that this would be helpful and discussion ensued in relation to the allotments and the policy document.

Cllr. Andrews highlighted her view that it should be reinforced within any policy, that the Tiverton Road Allotment site was 'gifted' – a legacy from the family of A. Burrows and that this allotment site is run as a charity, with the Council as sole trustee. Cllr. Andrews added that these facts should be included in any policy for the Tiverton Road site.

Detailed discussion continued. The Chair expressed the view that as the Clerk had received quite detailed comments on the draft policy (from both the Allotment Association and from Mr. & Mrs. Thorne) that due to time constraints, rather than go through each point on an individual basis, that these comments could be assessed and incorporated into a policy by the Clerk and then the policy brought back to the Committee for approval. There was further discussion on the arrangements for the individual Allotment sites and the question was raised as to whether one policy was the 'right way to go'. It was agreed that as the Tiverton Road site was the gift of A. Burrows

and run as a charity (with the Council as sole trustee) that there should be a separate policy for this site.

RESOLVED: The Committee would like two separate policies for the Councils' Allotment sites:

1. Tiverton Road Allotment site (Gift of A. Burrows - Charity);
2. Hayman's Close & Top Field Allotment sites *
 - any additional sites which the Council subsequently acquires should be incorporated into the second policy * (unless set up as a charity)

Proposed: Cllr. Emmett **Seconded:** Cllr. Johns

RESOLVED: That the Clerk liaises with both the Cullompton Allotment Association and non-Allotment Association member plot holders to draft two Allotment policies:

1. Tiverton Road Allotment site (Gift of A. Burrows Committee)
 2. Hayman's Close & Top Field Allotment sites (Community Wellbeing Committee)
- and supply these policies to the relevant Committees for review and approval.

Proposed: Cllr. Andrews **Seconded:** Cllr. Knight

9. **DATE & TIME OF NEXT MEETING:** Tuesday 9 April 2019 at 6:00pm at the Hayridge Centre.

With no further business, the Chair thanked attendees and closed the meeting at 6:47pm

It is certified these Minutes are a true and accurate record of the meeting:

Signed:

Name:

Date:/...../.....

GIFT OF A BURROW FOR ALLOTMENTS

1 April 2018 - 31 NOVEMBER 2018

1 APRIL 2018 - 29 MARCH 2019

2017.18	2018.19
INCOME	
972.00 Allotment rents	938.00
273.00 Allotment Association fees	252.00
1245.00	1190.00
EXPENSES	
273.00 Allotment Association fees	252.00
105.70 Water	100.00
276.00 Skip	
500.00 Donation to St Andrews PCC (Foodbank)	0.00
500.00 Administration charge	0.00
13.00 Plot Markers	0.00
Hedge cutting (estimated contribution based on previous 35.00 quote)	0.00
0.00 Wasp nest removal	144.00
0.00 Purchase of bait boxes	21.42
0.00 Repairs to tap Labour and materials	49.57
Asbestos removal	450.00
1702.70	1016.99
1188.86 Balance in reserve at 1st April 2018	731.16
1245.00 Add total income	1190.00
2433.86	1921.16
1702.70 Less total expenditure	1016.99
731.16 Balance to carry forward	904.17

APPENDIX C

Report to: Gift of A. Burrows for Allotments Sub-Committee

Completed by: Maria Weston – Deputy Town Clerk

Date: 1 April 2019

RE: Tiverton Road – Gift of A. Burrows Allotment Site

We have received a communication from the Cullompton Allotment Association who have requested that the Trustees consider the following points in relation to site security:

- The Cullompton Allotment Association currently provide all security measures for the site. This benefits all plot holders and not just their members;
- There are three gates onto the site with each having at least one fitted lock that has been bought by the Association. Periodically, locks do need to be replaced with good quality locks – these can be fairly expensive;
- The first gate (by steps) requires urgent repair (new post & gate);
- The Middle gate also needs replacing;
- Printed & laminated gate notices are attached to the gates - these remind all plot holders to lock the gates.;
- Without any security measures in place, the site is potentially open to vandalism/theft e.g. produce.

The Cullompton Allotment Association feel that site security costs should be shared by Cullompton Town Council or the Charity and request that an annual grant to Cullompton Allotment Association towards the costs of maintaining locks, gates & site notices (which benefit all plot holders) is considered.
