

## MINUTES

### Allotment Committee Meeting

Thursday 13th April 2017 at Carnegie House Council Chamber

<b>Present:</b>	Cllr. O. Byrne (Chair)	<b>Apologies:</b>	Cllr. R. Morgan
	Cllr. E. Hughes		Cllr. A. John
	Cllr. H. Morgan		Cllr. B. Parish
<b>Outside Representatives:</b>		<b>Apologies:</b>	Mr. C. Rowland
	Mr. N. Lloyd		
	Mr. B. Carlyon		
	Mr. R. Hearse		
	Mr. D. Williams		
	Mrs. M. Phillips		

#### \* Notes of meeting taken by Leanne Edwards:

##### 1.0 Apologies:

As above

Absent: Cllr. R. Marsh

##### 2.0 Minutes of the last Meeting 30<sup>th</sup>. January 2017:

2.1 The previous minutes were passed as a true record and duly signed.

##### 3.0 Matters Arising:

3.1 There were no matters arising.

##### 4.0 Representative Reports:

###### a) *Great Western Avenue:*

Site Representative reported that:

- The brambles encroaching onto the allotment site from Dainton's Storage Yard had been cut back.
- A new sign had been erected on site at the turning circle to notify tenant's that parking is restricted to blue badge holders only. The sign also states that 'drop off' time is limited to ten minutes.
- Clerk noted that the sign was not an official Town Council sign and that a drop off time of ten minutes had not been agreed.
- Chair of the Allotments Committee stated that a common sense approach would be needed.

- Clerk reported that a tenant with a plot at the very top of the allotment site was unable to walk to his plot as he is currently waiting for a knee operation. As the tenant does not have a blue badge he has been unable to park at the top of the site and therefore is unable to tend to his allotment. The Clerk suggested that due to the extenuating circumstances and given that the allotment would not be tended to until after the tenants operation, permission is given for the tenant to park in the disabled parking area on a temporary basis.

**Resolved:** To grant permission for Mr J Foord to park in the disabled parking area at the top of G.W.A. allotment site until after his operation.

- Site Representative reported that the car park is getting very congested and suggested an overspill car park facility is considered. Members discussed options for an overspill park facility.
- Site Representative also suggested that the top car park could be extended by approximately 2 meters.
- Site Representative for Waunscil Ave allotment site offered to source wood chippings for the area to improve the ground for parking.

**Resolved:** The Town Clerk, GWA Site Representative and Waunscil Ave Site Representative will meet at the Great Western Avenue allotment site to review the parking areas with a view to:

- In the short term -Permit tenants to park in front of the shed near the entrance to the site during dry weather.
  - In the long term - Turn vacant plot number 44 into an additional parking area to increase the parking available at the top of the site.
- The Site Representative reported a problem with rats on the site. Fellow site Representatives stated that tenants should take responsibility for their plots and suggested that they use rat traps to deal with the issue.
  - Chair explained that the Town Council do not have the budget to send out a professional pest control company on a regular basis.
  - Site Representative stated that he would inspect the water pipes prior to turning the water on at the site.
  - Site Representative highlighted a problem with some overgrown plots and enquired whether the Council could provide tarpaulin to cover the plots.
  - A fellow Site Representative explained that tenants at Waunscil Avenue Allotment Site have formed an informal club and each give a small amount of money per annum which is used throughout the year to purchase materials for the allotments. Members agreed this was a good idea and could be introduced on other sites.

- Chair requested that item 4d of the agenda is brought forward because the allotment Representative could not stay for the duration of the meeting. Members agreed to this request.

4d) **Jubilee:**

- Site Representative reported that she had spoken to a representative from Lovell Homes and had been advised that the proposed housing development adjacent to the allotment site would be connecting to the drainage system that runs under the allotment plots.
- Town Clerk advised that she was aware of this and that the pipes would be connected in the parking area. She explained that no plots would be affected by the works.
- Site Representative expressed concern regarding the volume of waste through the existing pipe work and suggested that the current services may not cope with a further increase to the sewer system. Town Clerk advised that this is not a matter for the Town Council and concerns of local residents should be raised with BCBC.
- Site Representative highlighted that the timing for the contract renewals is too late in the season and explained that vacant plots are causing an issue as the weeds are growing very quickly and spreading to other plots. She suggested that renewals are changed to earlier in the year.
- The Town Clerk explained that the allotment renewals take place in April in-line with the financial year however suggested that she will investigate this matter. The Town Clerk also explained that letters are sent out when tenants are not cultivating their plots.
- Site Representative requested that a non-cultivation letter is sent to the tenant of plot 10.

4b) Dunraven

- Site Representative reported that some of the plots are very big and can be difficult to manage.
- Members discussed the possibility of halving plots to create smaller plots if required.
- It was agreed that requests to split plots into two should be sent to the Clerk.

**Resolved:** The Allotment Committee will consider requests to split plots if they are proving too big and difficult to manage for plot holders.

4c) Coychurch Road

- Site Representative reported that Plot 4 requires urgent further cultivating by the tenant as the dandelions on the plot are now spreading to other plots. The Town Clerk will send a non-cultivation letter to the tenant.
- Members considered the plots infected with Mare's Tail. It was noted that Mr B Evans had successfully dealt with Mare's Tail on plot 8 however plot 9 and 10 had not been cultivated recently and Mare's Tail had now grown to a few inches long.

Members were very concerned that the weed needed to be contained and dealt with as a matter of urgency.

**Resolved:** The Town Clerk should write to the tenants of plot 9 and 10 to explain the situation as request that they take immediate action to eradicate the weed.

- The Site Representative noted that the new shed had made a big difference and improved the visual appearance of the site.
- It was noted that college students are dropping a significant amount of litter outside the main gate of the allotment site.
- Members suggested that a new bin is installed near the gates.
- Chair of the Allotment Committee suggested involving community police officers; Heather Dobbs and Scott Thomas.

4e) Waunscil Avenue

- Site Representative noted that Plot 1a had not been maintained. The Town Clerk will send a non-cultivation letter to the tenant.
- It was discussed that plot 5b had been designated as a disabled plot and the Site Representative suggested that a grant may be available for this plot. He will research this opportunity and report back to the Clerk.
- Site Representative enquired any progress had been made to repair the gate. The Town Clerk will follow-up with CAM Engineering.

**5. Bridgend Town Wartime Event: Saturday 10<sup>th</sup> June**

- Members discussed arrangements for a 'Dig for Victory' stand at the Wartime Bridgend event.
- Site Representative for Waunscil Ave stated that he would provide wood crates to display the produce.
- Site Representatives agreed to speak to plot holders to collect enough produce for the display.
- Site Representative for Jubilee Road allotments explained that she had secured raised beds which she proposed could be included in the stall.
- The Town Clerk suggested that a double stall is booked to accommodate both a growing and final produce aspect to the stall.

**6. Allotments Summer Competition 2017**

- Members discussed the Summer Competition. It was Representative reported that the judges for 2017 would be from the National Vegetable Society.
- Chair of the Allotments Committee clarified that the judges should meet with the new to Chair of the Allotments Committee and the Town Clerk to inspect the allotments sites.

- The Town Clerk asked the Site Representative of Jubilee Road Allotments to provide a list of the categories and criteria for the awards

**7. To confirm dates for Spring & Summer Allotment Inspection Visits**

- A date for the Spring Allotment Inspection was agreed between the Chair of the Allotments Committee, the Site Representatives and the Town Clerk.

**8. Jubilee Rd Site: To consider use of easement monies from HAFOD Housing**

- Members discussed options for use of the easement money of £2,000 for the benefit of Jubilee Road Allotments. Options included:
  - Creation of new disabled access beds in the car park area.
  - An allocation of money for each Jubilee Allotment tenant towards the purchase of a new shed. £133.33 per tenant.
  - Use the money to buy a new large communal shed to be placed in the car park area for the benefit of all tenants.

**Resolved:** Members agreed that the Town Clerk should write to all Jubilee Allotment tenant to ask them to vote for their preferred option.

**9. Any other Business.**

Request from Mr J Eatwell

- Town Clerk reported that Mr J Eatwell who is currently a tenant at Waunscil Ave allotment site is registered disabled and currently experiencing difficulties getting to his plot. He had enquired whether it would be possible to move to the Great Western Ave site which is closer to his home.
- Members discussed the circumstances and acknowledged that although it is not normal practise to allow tenants to switch sites, given the extenuating circumstances they would offer Mr J Eatwell one of the vacant plots on Great Western Avenue allotment site.
- Town Clerk to contact Mr Eatwell and arrange to meet him on-site with the Site Representative to look at a suitable plot.

Email from Mr R Jenkins Re: Size of plot at GWA

- Town Clerk explained she had received an email from Mr R Jenkins to dispute the size of his allotment plot and claim an overpayment of £11.75.
- Members discussed plots sizes and it was confirmed that the plot size should include half the width of the footpath on each side of the plot. This is because the footpaths are the responsibility of the plot holders.
- Town Clerk and Site Representative to review the size of plot 13.

Timing of Meetings

- Chair of Allotments Committee suggested that due to the demands on the staff that the Committee should consider holding the meetings during daytime hours. Members agreed to this suggestion.

**10. Date for next Meeting: 26<sup>th</sup> June 2017 at 10:00 am**

- Agreed subject to the appointment of a new Allotment Committee after the AGM.

**Meeting closed at 8.10pm**