

# HUGHENDEN PARISH COUNCIL

## Minutes of the Allotment Liaison Committee held on

Wednesday 12<sup>th</sup> November 2014 at the Council Offices commencing at 8.00 pm

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### UNCONFIRMED

<b>Present:</b> Cllr. James Perkins (Hughenden Parish Council, Chairman of Meeting) Jill Armshaw (Deputy Clerk, Hughenden Parish Council) Mark Booth (Louches Lane Allotment) John Capell (Red Lion Allotment) Bill Humphrey (Cryers Hill Allotment) Neil McMinn (Walters Ash Allotment) Angus Idle (Whitfield Road Allotment) Cllr. Brian Swain (Hughenden Parish Council) Liz Tack (North Dean Allotment)	
<b>1</b>	<b>Apologies for Absence</b> Apologies from Paul Cawte (Angus Idle deputised) and Ian Williams. No representatives for Windmill Lane or Primrose Hill Allotments attended.
<b>2</b>	<b>Minutes of the Previous Meeting</b> The minutes of the meeting held on 18 <sup>th</sup> June 2014 were approved as an accurate record of the meeting.
<b>3</b>	<b>Matters Arising</b> None
<b>4</b>	<b>Terms of Reference</b> The council had accepted the terms of reference of the Allotment Liaison Committee as a sub-committee of Environment and Services.
<b>5</b>	<b>Allotments for Labouring Poor Charity</b> James Perkins outlined the history of the allotments and confirmed that the council had agreed to transfer the allotment sites in Walters Ash, Naphill, North Dean and Windmill Lane to the Allotments for Labouring Poor charity and that they would be leased back by the council as allotments for 99 years at a rental of £250 per site per year increasing by £10 per year. Discussions were on-going about two other sites in Gt. Kingshill which were no longer used as allotments.
<b>6</b>	<b>Allotment Administration</b> Jill Armshaw had taken the position of Deputy Clerk, replacing Emma Marsden who had moved to another council. Jill was undertaking a complete review of the allotments to ensure that the outline maps were correct and that we accurately reflected the current occupancy, the vacant plots and those that are being rented but not being adequately maintained. Details of current occupancy were shared at the meeting and are attached to these minutes.

7	<p><b>Scottish &amp; Southern Electricity Cables in Windmill Lane &amp; Walters Ash</b></p> <p>SSE had visited both sites and indicated that the cables did not pass under any of the allotments. Although they confirmed this in writing there was some doubt as to whether they had accurately interpreted the map of the Walters Ash allotments. It was agreed that JP would contact Mike Mason to ascertain where he thought the cables were. Mark Booth then offered to use his own scanner to confirm one way or the other before going back to SSE.</p>
8	<p><b>Water Provision and Consumption</b></p> <p>Water consumption in each allotment site had been reviewed. Primrose Hill, Windmill Lane and Louches Lane had at least double the water usage of the other allotment sites. The largest difference was between Primrose Hill (4.4 cu.m. per plot) compared to 1.3 cu.m. per plot for three of the other sites. It was noted that at some sites permanent hoses had been rigged up in disregard of current regulations. Where found these had been removed by HPC. It was generally felt that allowing people to fill a water receptacle on each allotment from a hosepipe was acceptable and overcame the difficulty some of the older allotment holders had in carrying cans of water from the taps. Whilst the new trough installed at Windmill Lane provided an instant water supply it meant buckets might have to be carried long distances and contamination could take place in the trough. Allotment representatives were asked to discuss with their fellow allotment holders and to come back with some options about containing water usage and/or charging for it.</p>
9	<p><b>Maintenance Expectations</b></p> <p>In theory HPC does not have to maintain the allotment sites. In fact the original tenant agreements required the allotment holders to maintain the grass and hedges within the site. Over the years HPC has taken on most of these duties apart from cutting the grass strip between allotments and spends around £18,000 per year in total. This has been reduced recently by reducing the number of grass cuts from 15 to 11 per year. It was questioned as to whether it was actually done that frequently and whether it needed to be done as often. In order to conclude what maintenance should be carried out in future Jill Armshaw agreed to investigate providing maintenance figures for each of the sites, although costs are now being kept per site it was pointed out that in past years it had been lumped together and may therefore be difficult to assess at this time.</p>
10	<p><b>Assistance for New Allotment Holders</b></p> <p>HPC considered that the request to rotavate, strim and prepare all plots to be handed over to new tenants was excessive but it would be consider particular cases where allotments might have become so overgrown that they could not be rented. Members were reminded that HPC has already agreed to cover the cost of a day's rental of a rotavator to help get new allotment holders started.</p>
11	<p><b>Any Other Business</b></p> <p>It was felt that HPC should consider allowing allotment holders to erect polycarbonate greenhouses. It was agreed to add this to the agenda of the next E&amp;S meeting for discussion.</p> <p>There have been serious vegetable losses at the North Dean site due to unspecified animals even though fences have been erected around some of the allotments. It is unknown whether it is deer as those responsible have never been seen. As this is a very rural location it was recommended that strong fencing be used wherever possible with netting over the top.</p> <p>HPC was requested to review why sheds are not allowed at North Dean and to see</p>

	<p>what can be done to allow them in the future.</p> <p>Allotment representatives were asked to provide the names and contact details of their deputies so they could be included on the circulation list for the meeting minutes.</p> <p>James Perkins advised that the hedge between the back garden of 231 Main Road and Walters Ash allotments was to be removed by the property owner, Chris Janes, and replaced with a wooden fence.</p>
<b>12.</b>	<b>Future Meetings</b>
	Future meetings would be held on Wednesday 28 <sup>th</sup> January 2015 and Wednesday 27 <sup>th</sup> May 2015 at the council offices commencing at 8.00pm
	The meeting closed at 9.45pm

Signed by the Chairman:

Date:

### Appendix 1 – Allotment Occupancy

Allotment Name	Total No. Plots	Tenancy Renewed 2014-15	Tenancy Not Yet Renewed	% Not Yet Renewed	Vacant Plots	% Vacant Plots	Missing Plots
Cryers Hill	19	14	3	16%	2	11%	0
Hughenden Valley	46	33	6	13%	7	15%	0
Louches Lane	43	37	2	5%	4	9%	1
North Dean	11	5	3	27%	3	27%	0
Primrose Hill	17	9	3	18%	5	29%	4
Red Lion	43	31	10	23%	2	5%	1
Walters Ash	35	29	4	11%	2	6%	2
Windmill Lane	42	34	2	5%	6	14%	3
<b>Total</b>	<b>256</b>	<b>192</b>	<b>33</b>	<b>13%</b>	<b>31</b>	<b>12%</b>	<b>11</b>

### Appendix 2 – Allotment Water Charges

Allotment Name	Volume (m3)		Total Cost (inc. VAT & Standing Charge)		Total Cost (inc. VAT & Standing Charge)		Total Volume (m3)	No. of Plots	Volume/Plots
	25 Sept. 13 - 31 Mar. 14	25 Sept. 13 - 31 Mar. 14	2 Apr. 14 - 26 Sep. 14	2 Apr. 14 - 26 Sep. 14	12 months	12 months			
Cryers Hill	1	19.43	25	£48.37	£67.80	26	19	1.3	
Hughenden Valley	2	20.63	58	£88.14	£108.77	60	46	1.3	
Louches Lane	7	26.59	115	£156.84	£183.43	122	43	2.8	
North Dean							11		
Primrose Hill	2	20.63	69	£101.42	£122.05	71	16	4.4	
Red Lion	1	19.43	66	£97.81	£117.24	67	42	1.6	
Walters Ash	1	19.43	45	£72.48	£91.91	46	35	1.3	
Windmill Lane	4	23.02	136	£182.21	£205.23	140	43	3.3	
<b>Total</b>	<b>18</b>	<b>£149.16</b>	<b>514</b>	<b>£747.27</b>	<b>£896.43</b>	<b>532</b>	<b>255</b>	<b>Average = 2.3</b>	