

HUGHENDEN PARISH COUNCIL

Minutes of the Allotment Liaison Committee held on

Wednesday 28th January 2015 at the Council Offices commencing at 8.00 pm

UNCONFIRMED

Present:	
<p>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) Paul Cawte (Whitfield Road Allotment) Mike Cooke (Windmill Lane) Bill Humphrey (Cryers Hill Allotment) Neil McMinn (Walters Ash Allotment) Cllr. Brian Swain (Hughenden Parish Council) Liz Tack (North Dean Allotment) Ian Williams (Primrose Hill)</p>	
1	Apologies for Absence
	None
2	Minutes of the Previous Meeting
	The minutes of the meeting held on 12 th November 2014 were approved as an accurate record of the meeting although most members seemed to have received a copy without the allotment usage and water usage appendices.
3	Matters Arising
	After investigation there was no reason found for not having sheds or greenhouses on North Dean allotments.
4	Allotments for Labouring Poor Charity
	JP advised that the AfLP "scheme" was still under review with the Charity Commission after three people would not withdraw their objections. It could possibly be 3 months before the review is complete. Until the "scheme" is approved AfLP will be unable to lease back the allotment sites to HPC therefore the whole agreement to transfer the sites and lease them back has been put on hold. HPC still expects the agreement to go ahead and has advised its solicitors to continue with the review of the proposed leases.
5	Allotment usage, vacant plots and non-worked plots.
	<p>Details of the allotment usage by site were distributed. There are a total of 40 vacant plots. The two most significantly underutilised were North Dean (45% vacant) and Primrose Hill (39% vacant). HPC is in the process of placing adverts and articles in local ward magazines. It was also suggested that Janet Idle write a small piece for the Bucks Free Press and that a notice is put up in village shops. Local schools and youth groups are entitled to free allotments and should also be contacted to encourage uptake.</p> <p>As an alternative to paying our contractor to trim vacant allotments we could pay other plot holders £10 per plot to volunteer.</p>
6	Hedge Maintenance
	Hedge maintenance has been completed satisfactorily. It was pointed out that some of the trees bordering the Cryers Hill allotments had become overgrown and were shading plots. HPC agreed to visit the site to see what could be done. The hedges are contracted to be cut twice per year and in line with legal requirements should only be cut

	between August 1 st and 28 th February.
7	Greenhouses and Sheds It was confirmed that sheds and/or greenhouses of max size 6ft x 4ft can be built on allotments. Positioning of them must be agreed with HPC before installation takes place. Greenhouses must be constructed from polycarbonate glazing. The existing rules for sheds and greenhouses will be reviewed by the HPC E&S committee to see if polytunnels should be included.
8	Water Provision and Consumption It was confirmed that the trial water trough in Windmill Lane was universally disliked and that in future we will revert to allowing allotment holders to use water containers on their plots which can be filled from a hose and standpipe. Under no circumstances should the hose be used to directly water plots.
9	Update on SSE cables in Walters Ash SSE have confirmed the location of the underground cable and have marked it with spray paint. As SSE's only responsibility is to mark the cable with tape underground, HPC agreed to place markers above ground to indicate its location. These would probably be placed on new allotment identification posts that had recently been purchased. It was also suggested that allotment holders who border the cable should have it noted in their allotment agreement. Consideration should be given to advising the insurance company of the cable's existence.
10	Improving Communications Email is the simplest and least expensive way to communicate with allotment holders however not everybody has an email address. Also sending large numbers of emails with hidden recipients often results in the email being seen as spam. Postage through the Royal Mail is expensive and time consuming. Placing notices on allotment noticeboards can take up several hours of the Deputy Clerk's time. HPC would prefer to issue general communications by email to the allotment representatives and their deputies and place copies of them such as meeting agendas and minutes onto the HPC web site. All allotment holders will be advised when this has been set up. Deputies were needed for Cryers Hill, Louches Lane, North Dean and Windmill Lane. Representatives agreed to try to find suitable people and advise Jill Armshaw of their names and email addresses.
11	Any Other Business The entrance gate to the Whitfield allotment site does not close properly. As a footpath crosses behind the gate it is important that it is fixed. HPC to investigate and repair. The Walters Ash gate is also not closing properly. As the gate is open nearly all the time to allow a right of way it is not as critical as the Whitfield Rd gate. The footpath gate into the common from Walters Ash is also in need of some maintenance.
12.	Next Meeting The next meeting would be held in the HPC office on Wednesday 27 th May 2015 at 8.00pm.
	The meeting closed at 9.30pm

Signed by the Chairman:

Date: