

Minutes of ALLOTMENT COMMITTEE Meeting of 23rd July 2024 at 7.00pm at  
Euxton Allotment Site Office

Councillors present: Cllr E Jones (Chair)  
Cllr D Rigg  
Cllr K Reed  
Cllr G Vickers  
Cllr P Fellows

Officers present: A Mayoh L Hardman  
Members of the public: 0

1. Apologies - Nil
2. Appointment of Allotment Committee Chairperson  
**Resolved** – Cllr Jones appointed.
3. Appointment of Allotment Committee Vice Chairperson  
**Resolved** – Cllr Rigg appointed.
4. Minutes of the meeting held 25<sup>th</sup> April 2024

**Resolved:** Minutes of the Allotment Committee held on 25<sup>th</sup> April 2024 were agreed to be an accurate record and signed by the Chairman.

5. Public participation

No members of the public present.

6. Site Reports and Considerations

#### Inspection Reports Update

The Allotment Officer gave an update on the inspection reports carried out on site. Improvement Letters are required for 4 plots. Cllr Jones requested that an item be placed on the next Agenda re Enforcement Procedures.

#### Changeover of Plots

Councillors discussed the matter of the changeover of plots and decided that once a plot has been allocated the swapping or changing of the plot will not be permitted unless EPC deems it to be unworkable.

**Resolved:** Cllr Jones advised that the Allotment Policy document should be updated to reflect the decision made by the Committee.

#### Compost Bays – Closure

The compost bays have now been emptied and closed. Councillors discussed the reopening of the bays for one month in the Autumn as per Minutes of Allotment Committee meeting 25/04/2024.

#### Splitting of Plots

Councillors discussed the matter of splitting larger plots to facilitate smaller plots and accommodate the growing waiting list.

**Resolved:** Councillors decided if a plot becomes vacant EPC may consider splitting it into 2 smaller plots.

Tyre Disposal

To be discussed at Agenda Point 7 – Plot Clearance

7. Plot Clearance

Councillors discussed the clearance of plots once a Plot Holder has vacated. It was decided that the requirement for removal by EPC of any prescriptive waste left on site shall be charged to the vacating licensee together with any associated charges.

**Resolved:** Cllr Jones advised that the Allotment Agreement document is to be updated to reflect the decision made by the Committee.

8. Changing or Swapping Plots

See Agenda Point 6

9. RHS In Your Neighbourhood (IYN) Entry 2024

Cllr Jones gave an update re the judging which took place on 16<sup>th</sup> July 2024. Councillors discussed the prospect of further planters for the allotment site and the consideration of internal competitions for the Plot Holders. Cllr Jones requested that an item be placed on the Agenda for the next meeting to discuss the matter further.

10. Portable Toilet

Deputy Clerk reported on the costs for hire or purchase of a portable toilet for the site. Councillors discussed the proposed cost, budget matters and possible location for the toilet. Full dimensions to be confirmed. It was decided that it would be more cost effective to hire a toilet and service package rather than purchase one.

**Resolved:** Hire of a portable toilet and sink unit with service package to be progressed and ordered for an initial 4 week period with the option to continue on a rolling contract on a monthly basis. 4 weeks' notice is required for cancellation.

11. Any other items which require attention or research

The repainting of the Allotment Cabin was reviewed and the Allotment Officer reported that the work will be carried out by himself and the Apprentice Caretaker. The subject of nature cameras on the site was discussed by Councillors who agreed that this will be permitted but the camera coverage should be limited to the individual plot area only. The Deputy Clerk reported that a blue Recycling bin has now been delivered to the site for the disposal of plastic waste, the bin will be emptied on alternate Fridays alongside the residents bins. The Allotment Officer also reported problems with the Edge IT database used by EPC for allotment records. Cllr Jones recommended that enquiries be made re the cost of a further licence to alleviate the issues.

12. Allotment Society

No members of the Allotment Society were present and the Minutes from the meeting of 12<sup>th</sup> May 2024 have not been received. There was no meeting last month.

13. Date of Next Meeting

The next meeting of the Allotment Committee will be by 12<sup>th</sup> September 2024.

Meeting concluded at 2020 hours.