



Broadstairs & St Peter's Town Council

ALLOTMENTS AND LAND SUB-COMMITTEE MINUTES

Monday 25th October 2021

Present:

Cllrs. J. Bayford, R. K. Binks, D. Saunders and M. Saunders

Deputy Town Clerk: Christine Chappell

Civic and Support Officer: Abigail Barton

Allotment Tenants: Eight

Public accompanying allotment tenants: Two

316 ALLOTMENT HOLDERS' OPEN MEETING

Allotment Tenants were invited to ask questions/express any concerns:

A tenant at Norman Road enquired if the weeds encroaching from the Thanet District Council boundary near the tennis courts could be removed.

The Deputy Town Clerk agreed to contact TDC Open Spaces and request they are cut back. In the meantime, tenants could remove any plants growing through from Thanet District Council Land.

A tenant from Norman Road expressed concern about the growth and amount of shade being cast over plots on the boundary near the tennis courts from the trees on Thanet District Council land and asked if they could be cut back.

The Deputy Town Clerk advised that the contractor who undertakes the Town Council tree safety inspection is going to be requested to look at these trees at the next annual inspection. Any areas of concern will be advised to TDC Open Spaces for remedial works to be undertaken. Cllr. D. Saunders agreed to visit the site with the relevant TDC Cabinet member to view the trees and the level of shading and request any appropriate works are undertaken.

A member of the public accompanying a Nash Gardens/Prospect Road tenant asked if bonfires were allowed at the site. The Deputy Town Clerk confirmed that bonfires are not allowed at any time, due to the proximity to housing and advised it is a clause in the tenancy agreement.

A tenant from Nash Gardens/Prospect Road asked about rubbish removal. The Deputy Town Clerk confirmed that where possible green items should be composted. A visit to both sites by a licensed waste removal contractor is planned to see if an annual non-compostable collection can be undertaken in the near future. The tenant asked about the removal of any excess green waste due to plot clearance. It was agreed that this would be looked into at the same site visits.

A tenant asked about offering new tenants who take on plots in bad condition a year with no rental charge. The Deputy Town Clerk advised that this was being discussed later in the meeting by the Sub-Committee members.

A tenant from Nash Gardens/Prospect Road asked if a rubbish bin could be provided at the site for non-compostable rubbish e.g. plastics. The Deputy Town Clerk advised that it was not possible to provide a bin, as this type of rubbish is generated during the maintenance

of the plot should be disposed of by the tenant. If it is inherited rubbish, then it can be removed as part of the planned contracted removal due to take place shortly

A tenant from Nash Gardens/Prospect Road advised that black sacks of green garden waste had been thrown onto the site near the entrance from a property on Prospect Road. The tenant has returned the bags over the wall. The Deputy Town Clerk agreed to write to residents on allotment side of Prospect Road and request that garden waste is not fly tipped over the wall.

The Allotments Holders' Open meeting closed at 7.16pm.

The following additional items were raised by allotments tenants during Sub- Committee discussions under Minute 303 below:

Maintenance of grass borders around plots and grass footpaths: The Deputy Town Clerk reminded those tenants present that it is a condition of their lease that grass in these areas is maintained by them. Communal areas are the collective responsibility of all tenants. A sense of community spirit is encouraged at both sites.

A discussion took place about Nash Gardens having private road and no entry signs. The Deputy Town Clerk confirmed that tenants cannot park in any of the parking spaces for the housing. Tenants' cars can be parked short term inside the allotment gates for unloading tools, equipment, plants, mulch etc.

The Deputy Town Clerk will look at the black sacks at the back of Plot 5 at Norman Road and if necessary, make enquiries with the tenant as to their origin and contents.

317 TERMS OF REFERENCE

Members received and considered the draft document. Some changes were discussed and agreed.

RESOLVED: that the Deputy Town Clerk will update the document accordingly prior to it being presented to Council for approval at the next meeting.

318 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

RESOLVED:

- i) That Cllr D. Saunders be appointed Chairman of the Sub-Committee for 2021/22.
- ii) That Cllr R K. Binks be appointed Vice-Chairman of the sub-committee for 2021/22.

319 APOLOGIES FOR ABSENCE

Cllr. W. Moore.

320 DECLARATIONS OF INTEREST

None received.

321 MINUTES

Members received the minutes of the meeting held on Monday 19th October 2020.

RESOLVED: That the minutes be signed as a true record of the meeting by the chairman.

322 OPENNESS AND TRANSPARENCY

The Chairman reminded those present of the following:

The right to record, film or broadcast any meetings of the Council, committees and subcommittees is established following the Local Government Audit and Accountability Act 2014.

323 NORMAN ROAD AND NASH GARDENS/PROSPECT ROAD ALLOTMENTS

- a) Members received a general update for both sites regarding the effect on maintenance of plots during the Covid-19 pandemic, the undertaking of regular site inspections, new tenants during the 2020 to 2021 allotment year, the issuing and chasing of renewal invoices, the number of people on each waiting list and the length of wait, the arrangements for the annual rubbish collection, the turning off and on of the water supply and how each site supports the management by of the Deputy Town Clerk by advising her of any issues.

RESOLVED: The Sub-Committee will undertake a visit to each site accompanied by the relevant Officer on early Spring 2022.

RESOLVED: At Nash Gardens/Prospect Road site, the unkempt area with a buried overgrown compost bin is cleared and following this is reviewed in the first instance to see if it is suitable as a new plot. If this is not feasible, the tenant of Plot 2b will be considered for a tenancy to use the area for composting.

- b) To discuss the allotment waiting lists and decide if they should be re-opened to CT10 residents.

Members were advised that those waiting were in the process of being contacted by email or phone call to check their eligibility and interest. Members received an overview of the current state of both waiting lists, the no. of people on each list, the length of the wait and how many people were on both lists, following a mail out to those who had provided an email address.

RESOLVED: The lists are re-opened, but this decision is reviewed annually at the October Allotments and Land Sub-Committee meeting and a bi-annual mail or phone out to all the waiting is undertaken to check their interest and continuing eligibility.

- c) Members discussed the proposal by a current tenant that any uncultivated plot at the end of the rental year should be offered to a new tenant as seen free of charge for one rental year. The allotment holders' present expressed that they had all taken plots on as seen and had paid the rent due and that taking a plot on in a poor condition is anticipated.

RESOLVED: An Officer undertake a fortnightly check on newly allocated plots to see how the plots are progressing and if progress appears to be slower than expected, the tenant is contacted for an explanation and asked for a plan of action. If this plan of action is not followed, then clause (l) of the tenancy agreement is invoked.

- d) Members and the allotment tenants present discussed if each site wished to informally appoint a tenant or group of tenants at each site to assist the Deputy Town Clerk in the day to day running of the site.

RESOLVED: As any tenant is welcome to contact the Town Clerk's Office at any time, each site can decide amongst themselves if they wish to form a group or appoint an individual to liaise with the Deputy Town Clerk.

The allotment tenants and the accompanying public left the meeting.

324 CULMER'S AMENITY LAND*

Members received a general update regarding the tree safety inspection undertaken in Autumn 2020 and the new hedging screening the development at Alexandra Road. The annual safety inspection is due to be booked in again.

Members discussed the trees bordering The Pathway:

- (a) After discussions with CT10 Charities and information from the Deputy Town Clerk, a resident is having the border cut back to its correct place to allow a safe parking place to be created on The Pathway. This plan has meant some of the trees have been cut back by UKPN as they were growing into the power lines and that a

electricity pole will need to be relocated in due course. The resident is liaising with UKPN and will keep the Council informed.

- (b) Some of the other trees along The Pathway are now growing up into the BT phone wires. They were last cut back in 2019.

RESOLVED: That these trees need to become part of a regular maintenance schedule with works undertaken probably bi-annually.

325 MOCKETT'S WOOD

Members received a general update regarding the tree safety inspection undertaken in Autumn 2020, the ongoing anti-social behaviour e.g. fires, tree damage, verbal abuse, engagement with local secondary schools and the volunteer work being undertaken by the Friends of Mockett's Wood. The Friends of Mockett's Wood are experiencing a reduction in their numbers, which means they are finding it difficult to undertake all the tasks they believe are required e.g. bark chip laying, removal of litter.

RESOLVED: The volunteers are asked to inform the Council of any jobs that are not able to complete so that if appropriate a local contractor can be engaged to undertake any necessary works and local waste disposal contractors are contacted to see if they can undertake regular refuse collections from the Woods.

Councilors will consider ways of encouraging local residents to volunteer to join the Friends of Mockett's Wood and the Civic and Support Officer will look into contacting local Guide, Scout and Youth Groups.

Members received information about the trees on the boundary of the Woods and Sanctuary Housing at Church Court Grove, St. Peter's overhanging and causing health and safety concerns. Quotes have been received from local contractors and works to cut back the overhanging branches, remove dead wood and new growth close to the boundary fence have been booked into be undertaken prior to the 2022 nesting season.

RESOLVED: This area needs to become part of a regular maintenance schedule.

326 DEFIBRILLATOR

Members received an update on the two defibrillators located in the red phone boxes in town and on the installation of the defibrillator at Pierremont Hall.

Members discussed the installation of a defibrillator inside Retort House, Community Venue, as sports such as football and badminton will be played there once it is open.

RESOLVED: A defibrillator be installed inside Retort House, Community Venue.

327 PIERREMONT PARK GROUNDS

a) Members received a general update on Pierremont Park Grounds. Positive comments have been received about the planting and the appearance of the grounds. The tree safety inspection undertaken in Autumn 2020 highlighted a couple of trees that needed attention and these works were undertaken within the suggested timeframe. This annual inspection is due to be booked in again shortly.

b) Members discussed the two options for improving the area behind the High Street Bus Shelter.

RESOLVED: The quote for the supply and planting of evergreen and deciduous shade tolerant plants to improve the woodland area and the supply of fresh bark mulch to pathways is approved with the works being undertaken prior to Remembrance Sunday.

328 MAINTENANCE ARRANGEMENTS FOR TOWN COUNCIL OWNED LAND

a) Members were advised that the current extended grounds maintenance contract expires on the 31st March 2022.

b) Members considered the tendering process for the grounds maintenance contract.

RESOLVED:

- (i) The tender is for 3 years, but the contract termination clause must be reviewed.
- (ii) The tender advertisement period commences on Friday 5th November and closes at 12noon on Friday 7th January 2022.
- (iii) The tender assessment criteria used for the previous tender is retained for this tender.
- (iv) The tenders are opened at a meeting of the Allotments and Land Sub-Committee on Monday 31st January 2022 in the Council Chamber at 7pm.
- (v) The recommendation for the new contractor is received for approval at the Council meeting being held on Monday 14th February 2022.
- (vi) The bedding plant scheme at Pierremont Hall be removed and the planting and upkeep of the urns inserted.

329 BUDGET PREPARATION FOR THE YEAR 2022-2023

Members considered the financial impact of the recommendations made during this meeting and reviewed budget allocations for the year 2022-2023

RESOLVED: that the following plan of work and budget be recommended for consideration to the Finance and General Purposes Committee.

Allotments - £2,350 – both sites for general maintenance.
Culmer's Amenity Land - £10,000 includes rent, grounds maintenance contract and sundry tree works.
Mockett's Wood - £5,500 – includes volunteer's grant which has been bought in house, emergency tree works, additional tree maintenance on boundary with Church Court Grove and any additional contractor work due to reduction in volunteers.
Tree Survey and Works – £3,400 for the annual Tree Safety Inspections at Mockett's Wood, Pierremont Hall, Culmer's Amenity Land and Norman Road allotments.
Grounds Maintenance Sundries - £2,500 for any additional expenses relating to maintenance of the grounds around Pierremont Hall and Culmer's Amenity Land.
Pierremont Planting - £1,200 – for any additional planting required at Pierremont Hall.
Pierremont Grounds Maintenance - £10,000 for grounds maintenance contract.
New defibrillator at Retort House - £1,500

330 FORWARD AGENDA ITEMS AND ANY OTHER BUSINESS

Members discussed that a latched metal gate be placed in the gap in the estate fencing outside the portico of Pierremont Hall. Deputy Town Clerk to discuss with Events Manager and Town Clerk.

Next meeting is Monday 31st January 2022 at 7pm in the Council Chamber at Pierremont Hall.

Meeting closed at 8.34p.m.
Deputy Town Clerk