



Broadstairs & St Peter's Town Council

ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 23rd October 2023

Present: Cllrs J Bright, K Bright, J Hobson (Chair), K Pressland, S Roberts
Deputy Town Clerk: Julie Belsey
6 Allotment Plot Holders

39. OPENNESS AND TRANSPARENCY

The Chairman reminded those present of 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.

40. APOLOGIES FOR ABSENCE

Apologies were received from Cllr E Orhan. These apologies were accepted.

41. DECLARATIONS OF INTEREST

There were no declarations of interest.

42. ALLOTMENT HOLDERS' OPEN MEETING

A request was made for dogs to be allowed on the allotment sites. Following discussion, it was agreed that dogs will be allowed on site, however they must be kept on leads at all times, be well behaved and kept contained on the plot holders site only. This will be continuously reviewed with permission being withdrawn at any time should there be complaints from other plot holders. This item will also be added to future Allotments & Land Committee Agendas for review.

If any plot holders have any spare seeds/plants, Tasty Planters will be having a Free Giveaway and Share Afternoon on Saturday 25th November, between 2 – 3.30pm at The Scout Hut, Belvedere Road, Broadstairs.

Allotment Tenants left the meeting.

43. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 14th August 2023. Proposed Cllr Pressland, seconded Cllr K Bright, agreed.

44. MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

There were no matters arising.

45. NORMAN ROAD AND NASH GARDENS ALLOTMENTS*

i) The Committee RECEIVED and NOTED the inspection details of the allotments that took place in October. There were no major issues raised. TDC will be contacted, following the tree surveys, for removal of lower tree branches that are entering the allotment site at Norman Road.

Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

ii) The Committee received an update on the allotment sites.
Non-recyclable waste removal will be arranged this financial year.
New plot holders are slowly tackling any overgrowth of their plots.
Thanet Wanderers have been asked to store their empty barrels in a more secure location as they were being used to climb on and enter the Norman Road allotments. They were not aware of this situation and have said that they will rectify it.

iii) The Committee AGREED to re-open the waiting lists for both allotment sites. This will be reviewed at the October 2024 meeting. There are currently 24 people on the Norman Road list and 26 people on the Nash Gardens list.

46. CULMERS AMENITY LAND*

- i) The Committee RECEIVED and NOTED the inspection details. There were no issues raised.
- ii) The application from 5 Beach Mews for their garden area to be reverted back to local green space has gone through Enforcement and the applicant has now taken this to the Planning Inspectorate.
- iii) Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

47. MOCKETT'S WOOD

- i) The Committee RECEIVED and NOTED the inspection details. There were no issues raised.
- ii) The Committee were advised that the current Secretary of the Friends of Mockett's Wood would like to gradually take a back seat and eventually step down. They were also advised that there is a need for more Volunteers for the Friends.

The Secretary recently had a display at the St Peter's Village Hall Open Day to encourage more volunteers. This will also be taking place again on 4th November.

Suggestions made for the recruitment of more volunteers were as follows:

- East Kent College has opened a Forest School
- Secondary schools encourage students to volunteer
- Scout Groups
- Posters to go up on Noticeboards
- Town Team
- Kent Wildlife Trust
- Kent Coast Volunteering

The Deputy Town Clerk will contact the Secretary of the Friends of Mockett's Wood and make arrangements to contact the above.

The Co-op will also be approached to see if a display stand can be put up at the St Peter's store.

- iii) Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

48. PIERREMONT PARK GROUNDS

- i) A new quote was RECEIVED and previous quotes reviewed for the replacement of the hedging to the Portico area of Pierremont Hall.

It was AGREED that Option 4 from the previous quotes should go ahead:

Option 4. Ilex Crenata Caroline Upright
To create new bed, rotovate, incorporate fresh compost & fertiliser; supply and plant
5no.plants/m 2L 20-30cm plants **£1,925.00 + VAT**

The contractor will be asked to undertake this work in the new financial year. Members were made aware that there may be a slight increase in costs due to the time delay in putting this in place due to waiting for the new budget year.

- ii) A quote was RECEIVED to open up the central wooded area between the two entrances at the front of Pierremont Hall. This would allow better visibility and would hopefully deter anti social behaviour. Members agreed to the following quote, with a review to take place in a year to see if any further solutions are required.

Remove the hedge, opening the central woodland area; remove all waste

Supply & plant 450no. Narcissi varieties for a flowering period covering January – April; Varieties as follows; Rijnveld’s Early Sensation, February Gold, Dutch Master and Golden Dawn. We will need to clear patches in the ivy to create bulb planting areas.

Price

£1,105.00 + VAT

Members agreed that approval should be sought to transfer money from unused budgets to allow this work to be undertaken in this financial year to allow bulbs etc to be ready for blooming In January onwards.

iii) Tree Surveys will be taking place shortly and they will be disseminated for members to agree works required.

49. ALLOTMENT AND LAND BUDGET 2024-25

Recommendations were made as follows for the 2024-25 Budget taking into account decisions made during this committee meeting.

Budget Area	2024/2025
Allotments – both sites general maintenance	£2,500
Culmers Amenity Land – Includes rent, grounds maintenance contract and sundry tree works	£10,000
Mockett’s Wood – includes volunteer’s grant which has been brought in-house, emergency tree works, additional tree maintenance on boundary with Church Court Grove and any additional contractor works due to reduction in volunteers.	£5,500
Tree Survey and Works – for the annual Tree Safety Inspections at Mockett’s Wood, Pierremont Hall, Culmer’s Amenity Land and Norman Road Allotments.	£3,400
Grounds Maintenance Sundries – for any additional expenses relating to maintenance of the grounds around Pierremont Hall and Culmer’s Amenity Land.	£3,000
Pierremont Planting – for any additional planting required at Pierremont Hall.	£3,700
Pierremont Grounds Maintenance – for grounds maintenance Contract	£10,500

50. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING

The Next meeting will be held on 11th March 2024.

Meeting Closed at 8.22pm
Deputy Town Clerk

Allotments & Land Committee – Monday 11th March 2024

Report by Deputy Town Clerk

CORRESPONDENCE

We have received an offer of a 17ft clinker boat for a flower planter. It is a very old sea scout boat which is beyond its life as a boat now.

Officer Recommendation: Due to the initial storage requirement and then ongoing maintenance required to the boat and also no appropriate location on Town Council owned land, we turn down this offer. We could pass on the details of the Town Team who may have use.

Committee to decide if we should accept the offer of the boat.**NORMAN & NASH GARDENS ALLOTMENTS**

The allotments had a non-recyclable waste removal in January undertaken by a local Man & Van. This cost was £580 for both sites for 2 truckloads of rubbish. We will arrange the same for next year.

Tree works required to the trees overhanging the allotments following the tree survey will be carried out this month, plus removal of fallen branches from the trees that have landed on some allotment plots.

CULMERS AMENITY LAND

There were no tree works required following the tree survey at Culmers. The land from 5 Beach Mews is still currently with Planning Enforcement.

MOCKETT'S WOOD

As you are all probably aware, sadly Camille Sutton sadly passed away in November last year. It is anticipated that a memorial tree will be planted later this year/early next year and this will be in conjunction with the Friends of Mockett's Wood.

The Friends of Mockett's Wood are continuing their great work with Karen McKenzie being the contact.

They have reduced their working parties down from weekly to monthly. This means that more volunteers are able to plan and come along on the Saturday and more work is undertaken during this time. There has not been a need to advertise for additional volunteers following the change.

As per the tree survey, the tree works required have now been completed.

PIERREMONT PARK TOWN COUNCIL OWNED GROUNDS

The central wooded area has been cleared to allow for better visibility in this area. The spring bulbs are now coming through and flowering.

Our Facilities Manager has arranged for quotes for the replacement of the wooden fencing to the rear of the Music Room.

The tree works required from the survey will be undertaken during this month including crown lift to branches overhanging path and highway along Pierremont Avenue.

VICTORIA GARDENS

Vanessa has been working her way along Victoria Gardens, clearing the beds and undertaking maintenance to plants that remain. She has also cleared all of the weeds and overgrowth from the rockery.

There are 3 beds at the Morelli's end Victoria Gardens which are now empty and these will be planted up for this year, along with the rockery.

Clearance and maintenance of the beds will continue throughout the rest of the year, and, dependent on the outcome from Thanet District Council regarding the extension of the licence, further plans will be made for planting as the year progresses.

The Steering Group will meet again on 19th March, by which time we hope that the 3 empty beds will be planted or nearly complete.

We have been granted the use of the storage area at the top of Louisa Bay by the Open Spaces Supervisor at Thanet District Council. The Town Team also use this as a storage facility. Paul, our Operations Officer is undertaking repairs to the fence and gate. We are purchasing a secure storage box for the area.

We have had a lot of tools loaned to us from Thanet Council's Open Spaces Department. Who have been very helpful.

Interviews for the new Gardener position take place on Thursday 7th March, with expected commencement in early April.

**Broadstairs & St Peter's Town Council Land Inspections
Nash Gardens Allotments**

Inspection Period: Winter 2024 Date Inspected: 27.2.2024 Inspectors: Julie Belsey, Abi Barton	
Area	Condition/Works Required
Gates – check security and lock condition	Good Condition
Noticeboard – check condition	Good Condition
Trees – known maintenance work completed / on schedule	None
Trees – new hazard identified	None
Bushes and other large plants – known maintenance work completed / on schedule	None
Bushes and other large plants– new hazard identified	Bay tree at the top of allotments between 4a/6 & 3b is very large. Query reduction – ask plot holders/arrange work if necessary.
Grass and other plants e.g. nettles– known maintenance work completed / on schedule	None
Grass and other plants e.g. nettles– new hazard identified	None
Pests– known maintenance work completed / on schedule	None
Pests– new hazard identified	None
Ground conditions– known maintenance work completed / on schedule	None
Ground conditions– new hazard identified	None
Fencing / boundaries Paths– known maintenance work completed / on schedule	None
Fencing / boundaries Paths– new hazard identified	None
Any other issues / hazards– known maintenance work completed / on schedule	None
Any other issues/ hazards– new hazard identified	None

**Broadstairs & St Peter's Town Council Land Inspections
Norman Road Allotments**

Inspection Period: Winter 2024 Date Inspected: 27.2.2024 Inspectors: Julie Belsey, Abi Barton		Condition/Works Required
Area		
Gates – check security and lock condition		Good Condition
Noticeboard – check condition		Good Condition
Trees – known maintenance work completed / on schedule		None
Trees – new hazard identified		Large branches from trees have fallen on plot 11. Arrange for removal.
Bushes and other large plants – known maintenance work completed / on schedule		None
Bushes and other large plants– new hazard identified		None
Grass and other plants e.g. nettles– known maintenance work completed / on schedule		None
Grass and other plants e.g. nettles– new hazard identified		None
Pests– known maintenance work completed / on schedule		None
Pests– new hazard identified		None
Ground conditions– known maintenance work completed / on schedule		None
Ground conditions– new hazard identified		None
Fencing / boundaries Paths– known maintenance work completed / on schedule		None
Fencing / boundaries Paths– new hazard identified		None
Any other issues / hazards– known maintenance work completed / on schedule		None
Any other issues/ hazards– new hazard identified		None

General Risk Assessment

Task / activity or premises assessed: Allotment Plot Tenants/BSPTC Staff **Location:** Norman Road & Nash Gardens Allotment

Name of assessor: Julie Belsey **Date of assessment:** 15th February 2024 **Review Date:** 15 February 2025

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Outline of activity/task: Allotment Plot Tenants hire allotment plots from Broadstairs and St Peter's Town Council. Plots are used for growing of fruit, vegetables and flowers and are kept cultivated and maintained by the holders.</p>					
<p>Machinery: To User: Operating machinery carries a medium level of risk unless the appropriate safety equipment is worn and the machinery is operating correctly. Injuries to hands, feet and face need to be guarded against.</p>	<p>Allotment Plot Tenant</p>	<p>24</p>	<p>Instructions for the use of the machinery lie with the owner/operator. It is a requirement that tenants wear the recommended safety equipment when operating machinery (irrespective of the owner). As stated in the Allotment Lease.</p>	<p>8</p>	
<p>To other tenants and visitors: When strimmer's and mowing machines are being used on an adjacent plot, stones and other flying objects can cause injuries to face.</p>	<p>Other tenants/visitors</p>	<p>16</p>	<p>It is the responsibility of the operator to take due care.</p>	<p>6</p>	
<p>To Children: Children can act unpredictably exposing themselves to risk from machinery.</p>	<p>Children</p>	<p>36</p>	<p>It is the responsibility of the tenant to ensure that children are supervised. No children to operate machinery.</p>	<p>4</p>	

<p>Garden Tools & Equipment: Injuries to hands and feet if equipment is not used correctly.</p>	<p>Allotment Plot Tenant</p>	<p>24</p>	<p>Appropriate gloves and footwear worn as necessary. Garden tool and equipment should not be left on common paths or left available for others to use. As stated in the allotment lease.</p>	<p>6</p>	
<p>Overhanging Branches: Overhanging branches can cause injuries to tenants, visitors and children</p>	<p>Allotment Plot Tenant, Visitors, Children</p>	<p>12</p>	<p>Regular inspection by Broadstairs & St Peter's Town Council. Tenants to report any problems.</p>	<p>4</p>	
<p>Security of site: Vandalism/Theft</p>	<p>Allotment Plot Tenants</p>	<p>12</p>	<p>Padlock gate when not in use. Tenants advised not to keep anything valuable on site and to have their tools security marked and contained in a secure place.</p>	<p>2</p>	
<p>Paths: Slip hazards – paths can be slippery when wet. Trip hazards – tools on paths, uneven surfaces.</p>	<p>Allotment Plot Tenants, Visitors, Children</p>	<p>12</p>	<p>Paths to be kept trimmed and clear of hazards by allotment plot tenants. As stated in the allotment lease. Regular inspections by Broadstairs & St Peter's Town Council.</p>	<p>4</p>	
<p>Accumulation of rubbish and non compostable material: Could become a slip/trip hazard</p>	<p>Allotment Plot Tenants</p>	<p>12</p>	<p>Regular inspection by Broadstairs & St Peter's Town Council. Arrangements for a once yearly non recyclable rubbish removal by Town Council. Tenants to report any problems</p>	<p>2</p>	
<p>Dangerous/hazardous substances: Burns, irritation, allergies etc.</p>	<p>Allotment Plot Tenants</p>	<p>36</p>	<p>All chemicals, prayers etc should be used in accordance with the manufacturers' instructions and correct protective clothing worn. If chemicals are held on site, they should be stored securely and clearly identifiable. Take constant care and be vigilant</p>	<p>8</p>	

						when using things like petrol or weed killers.		
Manure Heap: No risk	Allotment Plot Tenants	2				All as stated in the allotment lease. Regular inspection by Broadstairs & St Peter's Town Council. Tenants to report any problems.	2	
Water Trough: Legionella	Allotment Plot Tenants	6				Ensure water is not drunk from water troughs.	2	
Bonfires: There is an inherent danger in a bonfire spreading if unattended.	Allotment Plot Tenants	36				It is the responsibility of the tenant to conform to the rules covering bonfires. (No bonfires at Nash Gardens). Children must always be supervised.	8	
Unoccupied/untidy plots: Could become overgrown and then slip/trip hazard.	Allotment Plot Tenants	8				As stated in the allotment lease. Regular inspection by Broadstairs & St Peter's Town Council. Town Council to ensure empty plots are relet. Tenants to report any problems.	4	
Rats: Rats can carry Weil's disease. Although this is rare, it is a serious disease.	Allotment Plot Tenants	24				Tenants to report any sightings to Broadstairs & St Peter's Town Council, who will make appropriate arrangements. Signs to be erected should any form of deterrent/poison be placed on site.	4	
Lone Working: Tenant could suffer injury/illness/assault if working on the site on their own.	Allotment Plot Tenant	16				Tenants should ensure that someone is always aware of their whereabouts. Tenant to ensure allotment gate is closed behind them so that anyone entering the site can be heard opening gate.	4	

	Town Council Officer	16	<p>Tenant should carry a means of communication with them (mobile phone). As stated in the allotment lease.</p> <p>Officer should ensure that colleagues are aware of their whereabouts.</p> <p>Officer should always carry a mobile telephone with them.</p> <p>Officer to close allotment gate when on site so that they can hear anyone entering the site.</p>	4	
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Signature of Assessor: _____ Date: _____

**Culmer's Amenity Land
Inspections**

Inspection Period: Winter 2024 Date Inspected: 27.2.2024 Inspectors: Julie Belsey, Abi Barton	
Area	Condition/Works Required
Tourist Information Board at Vere Road entrance	Sturdy. Good condition.
Trees – known maintenance work completed /on schedule	None require
Trees – new hazard identified	No new hazards
Bushes and other large plants – known maintenance work completed/on schedule	Maintenance undertaken by Boxgreen.
Bushes and other large plants– new hazard identified	None identified
Grass and other plants e.g. nettles– known maintenance work completed/on schedule	Maintenance undertaken by Boxgreen.
Grass and other plants e.g. nettles– new hazard identified	None identified.
Pests– known maintenance work completed /on schedule	No known maintenance work to be completed/undertaken.
Pests– new hazard identified	None identified.
Ground conditions– known maintenance work completed/on schedule	No known maintenance work to be completed/undertaken.
Ground conditions– new hazard identified	None identified.
Fencing/boundaries/paths– known maintenance work completed /on schedule	No known maintenance work to be completed/undertaken.
Fencing/boundaries/paths– new hazard identified	Vegetation not overgrown from allotments. Maintenance undertaken by Boxgreen.
Any other issues/hazards– known maintenance work completed/on schedule	No known maintenance work to be completed/undertaken.
Any other issues/hazards– new hazard identified	None identified.

General Risk Assessment

Location: Culmers Amenity Land

Name of Assessor: Julie Belsey

Date of Assessment: 27th February 2024

Review date: February 2025

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Trip hazards on pathway	Public	16	Officers walk through and inspect on a regular basis	2	
Overgrowth from allotments causing possible trips or cuts.	Public	12	Officers walk through and inspect on a regular basis	2	
Overgrowth brambles/irritants from natural areas.	Public	16	Grounds maintenance contract ensures area is cut back. Regular inspections by Officers.	4	
Falling branches from trees	Public/hearby residents	16	Regular inspections by Officers. Tree survey carried out on a yearly basis by independent Arborist. Reports from public.	4	
Rubbish/Litter/Needles	Public	16	Large refuse bin on site. Regular inspections by Officers. Public reports.	4	
Dog Fouling	Public	24	Large refuse bin on site. Signs on site.	8	
Damage to benches	Public	24	Regular inspections carried out by officers. Reports from members of the public.	6	

Mockett's Wood Site Visit & Inspection

Inspection Period – Winter 2024 Date Inspected – 27.2.2024 Inspectors: Julie Belsey, Abigail Barton	
Area	Condition/Works
Mockett's Wood Surgery Entrance	Clear. No overgrowth. Bark chippings due to be put down in the next few weeks.
Noticeboard at entrance	Sturdy
2 x Concrete bollards at entrance – to prevent car access.	Sturdy
Metal perimeter fence to right	Intact/sturdy
Bins at entrance/rear entrance.	Very good condition.
Wooden fence to right	Fair condition with graffiti/woodworm. Fence owned by garden owner
Entrance from Northdown Way – metal barrier	Intact/sturdy
Entrance half way along back field – wooden blocks to prevent access	Intact/sturdy
Back corner of woods by field – wooden barrier & wooden posts.	Intact/sturdy
All pathways through wood	Clear with natural growth of vegetation.
Natural fenced area to centre of wood to prevent access to newly planted/natural area.	Intact. Planted area growing naturally.
Other	None to report.

General Risk Assessment

Task / activity or premises assessed: Volunteer working parties **Location:** Mockett's Wood
Name of assessor: Julie Belsey **Date of assessment:** 21 February 2024 **Review Date:** February 2025

Hazards and Effects	Affecting Whom	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Outline of activity/task: Volunteers (Friends of Mockett's Wood) join in organised working parties each Saturday in order to carry out simple conservation tasks as pre-approved by the Council; namely litter picking, emptying rubbish bins, clearing paths, putting down wood chip, watering, clearing ground for planting, dead hedging, cleaning and maintaining bird boxes, filling bird feeders and watering newly planted trees and hedging in order to keep the Wood as a lovely local amenity open to all.</p> <p>A further dynamic risk assessment to be undertaken by Volunteer organiser immediately prior to event starting to highlight any temporary or additional risks or hazards and mitigation methods.</p>	Volunteers	8	Wear appropriate clothing Beware of loose dogs Seek medical attention as soon as possible after being bitten or scratched	4	
<p>Lifting heavy objects: Risk of injury</p>	Volunteers	16	Do not move/lift objects unnecessarily. Use a wheelbarrow for transporting large containers of water. Handle items with an appropriate number of people. Break up into smaller loads. Always use a good lifting technique. Stop immediately if suffering any pain or discomfort. Seek medical attention if ill effects persist	8	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Ground conditions: Risk of stumbling in natural holes/tripping on stumps and roots	Volunteers	8	Take weather conditions into account. Wear strong appropriate footwear. Avoid overgrown areas and choose safest route over difficult ground. Seek medical attention for any serious cuts, bruises or strains	4	
Lone Working: Risk of isolation in case of incident	Volunteers	24	Be aware of aggressive and difficult people. Withdraw rather than face conflict. Do not work out of sight of others in the group. Lone working is not permitted by volunteers. Organiser to have mobile. Medical attention following any assault / injury. Always notify either a family member/colleague that you are working alone. Check in/Check out. Wear hi -vis clothing	6	
Tools and Equipment: Injuries to hands and feet if equipment is not used correctly or removed from site.	Volunteers and members of public	24	Appropriate gloves and footwear worn as necessary. Tools and equipment should not be left on the ground areas or left behind after works.	6	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
Refuse, litter: Risk of injury from unsafe discarded items	Volunteers	16	Pick up only general litter. Always wear gloves. Use pick-up tool if supplied. Do not collect medical waste (e.g. syringes). Any needles or syringes to be picked-up by a designated person and placed in a "sharps" container. Seek medical attention where appropriate	8	
Working at heights: eg cleaning or maintaining bird boxes: Risk of falling	Volunteers and members of the public	32	Ladder to be used on level ground only. One person at the bottom ensuring firm placement and reducing risk of toppling	8	
Cutting branches, chopping wood: Risk of injury from flying or falling debris	Volunteers, & members of the public using the wood	24	To protect eyes from flying stones and debris the operator and volunteers in the vicinity to wear eye protection. A banksman will watch for passing members of the public and alert the operator to stop as people pass. Volunteers must wear eye protection Seek medical attention in the event of injury Machinery (ie chain saws) only to be operated by trained professional contractors.	4	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Trees, shrubs: Risk of trips, hitting head on low branches</p>	Volunteers	12	<p>Be alert to the risks and keep a look out for hazards. Be aware of low hanging branches and exposed tree and shrub roots.</p>	8	
<p>Irritants, dangerous plants: Risk of allergic reaction to sap, leaves etc</p>	Volunteers	24	<p>Wear gloves and wash hands Beware of dangerous plants and possible adverse reactions. Wash thoroughly on completion of such operations Seek medical attention for unusual or suspicious symptoms after contact with vegetation.</p>	8	
<p>Picking up grass and hedge cuttings: Risk of injury in bending. Risk of injury from stones or rubbish hidden in vegetation.</p>	Volunteers	16	<p>Avoid injury to hands or back Gloves to be worn to protect hands. Use correct lifting techniques Adjust work programmes to avoid extremes. Cease work in inappropriate conditions. Avoid working in extreme conditions. Dress for conditions & carry additional clothing and water.</p>	8	

Hazards and Effects	Affecting Whom (staff / visitors / public / contractors)	Risk rating with no controls	Existing Controls (if any)	Residual risk rating (With existing controls)	Actions required where residual risk is still too high
<p>Working outside of Council remit: Risk of rendering Council insurance invalid.</p>	<p>Volunteers</p>	<p>36</p>	<p>All volunteers sign to sign attendance sheet and agree to adhere to the Health & Safety Guidance and Risk Assessment. The Volunteer group to ensure they understand any work which is necessary/planned maintenance that arises from the Allotment & Land Committee. Management tasks considered and reviewed every September. A monthly management plan to be produced for works to be carried out each month of the year.</p>	<p>12</p>	

J P Beise

Signature of Assessor: _____

Date: 21.2.2024

This matrix is suitable for all the activities that the council undertakes.

Risk Rating Matrix						
	SEVERITY					
	Multiple Death 10	Single Death 8	Major Injury 6	'3 day' Injury 4	Minor Injury 2	None 1

'Major Injury' shall be as defined in the Reporting of Injuries Diseases and Dangerous Occurrences Regulations - please see the Accident/incident reporting guidance note for further information on this.

LIKELIHOOD	Certain 10	100	80	60	40	20	10
	Very Likely 8	80	64	48	32	16	8
	Probable 6	60	48	36	24	12	6
	Possible 4	40	32	24	16	8	4
	Unlikely 2	20	16	12	8	4	2
	V. Unlikely 1	10	8	6	4	2	1

- **Notes:**
- **The numerical scale used is to allow comparisons of the risk levels only. No literal meaning is implied by the scoring level.**

Key to Shading		
48 - 100	High	Level of risk is unacceptable
16 - 40	Medium	Level of risk may be tolerable. Seek to reduce level of risk.
1 - 12	Low	Level of risk is acceptable

Definitions for Likelihood

Certain	10	Has happened before and is expected to happen on this occasion.
Very Likely	8	Has happened before and is very likely to happen on this occasion.
Probable	6	Has been known to occur before and is likely to happen on this occasion.
Possible	4	Has been known to occur and it may happen on this occasion.
Unlikely	2	Has been known to occur before but no reason to suggest that it will happen on this occasion.
Very Unlikely	1	Has never happened before and there are no reasons to suggest it will happen on this occasion.

Notes from Victoria Gardens Steering Group Meeting held on 20th February 2024

In Attendance: Cllr Joanne Bright, Sue Wainwright, Paul Verrall, Cllr Kevin Pressland, Vanessa Vinall, Paul Adkins, Julie Belsey

1. Plan

At this time the plan is evolving as work takes place and is weather permitting.

Planting will take place as soon as Vanessa and Cllr Kevin Pressland pass over their requirements and the plants have been ordered/delivered/collected. It was agreed

Planting will take place on the three small round beds at the Morelli's end and also the rockery.

Longer term, a planting plan will be put in place for the whole area, however we are just focusing on the empty beds and high impact area for this 1st season.

Vanessa requested that the beds to be planted are composted prior to planting. Cllr Pressland will pass over details seaweed compost and supplier to Julie who will order as necessary. We can only order in small quantities as there is no storage area for large quantities. If there is a requirement to have a delivery or a large amount of compost and for it to be spread over beds, a request for Volunteers will be made to the Town Team for people to help with the distribution of the compost to the appropriate locations in the gardens on one day. Vanessa and Julie will liaise over the above with suitable dates for delivery and work as required.

Sue agreed that grass cuttings can go in the Town Team's compost bins.

2. Gardener Position Update

The Gardener position has now been posted to Indeed and also on social media and the Town Council website. Application closing date is 23rd February, with interviews hopefully to be taking place the following week and a start date of the beginning of April.

3. Sponsorship Update

We now have £500 of sponsorship money from local businesses. Letters have been taken around to local businesses to see if they would like to offer sponsorship or volunteers.

4. Storage Update

Julie will email Emma Penny at Thanet Council to confirm that they are happy for us to share the storage facility at the top of Louisa Bay with the Town Team, plus make necessary repairs and site a storage container for our tools.

Paul Verrall has a contact for a possible storage container. He will chase this up to see if we are able to have it and Paul Adkins and Vanessa will be able to arrange pick up. If we are unable to have this storage container, the Town Council will source and purchase one.

5. Hi Vis Jackets

It was requested that the gardeners wear hi vis jackets with the BSPTC logo on. Julie will arrange this and order additional for litter picks.

6. Date of Next Meeting

It was agreed that we would have another meeting on Tuesday 19th March at Midday.