



Broadstairs & St Peter's Town Council

8 July 2024

To the Members of the Allotments and Land Committee
Cllrs: J Bright, J Hobson, J Nichols, E Orhan, K Pressland, S Roberts

Committee Members are summoned to a meeting of the
Allotments & Land Committee in the Council Chamber at Pierremont Hall
on **Monday 8th July 2024** commencing at 7:00pm.

Julie Belsey
Deputy Town Clerk

AGENDA

Items marked * may require a resolution at the next
Full Town Council meeting

- 1 ELECTION OF CHAIR AND VICE-CHAIR FOR THE CIVIC YEAR 2024/25**
- 2 OPENNESS AND TRANSPARENCY**
To remind 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.
- 3 APOLOGIES FOR ABSENCE**
- 4 DECLARATIONS OF INTEREST**
To receive from committee members and the presiding clerk declarations of interest in accordance with the Code of Conduct adopted by the Council on 16th July 2012.
- 5 MINUTES**
To RECEIVE and APPROVE the minutes of the meeting held on 11th March 2024. **(Attach 1)**
- 6 MATTERS ARISING FROM THESE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA**
- 7 TERMS OF REFERENCE**
To RECEIVE and APPROVE the Terms of Reference for the Allotments and Land Committee. **(Attach 2)**
- 8 QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS AND ST PETER'S**
To agree to suspend the meeting in accordance with Standing Orders 3e,3f, and 3g which permit a maximum of three members of the parish to address the council for a maximum of three minutes each.
- 9 NORMAN ROAD AND NASH GARDENS ALLOTMENTS***
 - i) To DISCUSS and MAKE RECOMMENDATIONS regarding the use of chemicals at allotment sites managed by the Town Council as per the Deputy Town Clerk's report.
 - ii) To consider any matters and make RECOMMENDATIONS/DECISIONS as required as per the Deputy Town Clerk's report.

- 10 CULMER'S AMENITY LAND***
To consider any matters and make RECOMMENDATIONS/DECISIONS as required as per the Deputy Town Clerk's report.
- 11 MOCKETT'S WOOD***
i) To DISCUSS and APPROVE the appointment of a Management Plan Consultant and associated costs. **(Attach 3)**
ii) To consider any matters and make RECOMMENDATIONS/DECISIONS as required as per the Deputy Town Clerk's report.
- 12 PIERREMONT PARK GROUNDS***
i) To DISCUSS and APPROVE fence works and associated costs. **(Attach 4)**
ii) To consider any matters relating to the areas owned by the Town Council and to make RECOMMENDATIONS/DECISIONS as required as per the Deputy Town Clerk's report.
- 13 VICTORIA GARDENS***
i) To consider any matters relating to the areas which the Town Council are working whilst waiting for the license to be granted by Thanet District Council and to make RECOMMENDATIONS/DECISIONS as required as per the Deputy Town Clerk's report.
ii) Green Space – To DISCUSS possible inclusion of additional green space for cultivation licence.
- 14 GROUNDS MAINTENANCE CONTRACT**
To DISCUSS and MAKE RECOMMENDATIONS for the new contract period commencing 1st April 2025 as per Deputy Town Clerk's report.
- 15 FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING**
Date of Next Meeting: 28th October 2024
To include Allotment Holders Open Meeting.



Broadstairs & St Peter's Town Council

ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 11th March 2024

Present: Cllrs J Bright, K Bright, J Hobson (Chair), S Roberts
Deputy Town Clerk: Julie Belsey

51. 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.

52. APOLOGIES FOR ABSENCE

Apologies were received from Cllr E Orhan and Cllr K Pressland. These apologies with reason were accepted.

53. DECLARATIONS OF INTEREST

There were no declarations of interest.

54. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 23rd October 2023. Proposed Cllr K Bright, seconded Cllr S Roberts, agreed.

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

There were no matters arising.

56. CORRESPONDENCE

An offer of a 17ft Clinker boat to the town council has been made by the 1st St Peters Sea Scouts. Following discussion, the decision was made that unfortunately the Town Council does not have suitable land for the siting of the boat and also there would be an ongoing requirement for maintenance. The Deputy Town Clerk will contact the 1st St Peter's Sea Scouts to thank them for their kind offer, and give the Town Team details as they may be interested.

57. NORMAN ROAD AND NASH GARDENS ALLOTMENTS

- i) The Committee RECEIVED and NOTED the inspection details of the allotments.
- ii) The Committee RECEIVED and APPROVED the risk assessment carried out for the allotment sites.**
- iii) The Deputy Town Clerk informed the Committee that a non-recyclable waste removal had been arranged for both sites in January with a local Man and Van, this came to £580.00. The same will be arranged for next year.

Tree works for the trees beside the Norman Road allotments will be carried out as per the tree survey and also fallen branches which have landed on one of the plots will be removed.

58. CULMERS AMENITY LAND

- i) The Committee RECEIVED and NOTED the inspection details for Culmers Amenity Land.
- ii) The Committee RECEIVED and APPROVED the risk assessment carried out for Culmers Amenity Land.**
- iii) The Deputy Town Clerk informed the Committee that no tree works were required following the tree survey.

The land from 5 Beach Mews is still currently with Planning Enforcement, so no further details are available.

59. MOCKETT'S WOOD

i) The Committee RECEIVED and NOTED the inspection details for Mockett's Wood.

ii) The Committee RECEIVED and APPROVED the risk assessment carried out for Mockett's Wood.

iii) The Committee were informed that it is anticipated that a memorial tree will be planted later this year/early next year in memory of Camille Sutton and this will be in conjunction with the Friends of Mockett's Wood. Also, that the Palace Cinema in Broadstairs had a film night in Camille's memory with money raised going to Mockett's Wood. The Deputy Town Clerk will enquire who has received the money raised as the Town Council manages the Friends of Mockett's Wood funds.

Karen Mackenzie, The Volunteer Tree Warden, is now the contact for the Friends of Mockett's Wood. The working parties have been reduced down to once a month, which allows for more people to attend and a greater amount of work undertaken. They no longer require extra volunteers to attend working parties, though people are still welcome to volunteer their time.

The tree works have been carried out at Mockett's Wood following the tree survey, with the bark chippings from these works used for laying on the pathways through the woods.

60. PIERREMONT PARK GROUNDS

The tree works as required from the tree survey will be carried out this month, as well as a crown lift of the trees from our land that hang over the path and road along Pierremont Avenue.

The spring bulbs have now come through on the central wooded area, which was cleared to allow better visibility to the area to deter anti-social behaviour.

Our Facilities Manager has arranged for quotes for the fencing to be replaced at the rear of the Music Room. This fencing acts as a boundary for the planting, which means that it is cut back from the footpath areas.

61. VICTORIA GARDENS

i) The Committee RECEIVED and NOTED the notes from the Victoria Gardens Steering Group Meeting held on 20th February 2024. The next meeting will be held on Tuesday 19th March 2024.

The Thanet District Council Licence to work the gardens will be taken to full Council to be approved.

The Open Spaces Supervisor at Thanet District Council has granted the Town Council permission to share the storage space at the top of Louisa Bay with the Town Team. Our Operations Officer has been undertaking repairs to the area to make it more secure. The Town Council will arrange for the purchase of a storage container to put in this area prior to the end of March for the storage of tools.

We have received sponsorship from Morelli's and York Gate Ice Cream Parlour totalling £500, which will be used toward planting. Cllr John Nichols has now stepped down from sponsorship duties.

The Deputy Town Clerk asked for the Committee's approval to spend £700 on bedding and rockery plants. **The Committee APPROVED £700 for the purchase of the plants.**

Our Gardener has been working her way along Victoria Gardens and has cleared three beds, and also along with our Operations Officer's help, has also started clearing the rockery, so all are now ready for planting.

Clearance and maintenance of the beds will continue throughout 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.

Interviews have been held for the new Gardener/Grounds Person position. The successful candidate has accepted the job offer of 30 hours per week, this is to allow flexibility should hours need to be changed due to inclement weather. They will commence work on 2nd April 2024 alongside our current Gardener.

Thanet District Council Open Spaces have loaned the Town Council the majority of tools required for the works and have been very helpful. We will be purchasing some more tools ready for the commencement of employment of our new Gardener.

62. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING

Date of next meeting: July 2024, date to be confirmed.

Meeting Closed at 7.39pm
Deputy Town Clerk

**BROADSTAIRS & ST PETER'S TOWN COUNCIL
DRAFT TERMS OF REFERENCE FOR**

THE ALLOTMENTS AND LAND COMMITTEE

MEMBERSHIP

- The Allotments and Land Committee shall consist of a minimum of four Councillors.
- Councillor members shall have full voting rights on the committee.
- Non-councillor members shall have no voting rights.

PROCEDURES

- At the first meeting of the Committee after the Annual Meeting of the Town Council, the Committee shall elect a Chairman and Vice Chairman for the forthcoming year from amongst the committee membership. The Chairman and Vice Chairman may be re-elected.
- The committee will submit minutes of their meetings to the next meeting of the Council and seek approval for recommendations made.
- The quorum for the committee shall be three. Business cannot be transacted with fewer than three voting members present.
- The annual budgeting process will allocate funds to the Allotment and Land Committee, who will propose how the funds will be spent.
- The Deputy Town Clerk or an appropriate officer shall provide administrative support for the Committee.

FREQUENCY OF MEETINGS

- The Committee will normally meet three times per year, typically around March, August and October. The schedule will be published along with all other committee meetings.
- Meetings will take place at Pierremont Hall or other suitable venue or online subject to legislation and will be open to the public.

COMMITTEE FUNCTIONS

- To consider any issues relating to the management of the land and facilities owned or managed by the Town Council and not already covered by other committees or sub-committees or referred to it by the Council.
- To discuss and make decisions on matters delegated to the Committee by Council, currently:
 - i) the allotment sites at Norman Road and at Nash Gardens/Prospect Road
 - ii) Culmer's amenity land
 - iii) Mockett's Wood
 - iv) Town Council owned land at Pierremont Park
 - v) Victoria Gardens – flower beds under cultivation license from Thanet District Council.

Broadstairs and St Peters Town Council

By email to: Karen Mackenzie, Voluntary Tree Warden

10 May 2024

FEE ESTIMATE - ECOLOGY Dear Karen,

Site: Mockett's Wood, Hopeville Avenue, Broadstairs, CT10 2UN

Further to your recent request, please find detailed below our fee proposal to produce a Management Plan to inform management activities at Mockett's Wood. This will include the items summarised below.

Walkover Survey

A walkover survey will be undertaken by an ecologist to identify and map the main habitats and features on site. The survey will also include a check for invasive non-native species.

Management Plan Report

An electronic report will be provided to include the mapped habitats with detailed written descriptions, suggestions for appropriate high level ecological management of the site and enhancement opportunities.

Programme

Currently, we would be able to carry out the survey within 20 working days of commission.

Fixed Fees and Payment Terms

The table below provides the fees for the works outlined in this quotation. The fees are inclusive of reporting and all foreseen expenses, including travel, but are exclusive of VAT. All payments are non-refundable. If subsequent surveys are required, we will make you aware of this at the earliest opportunity and will provide a separate fee as necessary.

Item No.	Fixed fee	Ecological Works	Payment Terms
1	£860 <i>(conservation project discount applied)</i>	Walkover survey and site visit and production of a high level Management Plan.	To secure survey and reporting dates 50% deposit required: £430

The remaining balance will be invoiced 15 working days after the survey, with payment required within 30 days. The report will be released once all payments have been received in full and all information has been provided to enable us to complete the report.

If further detailed management advice is required upon identification of specific management activities following receipt of the Management Plan, this will be charged at a reduced conservation project rate of £75/hour.

I hope you find this fee estimate acceptable to you; if so, please confirm your instruction by return email together with a Purchase Order number if applicable. If you are acting as an agent, please ensure that the name, email and postal addresses, and contact telephone number(s) of the end client or instructing party are stated in full for invoicing purposes, and that evidence of their acceptance and instruction is enclosed or attached.

A copy of our terms and conditions of engagement is attached; an instruction to proceed on the basis of this fee estimate will be taken as acceptance of these.

Yours sincerely

Flora Haynes | Senior Ecologist
BSc (Hons) ACIEEM

D ATKINS
Plumbing Kitchens Bathrooms

12/04/24

PROPERTY MAINTENANCE

Tiling Painting & Decorating Guttering Fencing Sheds Patios Flooring Doors Conservatories & Repairs Garden Clearance

Quotation for Repair for fencing behind
Music room.

6 Posts installed and supplied to secure
existing fencing. All Materials included.

£600.00

Quotation for Removal of fencing and
installation of new fence to side of Music room.

Installing Round posts & $\frac{1}{2}$ Round top rail
All Materials included

£650.00

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