



# Broadstairs & St Peter's Town Council

## ALLOTMENTS AND LAND COMMITTEE MINUTES Monday 21<sup>st</sup> October 2024

**Present:** Cllrs J Bright, J Hobson (arrived 19:04), E Orhan, S Roberts  
Deputy Town Clerk: Julie Belsey  
Members of Public: 4

### 78. 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.

### 79. APOLOGIES FOR ABSENCE

Late apologies were received from Cllr J Nichols.  
Not in attendance: Cllr K Pressland

### 80. DECLARATIONS OF INTEREST

There were no declarations of interest.

### 81. MINUTES

RESOLVED to RECEIVE and APPROVE the minutes of the meeting held on Monday 8<sup>th</sup> July 2024

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

Item 75(ii) Cllr Roberts brought up the issue of the person staying in a tent on Balmoral Gardens and any issues it may raise with the Town Council taking on the gardening there. Councillors will raise this again with Thanet Council.

### 83. QUESTIONS AND/OR OBSERVATIONS FROM THE ELECTORATE OF BROADSTAIRS & ST PETER'S

None

### 84. ALLOTMENT HOLDERS' OPEN MEETING

- At Nash Gardens allotments they have set up a WhatsApp group to discuss sharing seeds etc.
- Discussion was held regarding encouraging wildlife. Allotment holders were encouraged to have hedgehog houses, insect hotels and small ponds/water features if they wanted to encourage more wildlife and insects.
- Plot 1A at Nash Gardens is currently being looked after by another plot holder whilst the hirer is recovering from illness.
- A Norman Road plot holder asked that allotment plot hirers remove any self-seeded sycamore saplings from their plots as if they are allowed to grow, it renders the plot and those around them virtually useless as they grow extremely quickly and depletes the water in the ground.

### 85. NORMAN ROAD AND NASH GARDENS ALLOTMENTS

- i) The Deputy Town Clerk will send the ideas and recommendations from the open meeting round to all allotment holders in an email.

Non-recyclable waste removal will be arranged for during the early part of 2025.

- ii) The Deputy Town Clerk received a quote of £300 (inc VAT) for the reduction of the large Bay tree that is growing between plots 3B & 6/4A.

**The quote of £300 (inc VAT) for the tree to be reduced down and trimmed back was AGREED,**

- iii) There are currently 45 people on each site's waiting list.

**The Committee AGREED to close the waiting list and to review the situation in October 2025.**

Due to the high interest in allotments, discussion was held regarding obtaining additional land for allotment plots should we be made aware of pieces of land becoming available. If this should happen in the future, discussion to be held to see if this is viable.

## 86. **MOCKETT'S WOOD**

- i) The Committee received the Management Plan and suggested amendments and additions from the Friends of Mockett's Wood volunteers.

**The Committee APPROVED the Management Plan for implementation**

The Committee discussed the employment of a part time fixed term Woodland Officer to help organise the plan of works with the Friends of Mockett's Wood and its implementation. The Woodland Officer would undertake some of the works required, help guide and organise the volunteers in the first year of the Plan.

**The Committee RECOMMENDED the employment of a part time (20hrs per week) fixed term for one year, Woodland Officer, for the implementation of the Management Plan at Mockett's Wood. The position is to be reviewed at the end of the first year.**

## 87. **CULMERS AMENITY LAND**

- o The vandalised CT10 Charities bench has now been delivered and was put together and fixed in position by the Town Council's Operations Officer and Gardener.
- o The lease for the land (leased from CT10 Charities) will be increased by £880 per year. The lease is reviewed every 5 years and increases by the RPI/basement in December of each year.
- o As we lease the land, discussion was held regarding the potential uses for the land – i.e. tasty planters, additional trees, and to follow up on the idea from a representative of the Town Team last year for graffiti art on the pathway leading through the amenity land. The land has the potential to be a more creative area. Cllr Bright will visit the area and report back with ideas/thoughts.
- o We have received a quote for works on a tree that has been brought up in the tree survey and also by the home owner due to it now growing over the roof and into the gutter areas.

**The quote of £360 (inc VAT) for the sycamore tree to be pruned back to give 2m clearance was AGREED.**

## 88. **PIERREMONT PARK GROUNDS**

In July the Committee agreed to the fixing of the wooden fence at the rear of the Music Room, which was scheduled in for October. The Facilities Team have now re-looked at the fence and a lot of the wood has begun to rot, so a quote is being sought for the replacement of the whole of the fence.

## 89. **VICTORIA GARDENS**

The Gardeners are still making a huge impact within this area, and we do receive a lot of positive comments both on social media and day to day. We are waiting for the licence for this area to be renewed but have received verbal confirmation that this will be happening.

The Gardeners are continuing with the clearing of areas and also the upkeep of the areas that have been cleared. It is planned that new ideas for the flower beds will be looked at and put into place ready for next year.

The Committee gave their official thanks to our Gardeners, Vanessa Vinall and Colin Ewins for the amazing job that they have done throughout the year, and a thank you to Vanessa for sharing of her huge amount of knowledge within this area.

**90. ADDITIONAL LAND LICENSED FROM THANET DISTRICT COUNCIL**

TDC are in the process of adding on Balmoral Gardens, the two circular beds within Pierremont Park (memorial rose bed and bed close to Pierremont Hall), and we have also added on the flower bed around the war memorial to our cultivation licence. We have also included the Fosters Avenue environmental committee project within this licence application, so all land is under one license rather than individual.

Following a meeting with Dan Gooch of Thanet District Council, Cllr Mike Garner and BSPTC Officers, our Gardeners have cleared the war memorial beds. Dan Gooch arranged for the paving around the memorial to be repaired and for the memorial and surrounding area to be cleaned. This has all been undertaken and is now ready for our gardeners to replant with more suitable plants prior to Remembrance Sunday. The Grounds Maintenance Contractor for Pierremont has cut back the hedges so that the poppy railings are on show, and our Operations Officer has repainted the poppies.

*Cllr E Orhan left the meeting 20:06*

**91. TREE SURVEYS**

The Committee received the tree surveys which are a requirement by our insurance company.

**Works were AGREED and a quote for these works will now be sought.**

The Deputy Town Clerk will pass the Norman Road allotments tree survey to Thanet District Council to undertake the necessary works on their trees.

**92. GROUNDS MAINTENANCE CONTRACT**

The Committee received the draft tender for the Grounds Maintenance Contract which is due for renewal in April 2025. The draft was agreed with the removal of the removal of:

"Potentially harmful weedkillers and pesticides are to be avoided. When spraying appropriate signs must be displayed and remain in position for a suitable time. Weed spraying to be performed by appropriately qualified operative using MAFF approved chemicals and in accordance with Health & Safety procedures as specified by the Health & Safety Executive."

This section will be replaced with:

"The use of Glyphosate is not permitted along with any other harmful weedkillers or pesticides."

The Deputy Town Clerk will arrange for this tender to be advertised with a closing date during the 1<sup>st</sup> week of January 2025. The top graded potential contractors will go before Committee to approve the contractor for April 2025 to March 2028.

***Following discussion with the Town Clerk, this item will be placed on the Community Assets Agenda for the meeting taking place on 20<sup>th</sup> January 2025 for approval of the contractor.***

**93. ALLOTMENT AND LAND BUDGET 2025-26**

Initial recommendations for the 2025-26 Allotments & Land Budget

Budget Area	2024/2025	Notes for 2025-26	2025-26
Allotments – both sites general maintenance, non recyclable waste clearance	2,500		2,500

Culmers Amenity Land – includes lease, grounds maintenance contract, sundry tree works, sundry maintenance work	10,000 (Lease 6967.63 Contract 1545 Trees 1480)	Lease increase  New Grounds Maintenance Contract	<b>10,500</b>
Mockett's Wood – includes volunteer's grant which has been brought in-house, emergency tree work, additional tree maintenance on boundary with Church Court Grove, any additional contractor works	5,500	Add on Management Plan works.	<b>7,500</b>
Tree Survey and Works – annual tree safety inspections at Mockett's Wood, Pierremont Hall, Culmer's Amenity Land and Norman Road Allotments, plus works required	3,500	1,500 for surveys  2,000 for works	<b>3,500</b>
Pierremont Planting – for any additional planting required at Pierremont Hall	4,000	Works in addition to the grounds maintenance contract.	<b>4,000</b>
Pierremont Grounds Maintenance – for Grounds Maintenance Contract	10,035	New contract from 2025 – to include planters and winter maintenance	<b>11,355</b>
Victoria Gardens	5,000	Add on Maintenance & planting of Balmoral Gardens Planting and maintenance of 2 x circular beds at Pierremont Park War Memorial Planting New Gardener - additional tools & work clothes.	<b>6,000</b>

**94. FORWARD AGENDA ITEMS AND DATE OF NEXT MEETING**

Date of next meeting: Monday 10<sup>th</sup> March 2025

Meeting Closed at 20:20  
Deputy Town Clerk



Broadstairs & St. Peter's Town Council  
Summary of Receipts and Payments

Open Spaces	Receipts			Payments			Notes - items to be added pric
	Code Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance
	47 Allotments	1,200.00	1,313.40	113.40	2,500.00	1,588.35	911.65
	48 Culmers Amenity Land				10,000.00	6,696.71	3,303.29
	49 Mocketts Wood				5,500.00	1,126.88	4,373.12
	50 Tree Survey & Works				3,500.00	2,355.00	1,145.00
	924 Victoria Gardens				5,000.00	2,789.50	2,210.50
Pierremont Hall							
	85 Landscaping and planting				4,000.00	1,925.00	2,075.00
	613 Grounds Maintenance				10,035.00	9,297.58	737.42

Grounds Maintenance for March

# Sooty Bark Disease: protecting people and trees

## Project team

FR: Dr Jen Clements, Dr Laurie Kelly, Dr Caroline Gorton, Alex Lewis

The Tree Council: Jess Allan, Charlotte Benham, Jon Stokes

International Plant Sentinel Network: Lara Salido, Itxaso Quintana

Funded by Defra through the Future Proofing Plant Health programme.



- To increase our scientific understanding of Sooty Bark Disease as well as awareness and reporting among tree practitioners
- To form a network of contacts and identify priorities for future research on SBD





- Sooty Bark Disease is caused by the fungus *Cryptostroma corticale*
- It spread from N. America and has been in the UK since the 1940s
- Hosts incl. *Acer* spp., particularly sycamore. It has been found on others but pathogenicity uncertain
- Causes dieback and death of trees



Credit: FR





Credit: FR

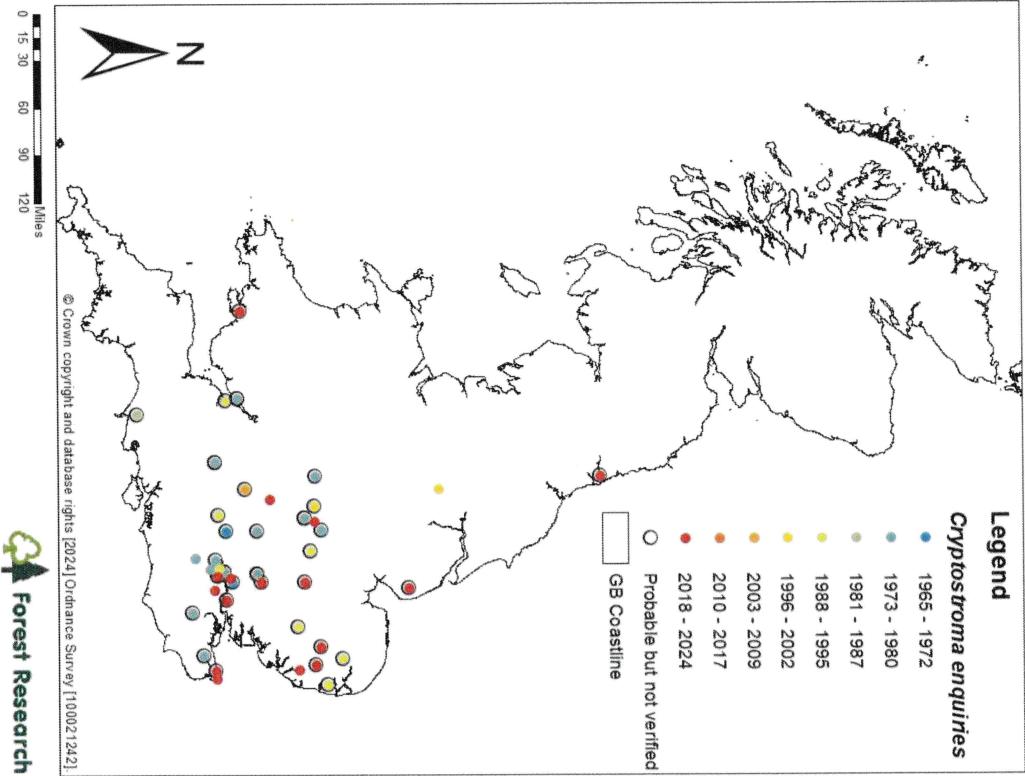
Credit: Jess Allan



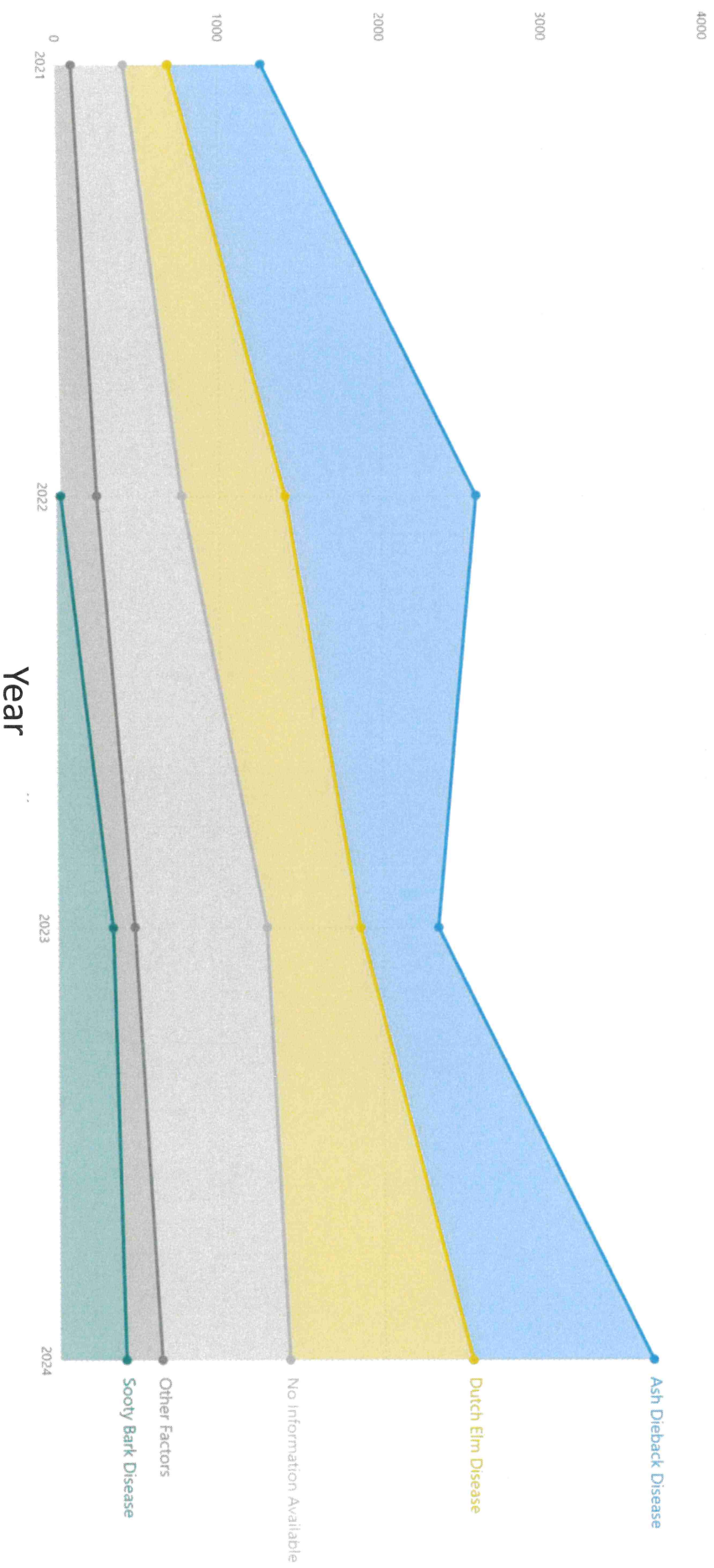
Tree Health Diagnostic and Advisory Service

*Cryptostroma corticale* enquiries

Year	Number of reports
1965	1
1971	1
1975	1
1976	9
1977	11
1978	2
1979	1
1983	1
1984	2
1985	1
1990	2
1991	5
1992	1
1994	2
1996	2
2004	1
2018	1
2019	3
2020	3
2022	2
2023	10



Credit: Alex Lewis

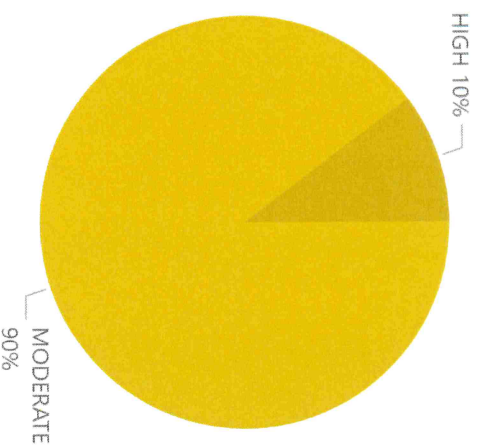


Credit: Paul Kaufmann-Ward

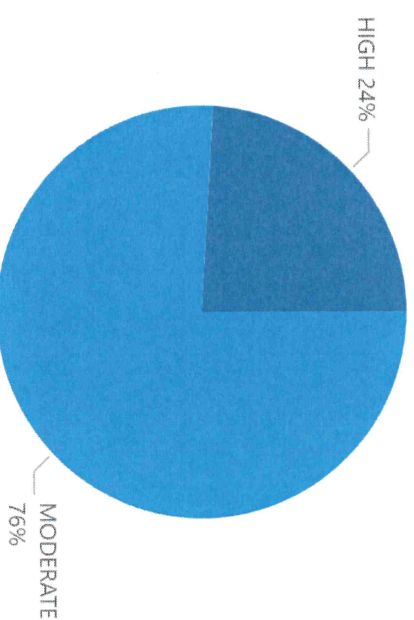


**Norfolk** County Council

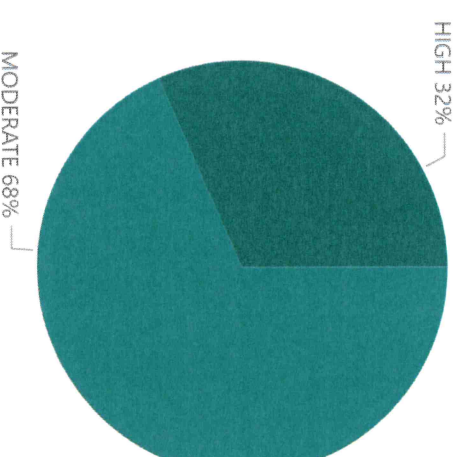
Dutch Elm Disease



Ash Dieback Disease



Sooty Bark Disease



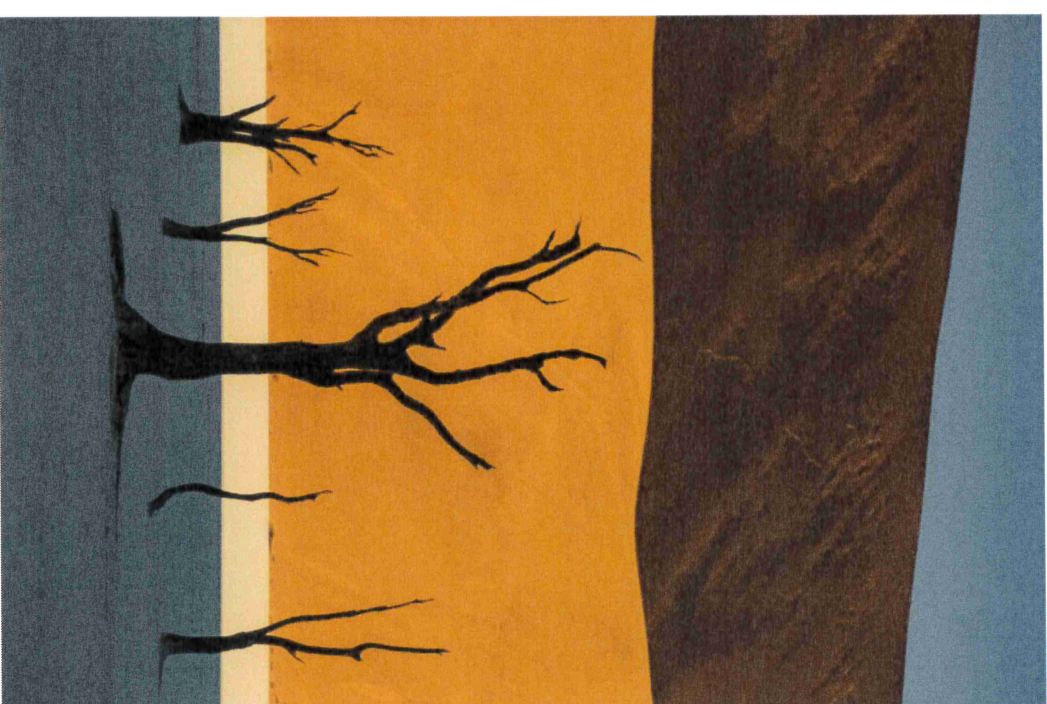
Credit: Paul Kaufmann-Ward



**Norfolk** County Council



- *C. corticale* is widespread endophytically, but becomes pathogenic under high temperatures and when hosts are stressed by drought
- Furthermore, spore production is highest in summer



References: Dickenson 1981, Schläßer et al. 2023, Burgdorf et al. 2022, Kelnarová et al. 2017

## Context

- The spores of *C. corticale* can cause maple lung disease, a type of hypersensitivity pneumonia
- This is uncommon but people with repeated occupational contact are most at risk
- The risk to the public is currently deemed low

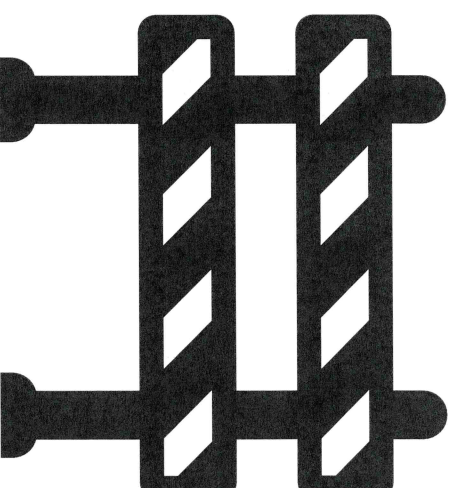
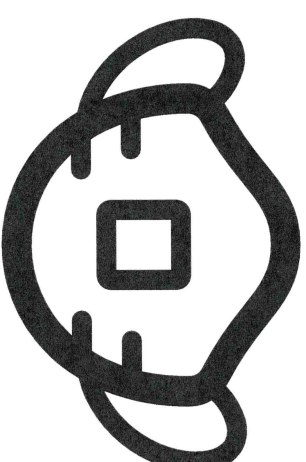


References: Braun et al. 2021, FISA 2022, Kespohl et al. 2022



## Mitigations

- Workers should wear goggles, filtering facepiece (FFP2/FFP3), over-all, protective gloves and boots
- Work should be done by machine where possible and in winter
- Infected trees in public areas should be cordoned off and removed as a precaution



References: Braun et al. 2021, FISA 2022, Kespohl et al. 2022

## Mitigations

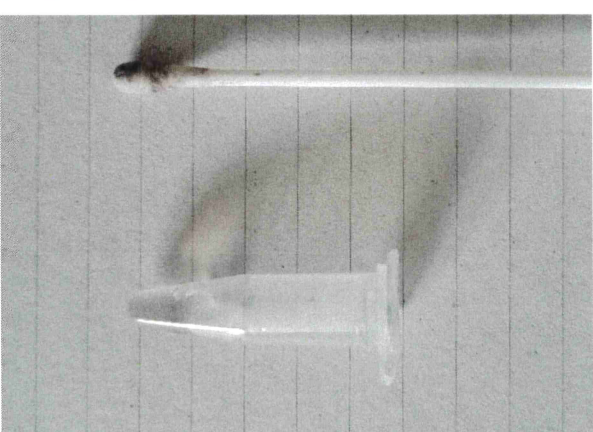
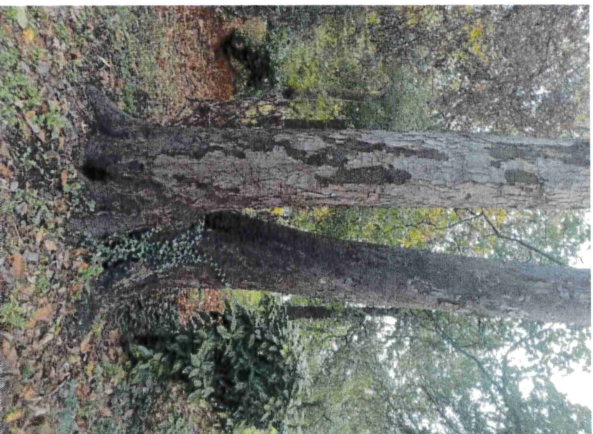
- The infected wood should not be chipped or used as firewood
- It should either be buried locally or covered and transported for incineration
- Some evidence that debarking may eliminate fungal infestation



References: Braun et al. 2021, Kespohl et al. 2022



- If you suspect Sooty Bark Disease, please report it to Tree Alert (with photos)
- Additionally, our team has been working on a new, safer sampling method using swabs
- These can be sent to the FR Tree Health Diagnostic and Advisory Service
- Guidance on this will be out in March 2025



Credit: Alex Lewis

- There are still many unknowns relating to SBD in the UK and how best to manage and develop resilience
- From this 1 year project, an evidence summary/sampling protocol will be published
- Please complete this 5-minute survey to help us understand what further information or guidance you need:  
[https://defragroup.eu.qualtrics.com/jfe/form/SV\\_3dB6K0jMb7Zae](https://defragroup.eu.qualtrics.com/jfe/form/SV_3dB6K0jMb7Zae)
- Thank you for your time!





- **Braun, M., Klingelhöfer, D. and Groneberg, D.A.** (2021) 'Sooty bark disease of maples: the risk for hypersensitivity pneumonitis by fungal spores not only for woodman', *Journal of Occupational Medicine and Toxicology*, 16(1), p. 2. Available at: <https://doi.org/10.1186/s12995-021-00292-5>.
- **Burgdorf, N. and Straser, L.** (2021) 'Disease dynamics and mortality of sooty bark disease in bavarian sycamore stands', *Bundesforschungs- und Ausbildungszentrum für Wald, Naturgefahren und Landschaft (BFW)*, 66, pp. 30–35.
- **Dickenson, S. & Wheeler, B.** (1981). Effects of temperature, and water stress in sycamore, on growth of Cryptostroma corticale. *Transactions of the British Mycological Society*, 76:2, 181-185. [https://doi.org/10.1016/S0007-1536\(81\)80136-2](https://doi.org/10.1016/S0007-1536(81)80136-2).
- **FISA**, 2022. A reminder on Sooty Bark Disease. <https://ukfisa.com/News-Events/News/a-reminder-on-sooty-bark-disease>. Accessed 1/11/24.
- **Kelnarová, I. et al.** (2017) 'Widespread latent infection of Cryptostroma corticale in asymptomatic Acer pseudoplatanus as a risk for urban plantations', *Forest Pathology*, 47(4). Available at: <https://doi.org/10.1111/efp.12344>.
- **Kespohl, S. et al.** (2022) 'Impact of climate change on wood and woodworkers—Cryptostroma corticale (sooty bark disease): A risk factor for trees and exposed employees', *Frontiers in Public Health*, 10. Available at: <https://doi.org/10.3389/fpubh.2022.973686>.
- **Schlößer, R. et al.** (2023) 'Fungi associated with woody tissues of Acer pseudoplatanus in forest stands with different health status concerning sooty bark disease (Cryptostroma corticale)', *Mycological Progress*, 22(2), p. 13. Available at: <https://doi.org/10.1007/s11557-022-01861-6>.



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

<b>Inspection Period:</b> Winter 2025	
<b>Date Inspected:</b> 19.2.2025	
<b>Inspectors:</b> Julie Belsey, Abi Barton	
Area	Condition/Works Required
Gates – check security and lock condition	Good Condition WD40 applied to lock
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	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

## 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

Area	Condition/Works Required
Gates – check security and lock condition	Good Condition WD40 applied to lock
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	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
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**Culmer's Amenity Land  
Inspections**

<b>Inspection Period:</b> Winter 2025 <b>Date Inspected:</b> 19.2.2025 <b>Inspectors:</b> Julie Belsey, Abi Barton	
<b>Area</b>	<b>Condition/Works Required</b>
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.

### Mockett's Wood Site Visit & Inspection

<b>Inspection Period – Winter 2025</b>	
<b>Date Inspected – 19.2.2025</b>	
<b>Inspectors: Julie Belsey, Abigail Barton</b>	
<b>Area</b>	<b>Condition/Works</b>
Mockett's Wood Surgery Entrance	Clear. No overgrowth.
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. Both have been pulled over recently.
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:**

Allotment Plot Tenants/BSPTC Staff

**Location:** Norman Road & Nash Gardens Allotment

**Name of assessor:** Julie Belsey

**Date of assessment:** 19<sup>th</sup> February 2025

**Review Date:** February 2026

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
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.					

<b>Machinery:</b> 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.	Allotment Plot Tenant	24	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.	8	
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.	Other tenants/visitors	16	It is the responsibility of the operator to take due care.	6	
To Children: Children can act unpredictably exposing themselves to risk from machinery.	Children	36	It is the responsibility of the tenant to ensure that children are supervised. No children to operate machinery.	4	

<b>Garden Tools &amp; Equipment:</b> Injuries to hands and feet if equipment is not used correctly.	Allotment Plot Tenant	24	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.	6	
<b>Overhanging Branches:</b> Overhanging branches can cause injuries to tenants, visitors and children	Allotment Plot Tenant, Visitors, Children	12	Regular inspection by Broadstairs & St Peter's Town Council. Tenants to report any problems.	4	
<b>Security of site:</b> Vandalism/Theft	Allotment Plot Tenants	12	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.	2	
<b>Paths:</b> Slip hazards – paths can be slippery when wet. Trip hazards – tools on paths, uneven surfaces.	Allotment Plot Tenants, Visitors, Children	12	Paths to be kept trimmed and clear of hazards by allotment plot tenants. As stated in the allotment lease.	4	
<b>Accumulation of rubbish and non compostable material:</b> Could become a slip/trip hazard	Allotment Plot Tenants	12	Regular inspections by Broadstairs & St Peter's Town Council. 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	2	
<b>Dangerous/hazardous substances:</b> Burns, irritation, allergies etc.	Allotment Plot Tenants	36	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.	8	
			Take constant care and be vigilant		



			when using things like petrol or weed killers.		
<b>Manure Heap:</b> 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	
<b>Water Trough:</b> Legionella	Allotment Plot Tenants	6	Ensure water is not drunk from water troughs.	2	
<b>Bonfires:</b> 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	
			As stated in the allotment lease.		
<b>Unoccupied/untidy plots:</b> Could become overgrown and then slip/trip hazard.	Allotment Plot Tenants	8	Regular inspection by Broadstairs & St Peter's Town Council. Town Council to ensure empty plots are relet. Tenants to report any problems.	4	
<b>Rats:</b> 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	
<b>Lone Working:</b> 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: \_\_\_\_\_



**General Risk Assessment**

**Location:** Culmers Amenity Land  
**Name of Assessor:** Julie Belsey

**Date of Assessment:** 19<sup>th</sup> February 2025

**Review date:** February 2026

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

## General Risk Assessment

**Task / activity or premises assessed:** Volunteer working parties      **Location:** Mockett's Wood

**Name of assessor:** Julie Belsey      **Date of assessment:** 19 February 2025      **Review Date:** February 2026

<b>Hazards and Effects</b>	<b>Affecting Whom</b>	<b>Risk rating with no controls</b>	<b>Existing Controls (if any)</b>	<b>Residual risk rating (With existing controls)</b>	<b>Actions required where residual risk is still too high</b>
<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><b>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.</b></p>					
<b>Animals:</b> Risk of disturbing habitat. Risk of dogs off lead	Volunteers	8	Wear appropriate clothing Beware of loose dogs Seek medical attention as soon as possible after being bitten or scratched	4	
<b>Lifting heavy objects:</b> Risk of injury	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	8	



			effects persist		
<b>Hazards and Effects</b>	<b>Affecting Whom (staff / visitors / public / contractors)</b>	<b>Risk rating with no controls</b>	<b>Existing Controls (if any)</b>	<b>Residual risk rating (With existing controls)</b>	<b>Actions required where residual risk is still too high</b>
<b>Ground conditions:</b> 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	
<b>Lone Working:</b> 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	
<b>Tools and Equipment:</b> Injuries to hands and feet if equipment is not used correctly or	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	6	

removed from site.			after works.			

<b>Hazards and Effects</b>	<b>Affecting Whom (staff / visitors / public / contractors)</b>	<b>Risk rating with no controls</b>	<b>Existing Controls (if any)</b>	<b>Residual risk rating (With existing controls)</b>	<b>Actions required where residual risk is still too high</b>
<b>Refuse, litter:</b> 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	
<b>Working at heights: eg cleaning or maintaining bird boxes:</b> 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	
<b>Cutting branches, chopping wood:</b> 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	



<b>Hazards and Effects</b>	<b>Affecting Whom (staff / visitors / public / contractors)</b>	<b>Risk rating with no controls</b>	<b>Existing Controls (if any)</b>	<b>Residual risk rating (With existing controls)</b>	<b>Actions required where residual risk is still too high</b>
<b>Trees, shrubs:</b> Risk of trips, hitting head on low branches	Volunteers	12	Be alert to the risks and keep a look out for hazards. Be aware of low hanging branches and exposed tree and shrub roots.	8	
<b>Irritants, dangerous plants:</b> Risk of allergic reaction to sap, leaves etc	Volunteers	24	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.	8	
<b>Picking up grass and hedge cuttings:</b> Risk of injury in bending. Risk of injury from stones or rubbish hidden in vegetation.	Volunteers	16	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.	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
<b>Working outside of Council remit:</b> Risk of rendering Council insurance invalid.	Volunteers	36	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.	12	

*U P Baise*

Signature of Assessor: \_\_\_\_\_

Date: 21.2.2024

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

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



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Pierremont Park  
Broadstairs  
CT10 1JX  
United Kingdom

## Quotation

Quote Number: 3895  
Quote Date: 05/11/2024  
Valid For: 30 Days  
Account: CHRI05  
Quote Ref:

Description	Total	VAT
For the removal of the 2 x dead Elm trees, chipping all of the waste into the undergrowth here and leaving the logwood in large sections in the undergrowth.	1,000.00	200.00
For the following work to be carried out on the footpath off Bairds Hill Broadstairs.		
what3words location: Pound.Tame.Index		

Total Net Amount: £1,000.00  
VAT @ 20%: £200.00  
Quote Total: £1,200.00

## **Allotments & Land Report 10<sup>th</sup> March 2025**

### **Item 7: Norman Road and Nash Gardens Allotments**

A non-recyclable waste collection has taken place, with two and a half van loads of waste removed from the allotments.

Thanet District Council has undertaken the tree works at St Peter's Recreation Ground that are alongside our allotments highlighted in our Contractor's tree survey

### **Item 8: Culmer's Amenity Land**

The Civic and Support Officer has sent a proposal to CT10 Charities to incorporate a wild flower meadow and two wild cherry trees on the site. This will go through the Environmental Committee with full information for the Committee should CT10 Charities give their consent as they are the owners of the land.

Boxgreen continue with the Grounds Maintenance of this land.

### **Item 9: Mockett's Wood**

The Woodland Officer position has been advertised and the application deadline has now passed.

For the Committee's information, the Volunteer Tree Warden has passed on the slides at attachment 2 for information regarding sooty bark disease.

### **Item 10: Pierremont Park Grounds**

Hopefully you will have noticed that the bulbs have now come through again this year within the central wooded area. Boxgreen continue with the grounds maintenance within the Pierremont Hall grounds.

### **Item 11: Land under licence**

The Gardeners have been working at Balmoral taking back the shrubs back and starting to thin out the raised beds. The Town Team have been helping with this work and also donated and planted bulbs they had left over.

As there are now additional grass areas to be cut, there will be a need to invest in another, more heavy duty lawn mover, which we anticipate purchasing within the next month. Our current one will continue to be used for the smaller ornamental areas.

TDC Waste & Recycling are still storing their dust carts in the Lousia Bay Storage area, which we share with The Town Team. These are taking up a lot of room and greatly reduces down the capacity for use. The Deputy Town Clerk has contacted TDC Waste & Recycling to ask what their future plans are, given that we have taken on more of TDC's land under licence and require storage for our additional equipment.

Our new Gardener commences on 31<sup>st</sup> March at 30 hours per week. We will introduce him on social media as part of our ongoing promotions of the improvements to the areas that we have taken on.

### **Item 13: Grounds Maintenance Contract**

NJL Boxgreen were the successful contractors again for the next 3 years, April 2025 to March 2028. Due to time scales and the need for approval to be within an open meeting, this was approved at Community Assets on 20<sup>th</sup> January 2025.



**Item 14: Tree Work**

Two dead trees along the public footpath off Bairds Hill have been brought to our attention. These trees are located on 'no mans land' and are both dead and could cause a potential hazard. We have received a quote for their removal (attachment 5) Money can be used from Open Spaces cost centre codes.

**For the removal of the 2 x dead Elm trees, chipping all of the waste into the undergrowth here and leaving the logwood in large sections in the undergrowth.  
£1000 plus VAT**

**Decision required from Committee if the Town Council should go ahead with the removal of these trees**