

HENNOCK PARISH COUNCIL

MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON TUESDAY 21ST NOVEMBER 2017 IN HENNOCK VILLAGE HALL STARTING AT 7.30PM.

PRESENT: Cllrs P Baker, J Parker & J Williamson
Members of the public
Helen Reynolds, Clerk to the Parish Council

PART I (Open to the Public)

1. ELECTION OF CHAIRMAN OF THE ALLOTMENTS COMMITTEE: Cllr J Parker was unanimously elected as Chairman to the Committee.

2. FILMING AND RECORDING OF MEETINGS: The Chairman reminded all in attendance at the meeting that they may be filmed, recorded, photographed or otherwise reported about. Hennock Parish Council's protocol on the filming and recording of meetings was on display and those undertaking these activities were deemed to have accepted them whether they had read them or not.

3. TO ACCEPT APOLOGIES FOR ABSENCE: None.

4. DECLARATION OF INTEREST FOR ITEMS INCLUDED ON THE AGENDA & A REMINDER TO COUNCILLORS TO UPDATE THEIR REGISTER OF INTERESTS WHERE APPROPRIATE: None.

5. REQUESTS FOR DISPENSATIONS: None.

6. PUBLIC PARTICIPATION: AN OPPORTUNITY FOR MEMBERS OF THE PUBLIC TO SPEAK TO THE COUNCIL ABOUT MATTERS WHICH CONCERN THEM: Mrs Chrissie Griffiths confirmed that they had fenced their plot [Bottom Plot at Hennock allotments consisting of 660m²] at their own expense. The Chairman thanked Chrissie and Neil on behalf of the Parish Council.

Ms Ann English enquired about the responsibility for the right of way through the Hennock allotments; she explained that one part was very undulating and so bad her ankles twisted. The Clerk was instructed to contact Simon Lee, Dartmoor National Park Ranger, regarding this matter.

Mrs Chrissie Griffiths thought there might be some asbestos on the surface of the Hennock Allotments on the far side of Phase 2 near the footpath. Mr Alec Jacobs commented that he was not aware of it but anyway it will be wet/damp and therefore not a problem (when asbestos is wet it cannot release dust particles). The Clerk was instructed to liaise with Alec and, if it is identified as asbestos, arrange for a specialist to remove it.

The Chairman thanked the members of the public for regularly attending Allotment Committee meetings.

7. APPROVAL AND SIGNING OF THE MINUTES: The minutes of the Allotments Committee meeting held on the 18th April 2017 were duly approved and signed.

8. MATTERS ARISING FROM THE MINUTES:

8.1. Signage for Hennock allotments regarding dogs and unauthorised dumping of items: It was noted that these signs had been sited on the entrance gate to the allotments.

8.2. Welfare of the birds on plot 13B at Chudleigh Knighton allotments: Following a site visit with the Chairman on 19th June 2017, the matter was reported to the RSPCA; unfortunately, the RSPCA does not have enough officers to investigate the wide number of concerns that people bring to their attention. (In order to prioritise their workload, they deal with incidents that require their immediate attention. They recognised there is a welfare concern but considered it a low-level priority but requested the Council monitor the situation and report any deterioration).

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Cllr Williamson reported that Teign Village Allotment Association amended its allotment agreement to specify that birds must be looked after and it was agreed that this should be considered under item 12.

9. AGREEMENT OF AGENDA BETWEEN PARTS I & II: There were no items to be discussed in Part II.

Standing Orders were suspended and reinstated throughout the meeting to enable members of the public to contribute to discussions where appropriate.

10. HENNOCK ALLOTMENTS REVAMPING UPDATE: Alec Jacobs reported as follows:

- All plots except plots 1-3 are marked with corner posts.
- The shed situated in Phase 2 has no floor in it and is considered unsafe and so there was a request for someone to dismantle it and use the wood for kindling. Chrissie Griffiths suggested the tenant of Plot 2 may do this.
- In response to a question from the Chairman, Alec confirmed that Phase 2 would be used for allotments. The Chairman asked whether it would be worth having it as a communal area and Alec responded by advising that it needed clearing so people can walk across this area.
- Plots need to be inspected when tenants leave.
- Plots 1-12 are let but the tenant of Plot 8 would like to give up – he will keep it going until it is re-let. There is a greenhouse on this plot and after some discussion, it was agreed that it should be removed by the end of March 2018 if there is nobody willing to take it over by this time.
- The tenant of Plot 10 has transport problems and may need to give up the plot.
- If another plot is required it can be created below plots 10 & 11 but it was acknowledged that there was no point in creating a new plot if plots 8 & 10 become available.
- Potatoes have been harvested and some have been donated to charity.
- Richard Harvey, Brian Marnham & Miles Pomfrett have done a great deal of work helping Alec at the allotments – the Chairman expressed her thanks to them and commented on the amazing results.

11. CONSIDER MARKER PEGS FOR ALLOTMENT PLOTS: The Chairman explained that marker pegs are an issue, people move them and it makes it very hard to identify plots; Chudleigh Knighton allotments are in desperate need for new marker pegs.

The Clerk had undertaken some initial research: Gingerwick Allotment Plot Numbering Signs are made from aluminium plate; overall size: 7.5cm x 7.5cm (with four pre-drilled holes and screws to mount). 67 signs to accommodate Chudleigh Knighton and Hennock would cost £167.50 plus VAT (67 @ £2.50 each) – this excludes the cost of the posts on which to mount the signs and the cost to fix them.

After some discussion, Alec suggested white plastic (of which he has a supply) to which plastic stick on letters (available to purchase locally) could be added; he kindly agreed to produce a trial marker peg with a view to seeing if it would also work for Chudleigh Knighton allotments.

12. REVIEW TENANCY AGREEMENT:

After some discussion, it was unanimously resolved that the following amendments should be made to the existing Tenancy Agreement:

New Clause (renumbered 6): The Tenant shall not, without express written consent of the Landowner bring soil in to the Allotment.

Amendment to Clause 7 (previously Clause 6) to read: The Tenant shall not keep any livestock on the allotment except that permitted under Statute (s.12 Allotments Act 1950 – domestic chickens, and/or Rabbits) without the prior written consent of the Landowner. These should be kept in accordance with DEFRA's guidance. The tenant shall store any livestock feed and pick up any spilt feed in such a way to discourage vermin.

New clause (7.1): All bird accommodation should have facilities for keeping the birds under cover in the event of an Avian Influenza outbreak.

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Amendment to Clause 8 (previously Clause 7) to read: The Tenant shall keep every hedge which forms part of the boundary of Allotment Gardens properly cut and trimmed, shall keep all ditches properly cleansed and maintained, shall keep in repair any other fences and any other gates and sheds on Allotment Gardens, and shall maintain the marker peg identifying the plot number and ensure it is not removed from the plot.

Amendment to Clause 10 (previously Clause 9) to read: The Tenant shall not, without express written consent of the Landowner, erect any building on the Allotments Garden, except buildings erected pursuant to **section 12 Allotments Act 1950**; and shall be responsible for removal of any building on or before expiry of the Tenancy. The maximum size permitted for a shed is 48 square feet (8 x 6 foot) and the maximum size permitted for a greenhouse/polytunnel is 144 square feet (12 x 12 foot).

Additional wording to be added to the end of the Agreement to comply with the new General Data Protection Regulation to be introduced in May 2018:

Please provide telephone numbers and email addresses in case we need to contact you about your allotment. You do not need to tell us this information but it will help us to contact you quickly if necessary. Your data will be stored for the period you hold an allotment tenancy and for five years after expiry of the tenancy agreement for audit purposes.

The Parish Council will not share your information with any person or organisation outside of the Parish Council.

You have the right to request a copy of the information that the Parish Council as Data Controller holds about you and you have the right to withdraw your consent for the Council to process your data at any time. If you would like a copy of the information, please contact the Clerk who is the Data Protection Officer: clerk@hennockpc.org.uk

If you have a concern about the Parish Council's information rights practices you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Your declaration:

I/We understand that the Parish Council will use the information I/We have provided for the purpose of administering the allotments.

The Clerk was instructed to redraw the Tenancy Agreement for use in 2018 and arrange for a bi-annual review of the Tenancy Agreement.

The practicality of insisting the tenant provides 12 months' notice in writing to terminate the Tenancy was discussed; it was accepted that in practice 12 months' notice is not insisted upon, particularly where there are people on the waiting list.

13. CONSIDER INVITATION TO HENNOCK & CHUDLEIGH KNIGHTON ALLOTMENT HOLDERS REGARDING THE POSSIBILITY OF SETTING UP ALLOTMENT ASSOCIATIONS: After some discussion, the following was agreed:

- The Chairman will continue to encourage people to set up an allotment association.
- The Clerk should place an article in December Parish News.
- Cllr Williamson would be happy to meet and talk to people interested in setting up an allotment association.
- Alec could put something on the new notice board at Hennock allotments.
- It should be kept on the agenda.

14. USE OF LARGE SHED ON PLOT 10 AT CHUDLEIGH KNIGHTON ALLOTMENTS: Mr Ken Jones is the tenant of Plot 10 at Chudleigh Knighton Allotments. He used to manage the allotments on behalf of the Parish Council. During that period Plot 10 was rented by a husband and wife who looked after and lived at Chudleigh Knighton Village Hall and they requested to build a very large shed on the plot to house a large and small

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tractor which they owned; permission was granted for this. Mr Jones subsequently took the tenancy of the plot and he has always allowed Mr Ken Hill (tenant of the Top Plot) to use the shed for the same purpose. For health reasons, Mr Jones will be giving up the plot in March 2018 and he has written to the Parish Council asking that Mr Hill be permitted to retain use of the shed after March.

After some discussion, noting that there are eleven people on the waiting list for Chudleigh Knighton allotments and there is very little turnover of plots, the Committee resolved that the large shed should be removed so that Plot 10 can be made in to two plots and satisfy some of the demand. The shed should be emptied so that the Council can instruct its preferred contractor to remove the shed in March and prepare the two plots for letting. The Clerk was instructed to respond to Mr Jones and contact Dartmoor Heathers & Gardens, accordingly.

15. MATTERS BROUGHT FORWARD BY PARISH COUNCILLORS: None.

16. AGREE DATE, VENUE AND TIME OF NEXT COMMITTEE MEETING: It was agreed that in the future the venue for Allotment Committee meetings should alternate between Hennock Village Hall and Chudleigh Knighton Village Hall. The next meeting will be held on Tuesday 20th February 2018 in the Garden Room, Chudleigh Knighton Village Hall starting at 7.30pm.

Part II (Private): None.

As there was no further business the meeting ended at 8.45pm.

Signed Dated.....