



## BLYTH TOWN COUNCIL

**Minutes of the Meeting of the Allotments Committee** held in the Council Chamber at Arms Everytne House on Thursday 11<sup>th</sup> September 2014 at 6.30pm.

**Present:**

Councillors: K Ellis (Chair in the Chair), JR Potts (Vice-Chair) C Bruce, O Potts and D Rutter

Also present:

Councillor R Parker

Members of the Public: Five

Stephen Rickitt – Town Clerk (Democratic Services) **[SER]**

Sean Robinson – Assets Officer **[SR]**

David Clough – Assistant Assets Officer **[DC]**

**041/14/01: APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors L Rickerby, G Thompson and A Turnbull

**042/14/02: DISCLOSURE OF INTERESTS AND GRANT OF DISPENSATIONS**

None

### **043/14/03: MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON THE 3<sup>RD</sup> JUNE 2014**

These were agreed as a true record and signed by the Chair.

The Town Clerk (Democratic Services) to action the research regarding neighbouring land at 10<sup>th</sup> Avenue. **Action SER**

### **044/14/04: REPORT OF THE ASSETS OFFICER**

The Committee considered the report of the Assets Officer, a copy of which is attached to the signed minutes (see below).

The Committee made the following decisions:

#### 1: Bolam Avenue

To delegate authority to the Assets Officer (in consultation with the Chair and Vice-Chair) to arrange the re-siting of the water meter and stopcock once a check has been made to ascertain details of the original decision to locate in the current position, including the dates of any instructions and invoices. **Action SR**

The Committee was advised that road planings had not yet been delivered as only those without tar contamination were suitable. [See also the minute on 10<sup>th</sup> Avenue below]

#### 2: Beatrice Avenue

The Committee authorised the installation of the gate. **Action SR/DC**

#### 3: 10<sup>th</sup> Avenue

The Committee gave retrospective approval for the emergency repairs to the car park entrance repairs.

Following an explanation from the Assets Officer, the Committee agreed to authorise the use of the eco-proactive binding product as material for the repair of the roadways. This will be monitored as being a potential long-term solution for other allotment roadways. **Action SR/DC**

#### 4: Wensleydale

The Committee approved the instruction of WL Straughan and Sons to convert one plot into raised beds for the disabled (including paving) and to clear Plot 29 and convert it into three Plots.

The Committee gave delegated authority to the Assets Officer (in consultation with the Chair and Vice-Chair) to accept the lowest tender for the clearance of Plot 54 and its conversion into three plots. **Action SR/DC**

#### 5: Site Surveys

The Assets Officer was authorised to commence the surveys of each site. He is to keep the Chair and Vice-Chair informed of progress. **Action SR**

#### **045/14/05: ANY OTHER BUSINESS AND ITEMS FOR URGENT ATTENTION**

Members of the Committee sought clarification on a number of financial issues. A member of the public sought a possible waiver of rent and was asked to put the request in writing.

The Assistant Assets Officer and the Town Clerk (Democratic Services) are to provide a report on the restrictions (if any) on raising rents on "Dig for Victory" allotments. **Action DC & SER**

#### **046/14/08: DATE OF THE NEXT SCHEDULED MEETING**

It was **AGREED** that the next scheduled Meeting of the Allotments Committee is to take place on the 7<sup>th</sup> October 2014 at 6.30pm in the Council Chamber which will focus on the budget proposals for 2015/2016

#### **047/14/09 AN ALLOTMENT TENANCY**

The Committee then resolved to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 as it involved potential legal proceedings.

The Committee were advised of issues surrounding the termination of an allotment tenancy on Laverock Place. The Committee endorsed the action of officers in giving notice to quit.

**Meeting Closed: 7.20pm**

**Date:**

**Signed:**

**Members of the Committee:**

Councillor K Ellis (Chair)  
Councillor J R Potts (Vice-Chair)  
Councillor C Bruce  
Councillor B W Elliott  
Councillor O Potts  
Councillor L Rickerby  
Councillor D Rutter  
Councillor G Thompson  
Councillor A Turnbull

DRAFT

**Allotments Committee**

**11 Sep 2014**

*Report of the Assets Officer*

**Bolam Avenue**

Work has now been completed (16 Aug 14) for the removal of excess rubbish which was deposited along the wall adjacent to Ford Drive and the clearance of 2 gardens.

There has been a water leak on the site which has been rectified. The cost of the repair was £192 + vat.

The water meter and stop cock requires to be moved as it has become a hazard with a number of near misses from vehicles. I propose that the water meter and stop cock should be re-sited and the quote/cost for this work to be carried out is £548.40 + vat.

Cllr C Bruce enquired as to empty/unused gardens on the site. The Blyth Small Holdings & Allotment Association with support from Blyth Town Council has now served notice to 12 tenants that have been in breach of their tenancy agreements. All 12 gardens have now been re-let to new tenants and all gardens on the site are occupied.

Cllr Bruce has arranged that 2 lorry loads of road planings to be delivered to Bolam Avenue. This needs approval from Blyth Small Holdings & Allotment Association prior to delivery. We also need a plan from the Association of how the work is to be carried out.

**Beatrice Avenue**

There is a need to fit a double gate to the fence running adjacent to the field that is now been turned into new allotment gardens. Presently the only access in to the field is from the south side of Laverock Hall Road and transiting through the horse field. With the issue of the land ownership been questioned by the proprietor of the stables this will avoid any confrontation until the matter is resolved. Also we can then block the access from stables once the horses have been removed. The quote/cost for this work is £980.00 + vat.

**Side Club**

Nothing to report

**10<sup>th</sup> Avenue**

The committee agreed to carry out emergency repairs to the road surface from the entrance to car park as it has become unsafe. The emergency work was carried out w/c 09 Jun 14 and the cost for the repair was £1,178.00 + vat. This was approved by the Chair and Vice Chair.

With the temporary surface repair now complete we are now looking to get a more permanent durable surface laid. As discussed at previous Allotment Committee meetings we received a quote from Northumberland County Council which came to £40,000 which is excessive for what we would like to achieve.

We have now sourced two more quotes for the work as follows:

## Draft V2 Subject to ratification

Perfect Paving Solutions (Steven Arkle Ltd) £27,318.40 + vat

W L Straughan & Son Ltd

Option 1 (500m2) – (ECO PROACTIVE)

To: Rip, grade and incorporate eco-proactive binding product to material and roll. (This option will be a permanent option).

£5,010.00 + vat

Option 2 (500m2) – (GSB)

To: Excavate 100mm of area and dispose of materials.

Supply and install 100mm of GSB Type 1 sub-base and consolidate.

£5,285.00 + vat

Myself, and the Assistant Assets Officer have visited an Allotment site in Ashington which has had option 1 laid on the entrance and from the feedback of the Allotment holders they are very happy with the new surface. Ashington Town Council is now in the process of improving the road surface at another site and is looking to carry out resurfacing on all their sites in the near future. If any of the Committee members would like to view the resurfacing at Ashington we can arrange a site visit.

Raised Beds:

A quote has been sought to install raised beds at 10<sup>th</sup> Avenue as previously discussed by W L Straughan Ltd:

£1,525.00 + vat

**Recommendation: That approval is given for the above works to be carried out.**

### Laverock Place

An issue concerning an individual allotment will be discussed in Part II.

### South Farm

Nothing to report

### 20<sup>th</sup> Avenue

Nothing to report

### Bebside

Nothing to report

### Wensleydale

The building of the seven new gardens is now complete and 6 of the gardens have now been let to new tenants from the waiting list. The seventh garden is to be converted for the use of disabled tenants. The cost/quote for this work is below:

Perfect Paving Solutions (Steven Arkle Ltd) £12,600 + vat

W L Straughan & Son £2,022 + vat

The following quotes have been received for the clearance of plot 29 and to increase it to three plots.

Perfect Paving Solutions (Steven Arkle Ltd) £16,800 + vat

**Draft V2 Subject to ratification**

W L Straughan & Son £680.00 + vat

The following quote has been received for the clearance of plot 54 and to increase it to three plots.

Elysian Fields Garden Services £950.00 + vat

Awaiting one further quote for plot 54

**Recommendation: That approval is given to carry out the above works.**

With regards to the re-location of the water meter and stop cock is that we have been in contact with Persimmon and a meeting is scheduled for 10 Sep 14 with Northumbrian Water also in attendance. A verbal update will be given at the Allotment Committee meeting.

**Sean Robinson**

**Assets Officer**

11 Sep 14

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