

BLYTH TOWN COUNCIL

Minutes of Assets Working Group Meeting held at the Buffalo Community Centre on Tuesday 30th March 2010 at 6.00pm.

PRESENT:

Councillors: P Lovatt (Chair)
J Condon
K Ellis
A Gibbs-Barton
P Reid

Town Clerk: S Noddings

IN ATTENDANCE:

No members of the public were present at this meeting.

1. APOLOGIES FOR ABSENCE

No apologies had been received.

2. DISCLOSURE OF INTEREST

There were no disclosures of interest.

3. MINUTES OF THE MEETING HELD ON 16th MARCH 2010

The minutes were agreed and approved by those present.

4. ALLOCATION OF RESPONSIBILITIES REGARDING ACTIONS ARISING FROM THE MEETING HELD ON THE 16th MARCH 2010

No:	Action:	Responsibility:
1.	Risk Assessment to be conducted regarding the locking of gates at all allotment sites.	Policy - P Reid
2.	Review Newcastle City Council's scheme/policy on allotment gates and share good practice.	Policy - P Reid Costing - K Ellis
3.	Facilitate a Training Course for representatives of all allotments for the handling of Rat Poison.	Training - A Gibbs-Barton

4.	Establish the extent of the Waiting List for Blyth Town Council Allotments and individual allotments and share information with all concerned.	S Noddings
5.	Review funding opportunities for Blyth Town Council Allotments and individual allotments and identify opportunities for support.	Ongoing Activity
6.	Invite Police involvement at future meetings of the Assets Working Group with particular reference to the Allotments.	S Noddings
7.	Priority - Establish Blyth Town Council Policy on pensionable age and eligibility for discounted rent.	Policy - P Reid
8.	Review all policies and procedures that have been introduced e.g. Partnership in Allotments, Grandfather Rights, etc to establish a framework for all allotments to work with.	Policy - P Reid
9.	Establish whether all Blyth Town Council Allotments have Statutory Status. (<i>Statutory Status applies to land bought or leased for the express purpose of providing allotments. Non Statutory Status applies to land bought or leased with a long term alternative purpose.</i>)	S Noddings to confirm with NCC Legal Team but it is believed Blyth Allotments are all Statutory Status
10.	Agree rents for 2010-2011.	Proposal to Council on 13.05.10 - P Lovatt
11.	Establish whether the number of allotments is appropriate for the population in Blyth Town Council catchment area.	No minimum requirement although there are examples of good practice. Average of 1 allotment for every 73 households in England and Wales

4.1 ADDITIONAL ACTIONS AND RESPONSIBILITIES

- It was recommended that Blyth Town Council subscribe to membership of the National Society of Allotments and Leisure Gardeners at a cost of £60.00. **Agreed Action: AG-B**
- Delegated Authority for the Assets Working Group was discussed and the need for a cash limit to be defined for expenditure. **Agreed that the Chair recommend this to Council on the 13th May 2010. Action: PL**
- The Town Clerk to contact Northumbrian Water regarding meter readings, leaks, stand pipes and to explore the possibility of locked access. **Action: SN**
- The Town Clerk is to arrange a schedule of visits to all allotments sites for the mornings of Saturday 10th, Sunday 11th, Saturday 17th and Sunday 18th April 2010.
Schedule of visits to be circulated to all Councillors. **Action: SN**
- The Town Clerk is to check which sites require skips/trailers, identify secure locations, and establish frequency. K Ellis to establish the cost of hiring skips and trailers and identify potential contractor. **Action: SN and KE**

5. DATE OF NEXT MEETING

The next meeting will take place on Tuesday 20th April 2010 at 7.00pm. Venue confirmed as the Isabella Community Centre.

Signed by the Chair: _____

Date: _____