

**MINUTES OF THE PARISH COUNCIL MEETING**  
**OF BUCKLAND BREWER FIELDS AND ALLOTMENTS SUB-COMMITTEE HELD ON**  
**THURSDAY 26<sup>th</sup> OCTOBER 2017 AT 7:30 AT**  
**THE CHURCH SCHOOL ROOM**

**Members Present:** Mr Andrew Hewitt, Mrs Elisa Hurley and Mr Trevor Mills

**Also in attendance** Betty Banks, David Blight. Debbie Byworth, Terry Byworth, Peter Iles, Sandy Iles, Chris Kaminski, Grash Kaminski, Kevin Lobb, and Lynn Snead

**Parish Clerk:** Mr P Blossie

<b>KEY: Actions are shown in bold blue type    Decisions are shown in bold red type</b>
---

1.     **Introduction by the Parish Clerk:** The Clerk explained that this sub-committee had been formed at the last Parish Council meeting, partly as a result of the inspections that had taken place in September, and to provide a less formal forum for discussions with field and allotment tenants. It had been agreed unanimously that an allotment holder should be co-opted to the sub-committee. The detailed terms of reference for the sub-committee are for the sub-committee itself to propose and this might be something that develops over time. It will not be a decision-making body. Any recommendations, including any relating to its terms of reference, will be presented to the full Parish Council for further debate and ratification. As a small sub-committee, it is not felt necessary to elect a Vice-Chair, but the Council's Standing Orders require it to elect a Chair for the duration of each year.
2.     **Election of Chairperson:** It was agreed unanimously that Elisa Hurley would Chair the Sub-Committee for the remainder of the current year. (Proposed by Andrew Hewitt/seconded by Trevor Mills)
3.     **Co-option of an Allotment Holder:** It was proposed by Betty Banks, seconded by David Blight and agreed unanimously to co-opt Chris Kaminski.
4.     **Apologies for Absence:** Chris and Lyn Layton, Jack Seddon, and Eric Tucker
5.     **Declarations of Interest:** None
6.     **Public Participation:** It was agreed that, to keep the sub-committee informal, it would not be necessary to include 'public participation' items on future agendas and that all discussions could be open to everybody present at the meetings.
7.     **Terms of Reference:** The following terms of reference were proposed:
  - a. To monitor the use and maintenance of fields and allotments and to recommend terminations of tenancies in appropriate circumstances
  - b. To encourage communal help between field and allotment holders
  - c. To promote open communication between tenants and the Parish Council and to assist with upkeep of plots if needed
  - d. To review allotments rents and conditions of tenancy annually
  - e. To review field rents every five years and to consider the terms and conditions for each tenancy when they become vacant
  - f. To monitor income and expenditure on fields and allotments at each meeting

8. **Frequency of Meetings and Date of Next Meeting:** It was agreed unanimously that the sub-committee should meet three times a year and that inspections should be carried on Saturdays about two weeks prior to each meeting.  
During 2018, meetings will be held on;
- Thursday 1<sup>st</sup> March 2018
  - Monday 2<sup>nd</sup> July 2018
  - Tuesday 6<sup>th</sup> November 2018
9. **Frequency of Inspections:** See above  
During 2018, inspections will be carried out on:
- Saturday 17<sup>th</sup> February 2018
  - Saturday 16<sup>th</sup> June 2018
  - Saturday 20<sup>th</sup> October 2018
- It was also agreed that there would be a 'pitch-in' Saturday in the near future, on a date to be confirmed, when all allotment holders would be invited to help with a general clearance of paths and hedges.
10. **Issues arising from the inspection held on 9th September**
- Field reference numbers: 8315 & 9216 Black Horse Field** - enhance bank between field and allotments when new allotment gate installed. It was agreed that it might be necessary to purchase a few plants to help build up the bank, and that this work would probably not be done until next Spring.
  - 9551 & 9947 Portway** - being given up by the present tenant and needs a new gate (to be provided by PC). Outgoing tenant to renew fence so that gate opens inwards.
  - 6047 & 6744 Well Park & 6552 Frogs Parlour/Frogs Park** - advise tenant that, if he were to give up tenancy, he may be required to reinstate the hardcore/rubble yard in front of barn. The tenants had contacted the Clerk about this issue and had agreed that they were aware that this was the case. They apologised for not having sought prior consent.
  - 6955 Long Close** - new stock fences to be installed on the boundary of the field. There had been no response from the tenant so far. **The Clerk will contact them again.**
  - 1500 Hymns Piece** - requires a new gatepost (PC responsibility) and adjacent landowner to trim hedges. The hedge has now been trimmed.
  - Community/School Fields** – short term: trim the hedge & verge along the long footpath adjacent to the village hall and the trees beside the new houses. The bank at the bottom of the field needs some attention and a hedge needs planting. Acquisition of machine to drill holes to install new fencing is in progress. Long term: some stone work needed on wall at rear of the School and hedge needs properly laying. Trevor Mills is seeing the hedge layer on Monday to get a quote. The Clerk said that he had had a request from the Village Hall to book the field for next year's fete on 14<sup>th</sup> July 2018.
  - 0506, 0699 & 9506 South Church Park** - overhanging sycamore from playing field to be cut back by Andrew Hewitt. New tenant to fence boundary with the playing field with high tensile wire fence. Tenant to put a spring on the top gate at the end of the footpath. Footpath diversion in progress. Andrew Hewitt said that he needed to discuss the overhanging sycamore and a rope ladder/swing rope that had been attached to one of the trees with the Playing Field Association. The spring on the top gate has now been done.

**h. Allotments** - *In a poor state with minority being kept tidy, hedges not trimmed, and path edges not cut.* Andrew Hewitt opened the discussion by talking about the need to look after the hedges and green banks. Trevor Mills explained that the RPA limits when hedges should be cut back to once every two years in the season between September and February to protect birds and other wildlife. Andrew said that tenants should be trimming their side of the hedges. The other sides and top ought to be maintained by the Playing Field Association and Black Horse Field's tenant. There was further discussion about keeping the pathways trimmed and the difficulties caused when some tenants don't maintain their plots at all and when weeds etc can spread. In particular, the main path along the side can only be kept under control properly if every tenant does their own bit regularly. It is also difficult to get wider pieces of equipment down the path, especially as some tenants have not moved their sheds to the other end of their plots as requested. Andrew Hewitt will ask Matt Fry if he could do all of the path if Trevor Mills could use the topper on his small tractor to get it down to a reasonable length first. Andrew Hewitt suggested that a communal effort at trimming the hedges and generally tidying up would be helpful and that this could be done every couple of years. A date will be set for the first of these in the near future. **The rubbish at the bottom end of the allotments was discussed. Lynn Snead said that she would have another go at "blitzing" this and offered to have it done by the time of the next meeting.** Chris Kaminski spoke about the sheds/lean-to's extending on to the path and it was agreed that these would be picked up at the next inspection. It was agreed that vacant plots ought to be covered in black plastic to prevent weeds spreading and to make it easier for the next tenant to make use of the plot. **Andrew Hewitt will obtain a supply.**

11. **New Allotment Gate:** - *gate and posts purchased. Work to be done subject to weather. See 10a above. A 4' gate is to be installed in the spring.*
12. **Vacant Allotment: Plot 2:** - *pending notification that it is clear and ready for inspection. It was noted that plot 3 is not being maintained and it was suggested that the Council should offer to cover it in black plastic until the tenant is able to use it again. Andrew Hewitt will measure up to see how much is required.*
13. **Best Kept Allotment Award:** It was reported that the Parish Council had offered to sponsor a 'Best Kept Allotment' award at future Garden Fetes each September. It was agreed that the prize ought to be garden centre vouchers and that the rules for the award should be discussed at the next meeting.
14. **Discuss Possible Items for Next Agenda:**
  - a. Best Kept Allotment Award rules
  - b. Financial statement

**There being no further business, the meeting closed at 8:50 pm**

**Date of Next Meeting:**

Thursday 1<sup>st</sup> March 2018: 7:30pm in the Church School Room

**Signed as a true record:**

**Chair:** ..... **Date:** .....