

HEBDEN ROYD TOWN COUNCIL

MEETING of the ALLOTMENTS COMMITTEE
held Tuesday 10th July 2012

MINUTES

PRESENT Councillors; Boggis, Scorer Yorke, Davenport.

Also: Bear

Clerk: Emma Housman – Neighbourhood Manager HRTC.

133. ELECTION OF CHAIR/DEPUTY CHAIR

It was moved by Cllr Scorer

Seconded by Cllr York and

RESOLVED that Cllr Boggis be Chair of the Allotments Committee for the Council year 2012/13.

It was moved by Cllr Scorer

Seconded by Cllr Boggis and

RESOLVED that Cllr Yorke be Deputy Chair of the Allotments Committee for the Council year 2012/13.

134. Apologies for Absence and any substitutions

Apologies were received from Cllrs Beacroft Mitchell and Sweeney.

135. Members` Interests relating to agenda items for this meeting.

None were noted at this time.

136. To report on matters arising from the minutes of meeting held 20th March 2012 not itemised on this agenda.

There were no matters arising.

137. HEADS OF TERMS

Following a discussion

It was moved by Cllr Scorer

Seconded by Cllr Yorke and

RESOLVED that further to clarification from CMBC to include in HRTCs Allotments Information:

Fair Allocation Policy – Allotments will be allocated on a first come first served basis as per the waiting list, providing that the applicant is a resident of Hebden Royd and on the electoral roll.

Disability Policy – Hebden Royd Town Council shall not discriminate on grounds of disability and where practicable accessible features, such as raised beds shall be included in new allotments.

138. ASSET TRANSFER – BANKSFIELD

Following a discussion

It was moved by Cllr Yorke
Seconded by Cllr Boggis and
RESOLVED that as soon as a date for asset transfer is set that the
Neighbourhood Manager contact all of the plot holders to arrange a
meeting to discuss the future of the site.

139. ASSET TRANSFER – HIGH HIRST

It was moved by Cllr Yorke
Seconded by Cllr Boggis and
RESOLVED that the Neighbourhood Manager circulate the plans for
High Hirst via email to members of the group and if required and
extraordinary meeting would be called to approve the plans.

140. DATE OF THE NEXT MEETING

The next meeting is scheduled for the 14th August; however this
clashes with committee members leave.

It was moved by Cllr Scorer
Seconded by Cllr Boggis and
RESOLVED that The Neighbourhood Manager circulate alternative
dates for the next meeting.

Meeting Finished 7:55pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the ALLOTMENTS COMMITTEE
held Tuesday 4th September 2012

MINUTES

PRESENT Councillors; Boggis, Sweeney, Yorke.

Also: Bear, Polly Webber, Liz Dodd

Clerk: Emma Housman – Neighbourhood Manager HRTC.

- 252. Apologies for absence and any substitutions**
Apologies were received from Cllr Scorer & Cllr Beacroft-Mitchell
- 253. Members` Interests relating to agenda items for this meeting.**
None were noted at this time.
- 254. To report on matters arising from the minutes of the meeting held 10th July 2012 not itemised on this agenda.**
There were no matters arising.
- 255. ALLOTMENT TENANCY AGREEMENT**
Following a discussion
It was moved by Cllr Yorke
Seconded by Cllr Boggis and
RESOLVED to approve the Hebden Royd Town Council Allotment Tenancy Agreement.
- 256. ALLOTMENT GUIDLINES**
Following a discussion
It was moved by Cllr Yorke
Seconded by Cllr Sweeney and
RESOLVED that subject to the amendments (to include hosepipe use, transfer of tenancy, veg & fruit and law on bonfires) that the guidelines be approved and will be reviewed after the first year.
- 257. ASSET TRANSFER – BANKSFIELD**
Following discussion
It was moved by Cllr Yorke
Seconded by Cllr Sweeney and
RESOLVED that;
a) Establish a date for asset transfer
b) A meeting is to be arranged with the current tenants within the next two weeks. This meeting will highlight the benefits of HRTC taking over the allotments i.e. new water supply, fencing & volunteer support where needed.

- c) Inspect the plots. If the plot is being maintained correctly then HRTC will automatically grant the new tenancy. If there are issues with the plot then these will be discussed on a one to one basis with the plot holder to find a way forward.
- d) Site visit on Thursday 6th September to include survey by Yorkshire Water – Cllr Boggis to attend.

258. ASSET TRANSFER – HIGH HIRST

Following discussion

It was moved by Cllr Boggis

Seconded by Cllr Sweeney and

RESOLVED that;

- a) The new plans are sent out to Mitchell Excavations and Ryan Farrell Excavations for an up to date quote.
- b) A representative from Redacre is invited to the next meeting to feedback on how Redcar was developed.
- c) Meeting to be arranged for the prospective new tenants to include consultation on developments and possible governance
- d) To confirm a date for asset transfer and consider timescales for tree planting
- e) Site visit on Thursday 6th September to include survey by Yorkshire Water – Cllr Sweeney and Bear to attend.

260. DATE OF THE NEXT MEETING

25th September 2012

Meeting Finished 8:30pm

HEBDEN ROYD TOWN COUNCIL

MEETING of the ALLOTMENTS COMMITTEE held Tuesday 25th September 2012

MINUTES

PRESENT Councillors; Davenport, Scorer, Sweeney, Yorke.

Also: Liz Dodd, Eddy Beasley, Gail Lofthouse

Clerk: Emma Housman – Neighbourhood Manager HRTC.

312. Apologies for absence and any substitutions
Cllr Boggis.

313. Members` Interests relating to agenda items for this meeting.
None were noted at this time.

314. To report on matters arising from the minutes of the meeting held 4th September 2012 not itemised on this agenda.
There were no matters arising.

315. TOP TIPS FROM REDACRE GROWING PROJECT
Eddy Beasley shared an insight in to the setting up of Redacre Allotment. Key Points for consideration;
Size of allotments – 10x4m however 10x2 would be sufficient for most.
Paths are 1.2m wide.
4 workdays per year for marking out and laying paths and other jobs.
Top soil on site could mean double digging – consider a large heap with honesty box £1 per barrow.
Plots should be 50% cultivated within three months. A further three months is given to rectify this before plots are reallocated.
Consider shared plots
Day to day management by a plot holder
Redacre Charge £52 per year or £26 for low income
Communal plots
Orchard & soft fruit tree planting.

Cllr Yorke thanked Mr Beasley for his contribution.

Cllr Davenport left the meeting.

316. BANKSFIELD ALLOTMENT
The Neighbourhood Manager gave an update on the asset transfer. A meeting has been arranged for plot holders at St Michaels Church on Tuesday 2nd October at 6:30pm. The cost for a water supply to be installed is £1432.00.
It was moved by Cllr Yorke

Seconded by Cllr Sweeney and
RESOLVED to note the information and to continue progressing with
the asset transfer.

Cllr Scorer left the meeting.

The meeting ceased to be quorate.

317. HIGH HIRST ALLOTMENTS

An update was given with regard to the asset transfer. Quotes were available for consideration. The Neighbourhood Manager will clarify various points for consideration at the next meeting including technical specifications and access required by CMBC.

The remaining councilors asked that full council consider clarification if received and decide upon a groundwork contractor based on the information received.

318. DATE OF THE NEXT MEETING

6th November 2012

Meeting Finished 8:45pm

MEETING of the ALLOTMENTS COMMITTEE
held Tuesday 18th December 2012

MINUTES

PRESENT Councillors; Boggis, Gibson, Scorer, Yorke & Young.

Also: Polly Webber

Clerk: Emma Housman – Neighbourhood Manager HRTC.

474. Apologies for absence and any substitutions

Apologies were received from Cllr Sweeny with Cllr Young acting as a substitute.

Also from Liz Dodd.

475. Members` Interests relating to agenda items for this meeting.

Cllr Young - Items 4 & 5

It was moved by Cllr Boggis

Seconded by Cllr Gibson and

RESOLVED to rearrange the agenda moving items 4 & 5 ahead of item 3.

476. BANKSFIELD ALLOTMENTS

A report was received on the status of the asset transfer. Matters are progressing and it is hoped that the lease will be signed and a completion date set in the near future.

477. HIGH HIRST ALLOTMENT

A report was received on the status of the asset transfer. The lease has been signed however a completion date cannot be set until the planning permission is confirmed.

478. BUDGET 2013/14

Following discussion

It was moved by Cllr Young

Seconded by Cllr Scorer and

RESOLVED that the allotments committee should aim to complete all scheduled works in this financial year and to request that the Strategy and Review Committee consider a sum of £5000 for the 2013/14 budget. It was also proposed that on completion of the two main allotment projects that the Allotments Committee is incorporated in to the Environmental Renaissance Committee.

479. DATE OF THE NEXT MEETING

Tuesday 5th February 201

Meeting Finished 8:00pm

MEETING of the ALLOTMENTS COMMITTEE
held Tuesday 5th February 2013

MINUTES

PRESENT Councillors; Boggis, Davenport, Sweeney & Yorke.

Clerk: Emma Housman – Neighbourhood Manager HRTC.

542. Apologies for absence and any substitutions

Apologies were received from Cllrs Scorer and Gibson.

Also from Liz Dodd and Bear.

543. Members` Interests relating to agenda items for this meeting.

None were noted

544. To report on matters arising from the minutes of the meeting held 1th December 2012 not itemised on this agenda.

There were no matters arising.

545. BANKSFIELD ALLOTMENTS

A report was received on the status of the asset transfer.

It was moved by Cllr Boggis

Seconded by Cllr Davenport and

RESOLVED that upon the receipt of the revised lease, this should be executed and the transfer completed. Once the transfer has been completed works may begin on improvements to the site as per the submitted report. The Neighbourhood Manager is to contact all existing plot holders with a letter detailing the works, and will keep the committee informed via email. An extraordinary meeting will be called if required.

546. HIGH HIRST ALLOTMENT

A report was received on the status of the asset transfer. The lease has been signed however a completion date cannot be set until the planning permission is confirmed. The Neighbourhood Manager will keep the committee informed via email and an extraordinary meeting will be called if required.

It was moved by Cllr Davenport

Seconded by Cllr Boggis and

RESOLVED to note the information

547. DATE OF THE NEXT MEETING

Tuesday 19th March 2013

Meeting Finished 8:00pm