

The Minutes of

**WILLIAM FOWLER ALLOTMENT COMMITTEE**

Held on 19<sup>th</sup> June 2008

A William Fowler Allotment Committee Meeting was held on Thursday 19<sup>th</sup> June 2008 at 7.00 pm in the Council Chamber at the Town Hall.

The following members were present:-

Cllr Mrs E Coles, Chairman  
Cllr M Jarratt, Town Mayor  
Cllr Ms K Withers  
Mr C Bolam  
Miss L Hossack  
Mr T Huckin  
Mrs D Rose

Officer: The Town Clerk

1. Apologies for absence were received from Cllr Mrs S J Wilkes.
2. Inspection 21<sup>st</sup> May 2008 and Minutes 27<sup>th</sup> March 2008  
Notes of the allotment inspection carried out on 21<sup>st</sup> May 2008 and the minutes of the William Fowler Allotment Committee Meeting held on 27<sup>th</sup> March 2008 were confirmed by the members present.  
Members commented on people parking in Glyme Lane thus making it difficult for allotment holders to drive down the lane. Cllr Mrs E Coles offered to speak to Mr S Duffy, Headteacher of Chipping Norton School, so that he would have a word with the 6<sup>th</sup> form pupils on this situation. Members stated that the school may have a car registration record showing people attending the school.  
Cllr Mrs E Coles asked if any members present would be interested in showing pupils of Chipping Norton School how to maintain the raised beds at the school.
3. Allotment Agreement  
Allotment members discussed the agreement and agreed several additions to the document which is attached to these minutes. All allotment holders would be asked to sign the new agreement when paying their allotment rent in September 2008.
4. Installation of Gates  
A quotation had been received from NTG Fencing Services to supply and fit 5 galvanised gates to entrances on to the allotments for the sum of £1850 plus VAT. Committee members agreed that the work should be carried out by NTG for the said sum above.

5. Signage on the Allotments

A quote had been received for signs on the allotments stating PRIVATE PROPERTY ALLOTMENTS HOLDERS ONLY; another quotation was being obtained.

6. Clearing far end allotments

A quotation had been received from Millard Skips to clear the far end allotments so as to make them available for use for the sum of £1800. Committee members agreed to this quotation.

7. Any Other Business

Sycamore Seedlings

A request from an allotment holder had been received to clear the sycamore seedlings which had taken growth on his allotment. Cllr M Jarratt offered to ask Mr R Taylor to clear the seedlings.

Public Meeting

Cllr Ms K Withers had been asked by a local police person to hold another public meeting for allotment holders and the committee. Committee members felt this was not necessary at the moment as a public meeting had only just been held.

8. Date of Next Meeting

The date of the next meeting was arranged for 21<sup>st</sup> August 2008.

The Minutes of

**WILLIAM FOWLER ALLOTMENT COMMITTEE**

Held on 15<sup>th</sup> October 2008

A William Fowler Allotment Committee Meeting was held on Wednesday 15<sup>th</sup> October 2008 at 7.30pm in the Council Chamber at the Town Hall.

The following members were present:-

Cllr Mrs E Coles, Chairman  
Cllr M Jarratt, Town Mayor  
Cllr Mrs S. J. Wilkes  
Cllr Ms K Withers  
Mr C Bolam  
Ms L Hossack  
Mr T Huckin  
Mrs D Rose

Officer: The Town Clerk

1. Apologies for absence

There were no apologies received.

2. Minutes of a meeting held on 19<sup>th</sup> June 2008

The minutes of the meeting held on 19th June 2008 were received and confirmed by members present.

3. Matters Arising

Allotment Agreement

Insertion to agreement – If anybody refuses an allotment then they shall be taken off the list.

Mr. D. Burman was to be asked if he would like to give up any of his allotments. Committee members agreed that Mr. Thomas should have the other half of his allotment.

Glyme Lane

Cllr. Mrs E. Coles has spoken to Mr. S. Duffy, Head Teacher of Chipping Norton School regarding parked cars blocking Glyme Lane.

Installation of Gates

The gates had been installed at the Wm. Fowler allotments. Cllr. Mrs E. Coles thanked Cllr. M. Jarratt and Mr. T. Huckin for arranging the installation of the gates.

Far End Allotments

The far end allotments had now been cleared.

The Committee members agreed that the present allotments were to be let before the far end ones. Mr. R. Taylor, contractor was to keep the far end allotments topped until they were let.

#### Sycamore Trees

Mr. R. Taylor was to be asked to clear the sycamore trees on the first track of the allotments.

#### 4. Any Other Business

##### Pest Control

Cllr. Mrs E. Coles was to contact Pest Control at WODC to arrange a visit to the allotments.

##### Swing

A request from an allotment holder had been received to install a swing on their allotment.

Committee members disapproved of this request as this would attract children onto the allotments.

##### Manure

An allotment holder had asked if he could have three tonnes of manure delivered to the allotments. He was in agreement that other allotment holders could have some as well.

Committee members agreed to this request.

##### Locks on Gates

Committee members agreed to have locks on the gates at the allotments.

##### Notice Boards

A quote was to be obtained for installing wooden notice boards (4 x A4 size) at the entrance of each track.

##### Hawthorn Hedge

The gaps were to be filled in the hawthorn hedge.

#### 5. Date of Next Meeting

The date of the next meeting was arranged for Wednesday 7<sup>th</sup> January 2009 at 7.00pm for Committee members and 7.30pm for the allotment holders, at the Lower Hall, the Town Hall.

The Minutes of

**WILLIAM FOWLER ALLOTMENT COMMITTEE**

Held on 7<sup>th</sup> January 2009

A William Fowler Allotment Committee Meeting was held on Wednesday 7<sup>th</sup> January 2009 in the Council Chamber at the Town Hall.

The following members were present:-

Cllr Mrs E Coles, Chairman  
Cllr M Jarratt, Town Mayor  
Mr C Bolam  
Ms L Hossack  
Mr T Huckin

Officer: The Town Clerk

1. Apologies for absence

Apologies for absence had been received from Cllr. Mrs S. Wilkes and Mrs D. Rose.

2. Minutes of a meeting held on 15<sup>th</sup> October 2008

The minutes of the meeting held on 15th October 2008 were received and confirmed by members present.

3. Matters Arising

Swing

The committee confirmed from the previous meeting that the request for installation of a swing on an allotment was not allowed. Committee members felt that having a swing on site would encourage youngsters onto the allotment.

Parked Cars in Glyme Lane

Parking had improved since Cllr. Mrs E. Coles had spoken to Mr. Simon Duffy, Head Teacher of Chipping Norton School. Cllr. Mrs Coles offered to speak to Mr. Duffy regarding the amount of litter in Glyme Lane.

Gates

Committee members and allotment holders were pleased with the gates which had been installed at the allotments.

Sycamore Trees

The sycamore trees had been cleared on the first track of the allotments as requested.

Pest Control

The Environmental Pest Control Officer had visited the allotments four times in December 2008

Notice Boards

A quotation had been received for supplying and installing three wooden notice boards, one on each track of the allotments, for the sum of £190.00 each.

Hawthorn Hedge

Cllr. M. Jarratt and Mr. T. Huckin offered to plant the hawthorn hedge where needed.

4. Any Other Business

Pot Holes in Glyme Lane

Mr. R. Taylor would be filling in the pot holes the next day (8/1/09).

5. Date of Next Meetings

The date of the next meetings were arranged as follows:-

Wednesday 18<sup>th</sup> March, Council Chamber, the Town Hall at 7.00pm – list of allotment tenants

Wednesday 8<sup>th</sup> April 2009, Burford Road allotments at 6.00pm – inspection

The meeting closed at 7.30pm.

Committee members commenced into the Lower Hall to have a meeting with allotment holders at 7.30pm.

Cllr. Mrs. E. Coles opened the meeting and welcomed everyone present. The allotment holders were asked, in turn, if they had any problems to raise or any comments to make.

The subjects raised were as follows :-

**Rats** - Four visits from Pest Control, WODC, had been carried out in December 2008.

**Gates** - Problems with locks - Committee members and allotment holders decided to leave the gate unlocked if they were working on the allotments. The last person out from the track was to lock the gate.

**Notice Boards** - It had been agreed to install a notice board on each track.

**Hawthorn Hedge** - The gaps were to be filled in.

**Glyme Lane** - The pot holes were to be filled in the very next day.

**Rabbits** - Action was to be taken and allotment holders were advised to put fencing up around their allotments.

**Trespassing** - The PCSO's agreed to look into the legal side of trespassing on the allotments.

**Taps** - Request for more taps - Committee members and allotment holders agreed that the hosepipes connected together is adequate enough for filling up water tubs on allotments.

**Waiting List** - A question was raised, why had there been a waiting list when the far end of the allotments was not being used? Cllr. Coles answered that the vacant allotments were to be filled first. Cllr. Coles also answered that the waiting list had been cleared.

PCSO's Cheryl Harrison and Wesley Smith were in attendance and they reported that they visit the allotments frequently. The PCSO's indicated that if any allotment holders had any problems, they could contact them direct.

The meeting closed at 8.30pm.

The Minutes of

**WILLIAM FOWLER ALLOTMENT COMMITTEE**

Held on 18<sup>th</sup> March 2009

A William Fowler Allotment Committee Meeting was held on Wednesday 18<sup>th</sup> March 2009 in the Council Chamber at the Town Hall.

The following members were present:-

Cllr Mrs E Coles, Chairman  
Cllr Mrs S J Wilkes  
Cllr Ms K Withers  
Mr C Bolam  
Mr T Huckin  
Mrs D Rose

Officer: The Town Clerk – arrived at 7.30pm

In the absence of the Town Clerk, a committee member offered to take the minutes.

1) Apologies for absence

Apologies for absence had been received from Cllr. M. Jarratt and Mrs. L. Hossack.

2) Minutes of a meeting held on 7<sup>th</sup> January 2009

The minutes of the meeting held on 7<sup>th</sup> January 2009 were confirmed and signed by the Chairman with the following amendments:-

- a) Members had requested they receive minutes of previous meetings within a month of the meeting.
- b) The Town Clerk had received a confidential letter for this meeting from Mrs D Rose but had forgotten to bring it. In the absence of the letter, as told her by Mrs Rose : a family who had never cultivated their two previous plots and been given notice, appeared to have recently been allocated a plot. The committee felt strongly they should be refused. The Chair, being related to the family declared an interest and took no part in the discussion. Following this meeting, the Town Clerk informed the applicant of the committee's decision.

3) Matters Arising

Swing

Although a decision had been made by committee members that permission was not given for a swing to be erected on one of the allotments and the Clerk had instructed the person concerned that permission was not granted, the swing had still been installed. The Clerk was to write to the person concerned instructing her to have the swing removed straight away and if it wasn't removed then the allotment would be taken back off the person for not abiding by the rules.

Parked Cars in Glyme Lane

The situation of parked cars in Glyme Lane had improved.

### Gates

The committee members confirmed that the allotment gates were not to be left wide open. They were to be opened and closed as needed and when people were working on allotments they needn't 'lock' the gates. Notices were to be displayed instructing tenants to keep the gates closed. Committee members did not agree to leave the gates open.

### Notice Boards

The notice boards were to be installed as soon as possible.

### Hawthorn Hedge

The hawthorn hedge was to be planted within the next few weeks.

### Pot Holes in Glyme Lane

The pot holes had been filled in. Committee members were still not very happy with the completed job. It was discussed that to tarmac the lane would have cost a lot more. The committee were to wait for a decision by OCC on a possible provision of a Youth Centre in this area, therefore then the lane would be greatly improved.

## 4) Any Other Business

### Wooden Stakes

Cllr. Mrs. E. Coles had contacted the Albion Centre to see whether they could provide wooden stakes with numbering on, to identify various allotments so as to make it easier for people to locate their new allotments. The committee agreed with this idea.

### Rabbit Fencing

The committee made a decision not to pay any more money out for rabbit fencing after 1<sup>st</sup> April 2009. Cllr. Ms. K. Withers objected to the decision.

### Bees

A new tenant had asked whether she could keep bees on her allotment. Committee members were to find more information on bee keeping for a future meeting.

### Land behind The Tavern, Burford Road

Cllr. Mrs. E. Coles reported that she was going to meet several people at the allotments on the next two days to mark out the allotment plots which go with the houses on the Burford Road.

### Wall behind The Tavern

The wall behind The Tavern had fallen down again. The Clerk was asked to check when the wall was last repaired and how much it cost to repair.

### Plots

Committee members agreed that no household would be allowed more than two half plots in the future.

The Chair thanked everyone for their attendance and reminded them of the site meeting on 8<sup>th</sup> April 2009.

The meeting closed at 8.45pm.