

Minutes of the Footpaths & Allotments Committee Meeting**Held on 5th Dec 2011 at 8.15 p.m. in the Bush Room**

Present: - Cllrs. Hannah Richmond (HR) (Chairman), John Cutland (JC), Terry Hunt (TH), Mrs Erika Booth (EB)
Mr. Bob Phillips (Clerk)

1. Apologies for Absence

None

2. Evacuation Procedures

Evacuation procedures were noted

3. Public Participation

None

4. Declaration of interests

Mrs Erika Booth is an allotment holder and member of the Alveston Allotments Association.

5. Minutes of the previous meeting

5.1. Minutes of the previous meeting held on 5th Sept 2011

Resolved: The Minutes of the meeting held on 5th Sept 2011 were agreed and signed by the chairman.

5.2. Matters arising
None

5.3. Outstanding Actions

5.3.1. (5/10/09) Clerk to purchase "no smoking signs" and arrange fitting to all Bus Shelters.

Action to Clerk

Cllr Terry Hunt agreed to carry out the task after the bus shelters had been cleaned.
Ongoing (5/12/11)

5.3.2. FP 110606-1 to arrange for Bus Shelters 1, 4, 5, 7 and 9 to be cleaned by local handyman.

Action to Clerk

Ongoing (5/12/11)

5.3.3. FP 110606-3 to obtain estimates for the refurbishment of Bus Shelter 2 at A38 Southbound o/s 70 Gloucester Rd. Rudgeway.

Action to Clerk

The Clerk recommended that in view of the recent expenditure from Council funds for play space and the future expenditure at the allotments, it may be prudent to consider the availability of funds to carry out this task. No figures were available for this meeting – decision deferred to next F&GP committee (7/11/11).

Refurbishment of Bus Shelter 3 including the replacement of 5 poly sheets was £568.00. Work completed in March 2011. Clerk to follow up.

5.3.4. FP 110606-4 to investigate with the local resident the requirement and possible position of a new litter bin at Rudgeway.

Action to Clerk

Ongoing 5/12/11.

- 5.3.5. **FP 110606-6 to investigate the blockage on footpath OAN 14 Old Glos Rd to A38 and report back.** **Action to Cllr Hannah Richmond.**
 HR had investigated the footpath and established that it was completely blocked and reported this to the Clerk. The Clerk would report the matter to the SG PROW team. (5/9/11)
 Matter reported to SG PROW team. Action Closed (5/12/11)
- 5.3.6. **FP 110606-7 to investigate the broken stile on footpath OAN 6 Old Glos Rd and report back.** **Action to Cllr Hannah Richmond.**
 Ongoing (5/9/11)
 Kissing gate installed. Action Closed (5/12/11)
- 5.3.7. **FP 110606-8 to collate all past information re. The Footpaths project and share with members of the committee.** **Action to Clerk.**
 Some of the information had been distributed but further distribution would be dependent upon discussions under item 9.
 Ongoing (5/12/11)
- 5.3.8. **FP 110905-1 to request from SG that an additional litter bin is provided at Rudgeway.** **Action to Clerk**
 Ongoing (5/12/11)
- 5.3.9. **FP 110905-21 to determine when the allotment water connection would be completed.** **Action to Clerk**
 All supply pipes and connections made. Bristol Water informed, now waiting test date. (5/12/11)
- 5.3.10. **FP 110905-2 to report valid footpath reports to SG PROW team.** **Action to Clerk**
 No action required at this time Action Closed (5/12/11)
- 5.3.11. **FP 110905-3 to draft a letter to be sent to each past member of the Preservation Group for Cllr Hannah Richmond to send.** **Action to Clerk**
 Draft letter distributed to committee. Action closed (5/12/11)
- 5.3.12. **FP 110905-4 to seek opinion about the provision of additional street lighting on Alveston Down in the next Helmet article.** **Action to Clerk**
 This action had been referred to the Parish Council who had
Resolved: It was agreed not to pursue additional street lighting on Alveston Down and to inform the originator of the decision.
 Action Closed (5/12/11)

6. Bus Shelters

6.1. Report

The action previously agreed to employ a local handyman to wash the metal bus shelters has not yet been started. It is still hoped to arrange this work.

There are no reported problems with any of the bus shelters.

7. Street Scene

Additional Litter Bin at Rudgeway. – The Clerk was urged to press for this installation from SGC.

8. Allotments

8.1. Water Supply

The contractors have completed laying the supply pipe and distribution connections have been made by members of the AAA. Bristol Water has been informed that supply and distribution is complete and a job has been raised to test and connect. We are awaiting BWW.

8.2. Annual Inspections - Report

Cllr Hannah Richmond together with Richard Hiscock (AAA) and Ivor Bryant (Plot holder) carried out the first formal "Inspection" of the Allotments on 10th Nov 2011. The full report is given in Appendix A.

In general, the inspection found the site to be well used and maintained in good order.

Some plots need a little attention which the AAA will deal with as they are mostly minor issues. EB agreed to talk with each plot holder.

Two plots, Plot 31 and Plot 33 are under utilised and whilst EB agreed to talk with the holder of plot 33 and encourage greater cultivation, it was agreed that the Council should write to the holder of plot 31 who had already been asked by the AAA to put more energy into full cultivation.

FP 111205-1 to talk with each plot holder and resolve the minor issues identified in the annual inspection including the under use of Plot 33. ***Action to Erika Booth***

FP 111205-2 to write to the holder of allotment plot 31 to request adherence to the agreement and fully cultivate the plot. ***Action to Clerk***

The inspection also called for some general actions for the AAA which EB agreed to take to their committee for action.

FP 111205-3 to ensure the general site actions identified during the allotment inspection are completed by the members of the AAA. ***Action to Erika Booth***

The inspection also identified access difficulties mostly as a result of the pipe-laying work. It was agreed that once the water supply is complete, the ground would be re-instated by the contractor. Where excess mud remains, consideration should be given to laying some bark chips or other.

FP 111205-4 to arrange for the re-instatement of ground following pipe laying works when the water supply is complete. ***Action to Clerk***

8.3. Allotment neighbours

Contact had been received from two neighbours both of whom wanted clarity on the rules and regulations in operation on the site and the position of sheds. The Clerk was asked to write in response pointing out:

1. The rules operating on the site.
2. The roles and responsibilities of the Council, the AAA and plot holders.
3. The positioning of sheds.
4. Access rights to the site.

The committee saw no reason why the neighbours should have any direct involvement in the running of the site although it is vital that good neighbourliness and consideration should always apply. The neighbours are, of course, always welcome at any Parish Council meeting.

FP 111205-5 to write to the allotment neighbours. ***Action to Clerk***

9. Footpaths

9.1. Footpaths Report

No new reports had been received.

9.2. Footpaths Walks Revision Project

It was agreed that the revision of the two Parish Footpaths Walk books would be an integral part of an initiative to encourage more local use of the paths in the parish, engage a wider audience by utilising both our own Web site and other specialist sites and by doing so generate more

understanding of the problems along the paths. We should also engage with those groups already walking in the area. Only by encouraging regular walking would we be able to help to maintain the rights of way.

It was proposed that a new initiative be started in the New Year with a co-ordinated campaign to include a letter to the previous Alveston Footpaths Preservation Group, articles in Helmet, Parish notices, email circulation, Web site and direct contacts made with the various walk groups in the area. The initial task would be to bring as many people together as possible and generate actions from that point. It was agreed that we would need practical commitment from many others to progress this initiative as this committee was small and members had only limited time.

It was agreed that the HR would discuss the next steps with the Clerk at the earliest opportunity.

FP 111205-6 to discuss appropriate actions and responsibilities to progress a new Footpaths involvement initiative. ***Action to Clerk & Cllr Hannah Richmond***

10. Correspondence

None.

11. Any other business

None

The meeting ended at 9.20 pm.

Report of Allotment Inspection – 10th November 2011.

Inspectors

Hannah Richmond – Parish Council
Richard Hiscock – AAA
Ivor Clarke – Plot holder

General Inspection

Overall the site is being used and maintained in good order. The communal ground and central paths are cleared and mowed. The area under the trees at the far end of the site has been cleared of nettles and undergrowth.

It was noted that the access path from the drive has been left in a very uneven state since the water pipe was laid. It is not possible to get a wheelbarrow down it currently.

There are a number of temporary structures i.e. fruit cages on plots. These are all in a reasonable state. They are seasonal structures and so tend to come and go.

Boundaries

In general the minimum distance between the plot ends and the boundary fence is being adhered to. There are a few plots where there is only 50cm between the end of the plot and the fence (field side of the site) however these adhere to the original pegs that marked out the plots. These will be listed later. Of note on the Gloucester Road side of the site all the plot ends are at least 60cm from the boundary fence. Indeed a large number of these plots have a gap of 1m-1.5m between the ends of the plots and the boundary fence. The main issues noted involved plot holders keeping tools/equipment/debris in the gap thus blocking the path and obscuring the boundary fences.

Paths between plots

All paths between plots with one exception (detailed below) are of the required distance and are well maintained.

Sheds

Seven plots have sheds. All are new, wood stained and the required size. The net curtains in one were admired!

Individual Plots

The inspectors identified the following issues with the plots listed below.

- Plot 3** 50cm boundary (as original pegs).
- Plot 8** Water butts and compost bins need moving from boundary between end of plot and fence.
- Plot 9** 50cm boundary (as original pegs)
- Plot 11** Tools and canes need moving from boundary between plot and end of fence.
- Plot 13** Clear debris in boundary between plot and fence. Plants too close to fence.
- Plot 14** 50cm gap only. Debris between end of plot and boundary needs clearing.
- Plot 15** 2 seats between end of plot and boundary need to be moved.
- Plot 17** 55cm boundary.
- Plot 18** 55cm boundary.
- Plot 23** Attention required to rear of plot to make gap between plot and boundary passable.
- Plot 24** Lots of weeds on boundary gap, needs clearing to make passable.
- Plot 27** Gap fine but of note measured from tree allotment side of fence.

- Plot 28** Water butt to be moved off of boundary gap onto plot.
Plot 29 Boundary gap compromised by vegetation seems to be from Gloucester Road side.
Plot 30 70cm behind shed (boundary). Box needs removing from boundary gap. Also self seeded apple tree present which narrows this gap. ? Should be removed or kept with note that this will reduce gap end of plot.
Plot 31 Underused plot.
Plot 33 Underused, unkempt, paths indistinct, plot not marked out.
Plot 34 Fallow? Current tenant to continue as rumour has moving to Thornbury.

General Site Actions for AAA

Lots of weeds /undergrowth along boundary fence between plots 21 and 22. It was suggested that this could be cleared in the spring by an AAA working party.

Issues for Parish Council

The access path is very churned up following the work on the water pipe. Difficult to walk down it (I tried!!)
Can't see how you would get a wheelbarrow down it in its current state.

Hannah Richmond
13th November 2011