

Context

- Broughton Parish Council has a responsibility and a genuine desire to ensure that the Allotments are in an appropriate state to be leased in an efficient and effective manner for the benefit of local people who wish to grow produce or keep poultry.
- Allotments are recognised as key contributors to health and wellbeing

Purpose of Meeting

To update all allotment holders on the outcome of the Parish Council Review

- To present the key issues and points raised
- To present the key points of the new lease
- To discuss options for setting the rent
- * To present options for future management arrangements
- * To clarify time scales

Myths and Legends

- We can not sell the allotments without gaining government approval, having first undertaken a full public consultation.
- We can not provide car parking on site without planning consent and secretary of state approval.
- The Parish could not afford to do these.

History

- Allotments transferred to Brought Parish Council from Cumbria County Council in Feb 2007
- Came with Terms and Conditions
- * No due diligence was undertaken
- Basic lease was inherited with the transfer
- Lack of Policy and Procedures
- No proper budgeting process
- Poor management of some allotments

Working Party established end 2015

- Allotments always on the BPC agenda
- Capital costs increasing
- Rental costs needed to be reviewed
- Complaint and concerns raised on a variety of issues (face to face and social media)
- Parish Clerks time over used for Allotments circa 40% of hours a week. At a cost of circa £2040 per year which is currently being funded out of the Parish Precept. This should reduce once the issues included in this review are completed, to in the region of £1000 per year.
- Sept 2016 Clerk attended training course

Nook allotments

- 57 allotment plots
- Plus Nook 1 - large plot that needs work before it can be let
- 42 tenants
- All plots are let
- 1 person on W/L for set plot

Coldgill allotments

- 36 allotments
- 29 tenants
- 2 plots vacant
- 1 person on the waiting list for a specific plot
- Plot 2 formally sold to the Scouts and as it is a private site is outwith any discussion today

2007 to date

- Both sites have improved by more active management
- Cleaned up a lot of asbestos and other waste
- Leases and payments have improved
- Rebuilt walls
- Improved water management
- Regular vermin control contract on the Coldgill Site
- New notice boards

National Allotment Association

- Web site www.nsalg.org.uk
- Recognised best practice
- Training course completed
- Model tenancy agreements
- Advice on good practice for allotment holders
- Advice on management structures for allotments

Mapping the Allotments

- Newcastle University project
- Allotments of varying sizes and shapes
- Improves realignment when opportunity exists
- By SqM which is the nationally recognised way of pricing plots fairly.
- Enables a more accurate pictorial presentation of allotments
- Completed August 2017

Leasing of allotments

- Waiting list
- Taking on an allotment
- Choice – place and use
- Condition and time of year
- Terminating an allotment
- Costing fairly
- Start date – proposed 1/10/18

Usage

- Growing produce
- Keeping poultry, bees and rabbits
- No dogs to be resident they can be on site whilst your working your plot but must leave with you.
- No pigs, sheep, horses, goats etc. Any requests to vary this will be considered on an individual basis by application in writing to the Parish Council after 1st April 2018
- Historic practice

Issues

- Invasive species
- Fallow plots
- Fences
- Trees
- Walls
- Access/walk ways

Cost issues

- Water
Gathering, using and abusing, measuring
- Pest/vermin control
- Asbestos and similar clearance
- Fencing of plots
- Capital costs e.g. walls
- Management of fallow and general areas
- Clerks time

Management

- The choice is YOURS but it has to be a 51% of 55% of allotment holders on each site returns in agreement
- 1. As now with BPC and the revised tenancy agreement
- 2. As now with BPC working party extended to an elected rep from each site
- 3. BPC legal control and allotment holders establish a formal allotment association and take responsibility for on-going running & liabilities.

Time scales

- Nov 17 – presentation, draft new lease, option of management
- Nov 17 Ballot of allotment holders
- January 18 – results, reps appointed
- April 18 – Invoices issued (half year) with 6 months notice of new leases
- If option 3 chosen then Allotment association work begins

Time scales continued

- March 18 BPC agree price per square metre (unless an allotment association is being formed if so this will be part of their role)
- March/April 18 - Final leases with prices go out (with 6 month notice to terminate all existing leases)
- April 18 surgeries held to discuss individual concerns
- May – formal consideration if required of Allotment Association (and the price Per SqM)
- August – new leases and invoices issued
- 1st October – new lease in place
- April 2019 – new management arrangement in place if agreed.

Costing the Allotments

- Ambition is to have price per square metre that is fair and avoids voids, unambiguous, deals with taking on over grown allotments and avoids having to calculate less productive patches- 67% of allotments country wide are charged on a price per Sq M basis- APSE State of the Market 2016
- Avoids needing to use the parish precept routinely and enables allotment budget
- Realistic in terms of administration time
- Enables good and appropriate maintenance

Expenditure: Revenue (av. over 3 years)

- Pest control - £500 (Coldgill only)
- Water- £1500
- NAS subs- £75
- Bank charges £20
- Clerks time & Admin Expenses £2365
- Handyman to manage fallow plots etc 24 hours a year £365

Capital works expenditure (av. over 3 years)

- Fencing - £650- Average
- Drainage - £3000 in the last 4 years
- Plumbing - £1150 in the last 4 years, shouldn't be much yearly going forward
- Noticeboards- £630. Need to programme in renewal in 3-5 years
- Walling - £7000- Likely to be other walling costs as the remainder of the Nook Wall needs replaced/repaired
- Asbestos clearance - £4410
- Damage reimbursement- £345
- Footpaths- £620 over the last two years, realistically more needs spent on the remaining access tracks.
- Measuring- £522 expenses only, shouldn't be an on-going expense

Capital Works for Budget

- Proposing:
 - £650 for fencing
 - £500 for general maintenance (small wall repairs etc)
 - £1000 a year to be added to a capital fund for large scale projects e.g. replacement of remainder of Nook Wall/drainage etc.
 - £500 for clearance of waste (obviously this could be kept down if people cleared their own plots of rubbish/asbestos etc)

Income

- Nook is 16,875 square metres of allotment space
- Coldgill is 18,841 square metres of allotment space

- Local Average (Cumbria) = 33p per sqm
- BPC to meet average expenditure = 21p
- Currently £39 to £165 (Historic)

Impact of cost increase

- Based on measuring (and adjustments)
- All square metres treated equally
- Some people will be better off
- Many - just marginal increase
- Large plots – 4 have significant increase
- Recognised issue of those with multiple plots

What next

- Have we covered all the points?
- Time scales realistic?
- Costs reasonable?
- Views on new tenants?
- Understand 1st April 2018 and then 1st Oct 2018 for current and new arrangements?

Ballot Paper Q.1

Future Management for the Allotment Sites (Please tick one box)

- 1) As now with Broughton Parish Council undertaking the management with the enclosed tenancy agreement taking effect from 1st October 2018 and a pricing structure to be confirmed as per the presentation delivered on Monday 6th November (Copy enclosed). ☐
- 2) As now with Broughton Parish Council undertaking the management with an extended working party to include an elected representative from each Allotment Site (Nook & Coldgill). This will be subject of a nominations process and a future ballot. ☐
- 3) Broughton Parish Council remain the legal holders of the sites with the allotment holders establishing a formal legal allotment association to take on the responsibility for day to day management and associated liabilities

Ballot Paper Q.2

Question 2:

Water provision for the Allotment Sites (Please tick one box)

1. As now with stand pipes provided on the sites which can be used by tenants for water supply (with costs included in the tenancy fees)
2. Water supply to be terminated and all tenants to move to water harvesting

Ballot Paper Notes

Notes:

1. All tenants will have 1 vote regardless of number of plots tenanted.
2. For the vote to carry more than 55% of tenants on each site (Nook & Coldgill) must respond.
3. More than 51% majority of the responders' (subject to 2 above) will take the vote.
4. If criteria 2 is not met (i.e less than a 55% response rate then the status quo would remain and the new tenancy would be commenced on the 1st October 2018)
5. Email addresses: These are being collated to offer cheaper methods of communication with all tenants.

Comments/concerns

- Addressed to Becx Carter as clerk
broughtonparishclerk@hotmail.com
- Or if preferred to Mary Bradley as Chair or
marybradley52@btinternet.com
- Times of Allotment walkabouts will be on the notice board or we can arrange to see you either individually or in groups.