

Bicester Town Council



Allotments Working Party Meeting

Ref: AWP03/2425

**Wednesday 26th February 2025 at 19:00hrs
The Council Chamber, Garth House, Launton Road,
OX26 6PS**

Members:

Cllr Paul Wheatley – **Chair**
Cllr Sam Holland, Cllr Alisa Russell, Cllr Damien Maguire, Cllr Jim Webb

Other Circulation:

Reps:

Leach Road, Claypits, Anson Way, Evenlode House, Colne House

Allotments Representatives



Council Offices, The Garth,
Launton Road,
Bicester,
Oxon. OX2 6PS
Telephone: 01869 252915
Email: enquiries@bicester.gov.uk
www.bicester.gov.uk

Tuesday 18th February 2025,

To all members of the Allotments Working Party,

You are hereby summoned to attend a meeting of the **Allotments Working Party** at the **Council Chamber, Garth House, Launton Road, OX26 6PS** on **Wednesday 26th February 2025** to commence at **19:00hrs** for the transaction of the following business.

Phil Evans
Town Clerk

Agenda

All Council Meetings are open to the public and press, unless otherwise stated.

1. Apologies for Absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify Bicester Town Council (enquiries@bicester.gov.uk) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

Councillors are reminded to declare any interests on any item on this Agenda in accordance with Bicester Town Council's Code of Conduct.

3. Minutes of the Allotments Working Party (Pages 4 – 8)

To **APPROVE** the **MINUTES** and **RESOLUTIONS** of the following Allotments Working Party Meeting held on:

- **AWP01/2425 – Thursday 6th June 2024**
- **AWP02/2425 – Thursday 12th September 2024**

4. Allotments Noticeboards Report (Pages 9 – 10)

The Working Party is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in item 1.

5. Inspection Dates

(Page 11)

The Working Party is **RECOMMENDED** to **APPROVE** inspection dates.

6. Continuation of the Working Party

(Page 12)

The Working party is asked to **DISCUSS** on the continuation of working party meetings

7. Forward Plan

(Page 13)

The **Working party** is asked to **REVIEW** and **COMMENT** on the Forward Plan.

8. Date of Next Meeting:

To be Confirmed

Minutes of the Allotments Working Party

A meeting of the Allotments Working Party was held on Thursday 6th June 2024 at 19:00 hrs at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Damien Maguire
Cllr Jim Webb

In Attendance:

Connor Pattison, Outdoor Supervisor
Jodi Clarke, Finance Assistant
Viktorija Kovale, Sports & Facilities Administrator

John Lappin, Claypits Rep
Graham Pickup, Claypits Rep
Angela Leach, Leach Road Rep
Karen Harris, Anson Way Rep
Michael Slaymaker, Leach Road Tennant

1/ Appointment of Chair

2425 RESOLVED that Working Party APPOINTED Cllr Wheatley as the Chair for the Allotment Working Party.

2/ Apologies for Absence

2425 RESOLVED that apologies were received from Cllr Russell and Jim Henderson (Evenlode House Rep).

3/ Declaration of Interest

2425 RESOLVED that no Declarations of Interest were received.

4/ Minutes of the Allotment Working Party

2425 RESOLVED that the Working Party CONFIRMED the following minutes to go to the Environment Committee for approval:

- AW03/2425 – Wednesday 29th November, 19:00pm.

5/ Water troughs

2425 RESOLVED that the water troughs installation on a Leach road site still under investigation.

NOTED that Leach Road representatives told the Working Party that replacement of the water troughs at that site is not currently needed.

6/ Outstanding rent

2425 RESOLVED that the Working Party NOTED the Report.

The Outstanding rent is under the Office Administrator's control, rent reminder letters will be sent within the next week .

7/ Forward Plan**2425** RESOLVED that the Working Party NOTED the Forward Plan.

- Noticeboards – Outdoor Supervisor apologised for the delay; they will action this as soon as possible
- Leach Road Fencing – Under investigation, Bicester Town Council looking for alternative options
- Leach Road Tap – Bicester Town Council planning to change plastic tap part to metal and looking for options and prices
- Asbestos Shed – Outdoor Supervisor going to push Office Manager to go forward
- The tree in front of the shed at plot AW19A - Bicester Town Council will action this as soon as possible

8/ Issues**2425** RESOLVED that the following issues were raised by the Claypits representatives:

- Rubbish bags from Claypits site car park will be removed as soon as possible.
- Claypits tenants didn't know about the upcoming changes in the Tenancy Agreement and Privacy Policy going live from 2025 – this was discussed in a previous allotment meeting on the 9th August 2023.
- Claypits reps expressed concerns regarding 26 plots what wasn't worked on for years.
- Bicester Town Council will look into putting drainage system at Claypits.
- Asked for a separate tenancy agreement for Claypits.
- Bicester Town Council can't remove the tenant by law without going through the correct process which can take anywhere up to a one & a half years to complete the eviction. Officers appreciate the lengthy time it takes but informed the group that the process has to be adhered to.

Due to conflict amongst reps the meeting became fractured & the Chair regained control on 2 or 3 occasions.

RESOLVED that the following were raised by the Anson Way representatives:

- Bicester Town Council will investigate installation of one general Brown Bin at Anson Way site.
- Bicester Town Council look into Bee keeping course for Allotment Tenants.

RESOLVED that the following were raised by the Leach Road representatives:

- Bicester Town Council look into installation system with a tap water on the far end of the Allotment site.
- Bicester Town Council look into Leach Road tap plastic pipe can be changed to metal.

- Asbestos Shed on LR20 is still in the process of tendering. There are issues with finding suppliers to take on the job.

The working party were informed that Bicester Town Council have changed the Allotments inspection policy so that 3x inspections take place in the summer & one in the summer.

It was raised by the Claypit reps that they would like the names of all the tenants on the site, due to GDPR Bicester Town Council don't have the rights to disclose tenant's data to Claypits reps.

The Working Party were informed that legal department at the NAS Allotment Association can help reps regarding their issues. This includes helping them with an approach to the tenant in question before involving the council.

9/ **Date of the Next Meeting**
2425 12th September 2024 at 7:00pm

CLOSE OF MEETING: 20:14 hrs

Minutes of the Allotments Working Party

A meeting of the Allotments Working Party was held on Thursday 12th September 2024 at 19:00 hrs at The Council Chambers, Bicester Town Council. The Garth, Launton Road, OX26 6PS.

Present:

Cllr Paul Wheatley (Chairman)
Cllr Damien Maguire
Cllr Jim Webb
Cllr Alisa Russel

In Attendance:

Connor Pattison, Outdoor Supervisor
Viktorija Kovale, Sports & Facilities Administrator

John Lappin, Claypits Rep
Graham Pickup, Claypits Rep
Angela Leach, Leach Road Rep
Karen Harris, Anson Way Rep
Michael Slaymaker, Leach Road Tenant
Jim Henderson, Evenlode House Rep

10/ Apologies for Absence

2425 RESOLVED that apologies were received from Rennie Buxton (Colne House Rep).

11/ Declaration of Interest

2425 RESOLVED that no Declarations of Interest were received.

12/ Minutes of the Allotment Working Party

2425 RESOLVED that the Working Party REJECTED the following minutes:

- AWP01/2425 – Thursday 6th June, 19:00pm.

Amended minutes will go to the next Allotment Working Party meeting.

13/ Water troughs

2425 RESOLVED that the proposed installation of water troughs was rejected by Leach Road Reps, as there are enough water troughs on site.

NOTED that Claypits Reps expressed a desire to have water troughs and water pipe on their site.

14/ Tenancy Agreement All Sites

2425 RESOLVED that the Working Party NOTED the Report.

15/ Forward Plan

2425 RESOLVED that the Working Party NOTED the Forward Plan.

16/ Issues

Minutes: 02/2425: Allotments Working Party Meeting
Thursday 12th September 2024

Page 1 of 2

Signed

Dated

2425 RESOLVED that the following issues were raised by the representatives:

- Claypits Reps asked for concrete bays installation on-site
- Claypits Reps expressed a desire to have separate Tenancy Agreement for their site
- Claypits Reps conveyed Bicester Town Council's failure to repair damages after the storm in February 2024. This has continued to cause problems to nearby fences and allotments
- Claypits Reps again conveyed that Bicester Town Council has failed to carry out promised works on trees. There has been a two-year delay of cutting tree borders
- Claypits Reps expressed appreciation of grant aid award received to build the bio toilet which is now complete. They would like to apply again next year grant to build a community shed on-site
- Anson Way Rep requested an update on the progress of fixing the main gate post and installation of notice boards on-site. Outdoor supervisor expressed apologies for the delay and confirmed it will be done as soon as possible

17/ **Date of the Next Meeting**
2425 26th February 2025 at 7:00pm

CLOSE OF MEETING: 20:08 hrs



BICESTER TOWN COUNCIL

ALLOTMENTS WORKING PARTY

Wednesday 26th February 2025

Chair: Paul Wheatley

Telephone: 01869 252915 Paul.wheatley@bicester.gov.uk

Service Manager – Mick Lee

Telephone: 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Allotment Noticeboards Report (Colne Close and Evenlode House)

1. Introduction

1.2 This report is to show you the different options of Noticeboards to be provided at the above locations.

2. Noticeboard Options

2.1 The colour option for all the Noticeboards would be Blue (RAL5010), this is to fall in line with the Bicester Town Council branding.

2.2 AF30/A2, £166.80



A2, AF30 aluminium
noticeboard (Ref: AF30/A2)

2.3 AF30/6A4, £205.19



6 x A4, AF30 aluminium
noticeboard (Ref: AF30/6A4)

3. Finance

Financial Regulation 4.0:

1. Should the spend be more than £25,000 or to be withdrawn from Earmarked Reserves then upon approval, this report must be passed onto the Finance Committee and then Full Council for final approval.
2. This Committee has delegated approval should the spend be between £10,000 to £24,999
3. The Chairman of this Committee can pre-authorise this spend making this report retrospective should the spend be between £3,000 to £9,999
4. Officers have delegated authority to approve spends up to £3,000 and again this report may also be retrospective

Financial Regulation 11.0

Three Quotes MUST be obtained for spends more than £12,500.

Officer to identify which option is applicable to this report

1	2	3	4	NA
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Budget Coding where moneys will be deducted from: EMR/9014/901

• 3 Quote Summary

1. Quote 1 : £166.80
2. Quote 2 : £205.19
3. Quote 3 :

4. Recommendation

The Working Party is **RECOMMENDED** to **APPROVE** quotation 1 for the works as set out in in item 1.



BICESTER TOWN COUNCIL

ALLOTMENTS WORKING PARTY

Wednesday 26th February 2025

Chair: Paul Wheatley

Telephone: 01869 252915 Paul.Wheatley@bicester.gov.uk

Service Manager – Mick Lee

Telephone: 01869 252915 – Michael.lee@bicester.gov.uk

Inspection Dates

1. Introduction

- 1.2 This report is to inform you of the upcoming dates of when the inspections are taking place. The regular inspections of the allotments are crucial to the ongoing maintenance and managing of the allotments and residents.

2. Inspection Dates

7th April – 11th April 2025

14th July – 18th July 2025

22nd September – 26th September 2025

3. Recommendation

The working party is **RECOMMENDED** to **APPROVE** inspection dates.



BICESTER TOWN COUNCIL

ALLOTMENT WORKING PARTY

26th February 2025

Chair: Councillor Paul Wheatley

Contact: 01869 252915 paul.wheatley@bicester.gov.uk

Service Manager – Mick Lee

Contact: 01869 252915 michael.lee@bicester.gov.uk

Ward Affected: All

Continuation of Allotment working party

1. The Working party is asked to discuss continuation of working party meetings

BICESTER TOWN COUNCIL ALLOTMENT WORKING PARTY FORWARD PLAN

Wednesday 26th February 2025

AWP02-2324 – 9th August 2024

Tenancy Changes	Completed
Privacy Notice Changes	Completed
Noticeboards	Completed
Best Kept Allotment Award	Completed
Best Kept Allotment Award	Completed

AWP03-2324 – 6th December 2024

Boundary Hedges on all sites	Quarterly
Water Troughs (Leach Road- 42, 37, 30)	In Process
Evenlode Allotment Fence (EH09) and Gate(s)	In Process
Colne Close Gate(s) need replacing	In Process
Claypits Concrete Bays	In Process
Tree to the rear of Site at Anson Way	In Process
Leach Road Fence Repair (LR53)	Investigating
Leach Road Tap (LR53).	Investigating
Asbestos Shed (LR20)	Awaiting inspection & quote
Fly Tipping on all sites	Ongoing