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ASSET MANAGEMENT and OPEN SPACES COMMITTEE

MINUTES OF THE ASSET MANAGEMENT AND OPEN SPACES COMMITTEE MEETING OF EASTLEIGH TOWN COUNCIL HELD ON WEDNESDAY 11 SEPTEMBER 2024 AT 7 PM AT CABLEWORKS BUILDING, TINNING WAY, EASTLEIGH.

Those Present: Cllr G Richardson (Chair), Cllr J Constable (Vice Chair), Cllr E Marks & Cllr G Johnson.
In Attendance: Mrs R Davies, Town Clerk. Miss N Barfield, Assistant Town Clerk.

The Chair brought forward a motion for a late addition to the agenda under 5/24,

- To receive and review the proposed maintenance budget on the Allotments and agree to recommend it to Full council for approval.

RESOLVED: That the agenda is amended to add this late addition.

7 / 24 APOLOGIES FOR ABSENCE

Apologies were received and approved for:
Cllr P Bicknell, Cllr S Phillips and Cllr C Spencer

8 / 24 REGISTER OF INTERESTS AND DISPENSATIONS

Cllr Johnson declared a non-pecuniary interest as he is a site representative at the Lakeside Allotment.

9 / 24 MINUTES OF THE LAST MEETINGS

RESOLVED: That the minutes of the last meeting held on the 19 June 2024 are a true record of the meeting and were duly signed by the Chair.

10 / 24 PUBLIC PARTICIPATION

No members of public were present at the meeting.

11 / 24 ALLOTMENTS

11/ 24 / 1 The committee welcomed the new Allotment Admin Officer.

11/ 24 / 2 The committee received and noted the update from the Deputy Clerk on the status of the allotments.

To review for approval the following items:

11 / 24 / 3 Non-Cultivation Letter procedure

RESOLVED: The committee agreed to change the wording in the Non-Cultivation Letter so that it is uniform across all policies and agree to propose this to The Policy and Finance Committee Meeting for approval.

11 / 24 / 4 The establishment of a Sub Committee for additional review of Allotment management

RESOLVED: The committee agreed to the creation of a Sub Committee for Allotment Management.

ACTION: The Clerk will prepare the proposed term of reference and bring them to the next Policy and Finance Committee Meeting for approval.

11 / 24 / 5 To receive for review and approval the proposed Site Representatives Code of Conduct

RESOLVED: The committee agreed to propose the Site Representatives Code of Conduct to The Policy and Finance Committee Meeting for approval.

11 / 24 / 6 To receive for review and approval the proposed Concessions Policy

RESOLVED: The committee agreed to propose the Concessions Policy to The Policy and Finance Committee Meeting for approval.

11 / 24 / 7 To receive for review and approval the Over 60's Discount

RESOLVED: The committee agreed to propose the phased reduction of the Over 60's Discount starting 25/26 to The Policy and Finance Committee Meeting for approval.

11 / 24 / 8 To receive for review and approval the proposed Pricing Structure for 25/26 and indicative figures for the following 3 years

RESOLVED: The committee agreed to propose the pricing structure levels for the Allotment Pricing to The Policy and Finance Committee and to discuss the pricing structure and approval at the next Policy and Finance Meeting.

11 / 24 / 9 To receive for review and approval the revision of policies for:
Wildlife Pond Policy
Bonfire Regulations

Water Butt Regulations

RESOLVED: The committee agreed to propose the Wildlife Pond Policy to The Policy and Finance Committee Meeting for approval.

RESOLVED: The committee agreed to leave the Bonfire Regulations Policy as is currently, pending further investigation from the Deputy Clerk.

ACTION: The Deputy Clerk will gain quotes for green waste removal and bring to the next meeting.

RESOLVED: The committee agreed to leave the Water Butt Regulations as is currently, due to the risk of legionnaires disease.

11 / 24 / 10 To receive for review and approval the Termination Notice Period as detailed in the tenancy agreement

RESOLVED: The committee agreed to amend the Termination Notice Period to two weeks and to propose this to The Policy and Finance Committee Meeting for approval.

11 / 24 / 11 To Note the scheduled meeting with the Allotment Site Representatives on 16th September 2024.

RESOLVED: The committee noted that the meeting with the Allotment Site Representative's is due to take place on 16 September 2024.

12 / 24 STRATEGIC PLAN

- The committee received and noted a verbal update from the Town Clerk on the Strategic Plan.

- The committee was informed that a brief questionnaire related to the Strategic Plan will be distributed at the Eastleigh Pride event on 14/09/24, with the results to be shared shortly afterward.

13 / 24 CONFIDENTIAL SESSION

To resolve to exclude of members of the public and press in accordance with the Public Bodies (Admission to Meetings) Act 1960 prior to consideration of the following item by reason of the confidential nature (transfer of assets) of the business to be transacted.

RESOLVED: The committee exclude members of the public and press in accordance with the legislation.

14 / 24 TRANSFER OF ASSETS

14 / 23 / 1 To receive a verbal update and confidential papers regarding transfer of an asset

- The committee received and noted a verbal update and confidential papers from the Town Clerk regarding the transfer of an asset

14 / 23 / 2 To receive a full list of community assets within the town parished area from EBC

- The committee received and noted the complete list of community assets within the town's parish area from Eastleigh Borough Council.

14 / 23 / 3 To discuss the process proposed to commence the transfer of assets from EBC

- The committee noted that we are currently awaiting a plan from Eastleigh Borough Council regarding the transfer of assets.

15 / 24 CONFIDENTIAL SESSION TO END

The Press and Public were invited back into the meeting.

16 / 24 DATE OF NEXT MEETING

It was agreed the date of the next meeting is scheduled for the 30 October 2024.

The Meeting closed at 9:22 pm.

Chair .....
Date .....