



Leigh-on-Sea Town Council

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Chairman: Cllr. Caroline Parker
Vice Chairman: Cllr. Paul Lawrence
Town Clerk: Paul Beckerson



MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON WEDNESDAY 19th MARCH 2014 AT THE LEIGH COMMUNITY CENTRE, 71-73 ELM ROAD, LEIGH-ON-SEA

Present: Cllrs: Paul Lawrence (Chairman), Donald Fraser, Jerry Holden, Pat Holden and Caroline Parker (from Min 50 until Min 54).

Allotment representatives: Alan Ashdown (LA), David Hammond (Orchard), Tony Wilson (MDAS), Anne Scobie (M C)

In attendance: Paul Beckerson (Town Clerk), Carole Wilson and Sheila Brazier.

The meeting opened at 7.30pm

46. CHAIRMAN'S OPENING REMARKS

The Chairman welcomed all to the meeting and asked the societies to be vigilant and report any speeding on the track. The use of braziers was becoming a problem because of the emission of smoke, again the societies were asked to be vigilant.

47. APOLOGIES FOR ABSENCE

Ron Bates (LA) and Ashley Hitchcock (MDAS)

48. DECLARATION OF MEMBERS' INTERESTS

Cllrs Jerry Holden, Pat Holden and Paul Lawrence each declared a non-pecuniary interest as plot holders on the Manchester Drive site and ordinary members of MDAS.

49. APPROVAL OF MINUTES OF THE PREVIOUS MEETINGS

Minutes of the meetings of 22nd January 2014 were agreed as a correct record and signed by the Chairman.

50. ALLOTMENT RISK ASSESSMENT (Appendix 1)

Members considered the draft Allotments Risk Assessment and made some changes outlined below:

Delete in composting: 1. Avoid turning compost heaps.

Cllr Caroline Parker joined the meeting

Delete Greenhouse section.

Delete 'bikes' in Bee and Wasp stings.

Add in Work in Public Spaces at end of title 'with machinery'

Delete all Ground Rules with the exception of the last two bullet points.

The Town Clerk was asked to check if the rules contained anything about the use of chemicals (**The current Tenancy Agreement does not**).

Members discussed in some detail references to First Aid Boxes and their provision on site, it was **agreed** that the reference to first aid boxes be amended.

'The Societies have First Aid Boxes on site, but individuals should provide their own as these aren't accessible at all times'.

It was proposed the Draft Risk assessment be adopted subject to the above amendments.

Proposed Cllr Jerry Holden; Seconded Cllr Donald Fraser.

The Committee **RESOLVED** to adopt the Risk Assessment.

51. BONFIRE DATES 2014

The Committee **noted** the dates - 26th & 27th April, 20th & 21st September, 1st & 2 November

52. REVIEW OF DEPOSIT SCHEME

The scheme had now been running for a year and there were no problems in its implementation.

The Committee **RESOLVED** to continue with the scheme.

53. INSTALLATION OF FENCING TO SOUTHERN BOUNDARY

The Committee **RESOLVED** to proceed with the project and obtain quotations for the next meeting.

54. WRITTEN REPORTS FROM SITE REPRESENTATIVES (Appendix 2 to the agenda)

There were various items of rubbish and debris in the Brook. It was **agreed** to investigate possible sources of labour to affect clearance.

Marshall Close **noted**.

There would be some pruning to the Oak on the wildlife area and it was intended to move a tank from the path onto the adjoining plot to improve access. There had been numerous infringements in regards the track closures and speeding. It was **agreed** to check with NSA on the use of tarmac scrapings.

Leigh Allotments **noted**.

They were carrying out work on the site regarding new tanks and installing land drains, these were all within the ASA budget. New locks had been installed and new keys were being issued at a cost of £3.50.

Cllr Caroline Parker left the meeting

MDAS **noted**.

Orchard Report **noted**.

55. BUDGET – Report 2335/Allot (Appendix 3 to the agenda)

Members **noted** the report.

The Committee **RECOMMENDED** to F&GPC that any underspends in 2013/14 are carried forward as an earmarked reserve for Waste Clearance.

Proposed Cllr Jerry Holden; Seconded Cllr Donald Fraser

56. CORRESPONDENCE

There was none.

The meeting closed at 9.16pm

HEALTH AND SAFETY FOR ALLOTMENT GARDENS

RISK ASSESSMENT		
Hazard	Person at risk	Control / Monitoring
Blisters, minor cuts, abrasions	Society Members and guests	<ol style="list-style-type: none"> 1. Wear work gloves, not fabric. 2. Keep hands as clean as possible. 3. Keep up to date with tetanus inoculations. 4. The Societies have First Aid Boxes on site, but individuals should provide their own as these aren't accessible at all times.
Accidents with tools	Society Members and guests	<ol style="list-style-type: none"> 1. Wear boots or other appropriate footwear. 2. Inspect site prior to work. 3. Exclude public if necessary. 4. Keep tools well-maintained to be safe to use. 5. Discard all faulty equipment. 6. Only use appropriate tools in correct manner. 7. Get basic training in tool safety. 8. Where non-standard, e.g. powered, equipment is required, seek appropriate advice. <p>For example ensure that tools are stored and hung appropriately and that you have an awareness of the function of each tool.</p>
Sharps: needles, razor blades etc	Society Members and guests	<ol style="list-style-type: none"> 1. Do not lift leaves etc. with hands. 2. Use boards / rakes etc. 3. Wear boots and gloves. 4. Use sharps box to discard any sharps. 5. Do not compact with feet or hands. <p>For example do not force items into waste bags with hands and feet.</p>
Moving, lifting or handling loads	Society Members and guests	<ol style="list-style-type: none"> 1. Assess load and location. 2. Seek help if required. 3. Get basic training in manual handling.
Uneven ground, trip hazards	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware of the state of ground being worked on. 2. Wear footwear with a good grip. 3. Take extra care if working on slippery ground. 4. All access routes must be kept free from materials and debris at all times.
Bacterial infections	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware that illness and infection can be caused by poor garden hygiene. 2. Take care not to put hands in mouth or around mouth, nose or eyes while gardening. 3. Wash hands carefully before eating. 4. Cover cuts or grazes with waterproof dressings while working in the garden. 5. Garden produce should be washed thoroughly before eating.
Plant allergies	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware you may be allergic to certain plants and if so avoid contact. 2. Try to wear gloves at all times. 3. Wash hands thoroughly at the end of each session.
Garden chemicals	Society Members and guests	<ol style="list-style-type: none"> 1. All chemicals should be clearly marked and stored, and used according to manufacturer's instructions by competent people only.

Sunburn	Society Members and guests	<ol style="list-style-type: none"> 1. Wear suitable clothing. 2. Wear a high factor protective sun cream, it is the individual's own responsibility to use it. 3. Drink adequate fluids to stay hydrated. 4. Take breaks when required.
Hypothermia	Society Members and guests	<ol style="list-style-type: none"> 1. Wear warm outdoor clothing – waterproof clothing if required.
Fire	Society Members and guests	<ol style="list-style-type: none"> 1. Emergency evacuation procedures to be in place and understood by all participants. 2. No smoking in enclosed spaces or near garden chemicals.
Bee and wasp stings	Society Members and guests	<ol style="list-style-type: none"> 1. Be aware of environment and do not provoke bees or wasps. 2. Stay clear of bee or wasp hives. 3. If stung by bee or wasp please seek help from staff. 4. Leave area if necessary.
Composting	Society Members and guests	<ol style="list-style-type: none"> 1. Wear face mask and gloves when turning compost heaps.
Animal manures	Society Members and guests	<ol style="list-style-type: none"> 1. Wear gloves when handling animal manures and wash hands thoroughly afterwards.
Water butts	Society Members and guests	<ol style="list-style-type: none"> 1. Garden produce and hands should not be washed with water from the water butts. <p style="color: red;">For example do not drink from the water butts.</p>
Working in public spaces with machinery	Society Members and guests	<ol style="list-style-type: none"> 1. Wear high visibility jackets. 2. Exclude public if necessary.

GROUND RULES FOR ALLOTMENT GROUPS

To be adhered to by all users of the allotment:

- Each individual has to take personal responsibility for his / her safety, particularly if working on their own.
- At all times, each individual using the garden must act in a responsible, considerate manner; mindful of others working in the garden.