

Minutes of ALLOTMENT COMMITTEE Meeting Tuesday 16th June 2026 at 7.00pm
at Euxton Allotment Site Office

Councillors present: Cllr E Jones (Chair)
Cllr D Rigg (Vice Chair)
Cllr K Reed
Cllr G Vickers
Cllr P Fellows
Cllr C Gaynor

Officers present: A Mayoh, L Hardman

Members of the public: 0

- 1A. Election of Chairman – **Resolved** - Cllr E Jones was elected
- 1B. Election of Vice Chairman – **Resolved** - Cllr D Rigg was elected
1. Apologies – Cllr P Morton
2. Minutes of meeting held Tuesday 14th April 2026

Resolved: Minutes of the Allotment Committee held on 14th April 2026 were agreed to be an accurate record and signed by the Chairman.

3. Public participation

No members of the public present.

4. Best Plot Competition 2026

The Committee discussed the judging date, scoring criteria and competition judges for the Best Plot Competition 2026. The Deputy Clerk reported that no opt out requests have been received.

Resolved: Councillors decided the judging date will be Wednesday 15th July 2026 between 1000-1400 hours. The judges will be Cllr Jones, Cllr Rigg and Cllr Reid. Deputy Clerk will email Plot Holders with the judging date and opt out information.

5. Container

The Committee viewed and discussed the designs for painting the storage container obtained by Cllr Vickers. Cllr Jones requested that the contractor be asked to attend the allotment site to view the container and provide a quotation to carry out the work.

Resolved: Cllr Vickers will contact the contractor and arrange a site visit and quotation for the works.

6. NWIB/IYN Competition 2026

The Deputy Clerk reported that the judging date for Euxton Allotment site has now been changed to Thursday 16th July 2026 with the time to be confirmed. Cllr Jones advised that the Chorley in Bloom buffet is being held on 25th June 2026 at Astley Park and there is an invitation for two Councillors to attend. There will be two new judges this year who have not previously visited Euxton Allotment Gardens and they will therefore need to be shown around the site. Cllr Rigg enquired if refreshments should be supplied.

Resolved: Cllr Rigg and Cllr Reid will attend the allotment site on 16th July 2026 to meet the judges and show them around, a decision regarding refreshments will be made once a time of arrival has been provided. Cllr Reid and Cllr Gaynor will attend

the Chorley in Bloom buffet on 25th June 2026, the Deputy Clerk will email details of the event and will also email all plot holders to notify them of the judging date.

7. Licence Agreement Document

Councillors discussed the issue of plot clearances carried out by EPC to remove waste left by outgoing plot holders. The Allotment Officer enquired if a deposit should be provided by new holders to cover the cost of clearing and disposing of remaining waste when they vacate the plot. Cllr Jones advised that Points 11 and 22 of the Agreement document already cover the removal of tyres, structures and waste by the licensee when the licence is surrendered. Cllr Rigg suggested that the wording of the Agreement document should remain the same and any amendments can be made if required.

Resolved: Councillors agreed that no amendments to the Agreement document are required at this time but if there are any issues in the future then revisions can be made.

8. Update re Going Digital for the Allotment Committee

Councillors discussed the trial for Going Digital at the Committee meeting on 14th April 2026 and the issues that were experienced including access and internet connection. Cllr Jones enquired if reverting back to paper documents would be a preferable option for the Committee members.

Resolved: Councillors decided that the use of paper documents at the next meeting would be the preferred option. The Deputy Clerk will prepare and bring the required documentation to the next meeting.

9. Site Reports and Considerations

The Allotment Officer reported that the scrapings removed from the car park of Euxton CoE Church have now been re-laid on the car park of the allotment site which appears to have been successful. He also enquired about the costs and responsibilities of the water supply on site. Cllr Jones advised that EPC provide stop valves but hose connections are the responsibility of individual plot holders. Cllr Reid suggested that plot holders should be notified as they may not be aware, Cllr Jones requested that notification be carried out by the Allotment Officer.

Resolved: The Allotment Office will update the Facebook and WhatsApp groups to update plot holders regarding usage of the water supply on site.

10. Any other business or information

No matters were brought to the Committee for discussion.

Resolved: Members agreed that pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.

11. Plot Reports and Considerations

- Inspection Reports Update

The Allotment Officer reported

Resolved: Allotment Officer to carry out further inspections of two plots and advise if further notifications are required.

- Changeover of Plots

The Deputy Clerk advised that there are 2 new plot holders on site who have taken over the vacant plots. There are currently 34 people on the waiting list.

Resolved: Deputy Clerk will manage the waiting list and there are currently no vacant plots.

- Compost Bays

The Allotment Officer reported that the compost bays were emptied the first week in April, they are filling up but will probably not require emptying for a few months.

Resolved: Allotment Officer will monitor the compost bays and notify the Deputy Clerk when they require emptying.

Cllr Rigg enquired about the condition of the sheds on site, the Allotment Officer reported that some are in need of maintenance. Cllr Reed suggested that a list be made of any sheds that require repair, treatment or maintenance prior to the winter months.

Resolved: Allotment Officer will carry out assessments of the sheds on site and compile a list of any that require repairs or maintenance.

12. Set Date of Next Meeting

The next meeting of the Allotment Committee will be 8th September 2026

Meeting concluded at 1955 hours.