

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 18 APRIL 2016 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Hale, Cllr Hatch & Cllr Hill
 Tenant Representatives, W Rowlinson (ML), J Pilsworth (ML) A Cunningham (HA), J Clark (VR) & A Stephens (CH).
 Mrs S Howard (Committee Clerk)

AL/16/636 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Barton, Cllr Geldart, Cllr Norton-Sealey & A Baker (WA).

PART 2

AL/16/637 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

AL/16/638 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON 15 FEBRUARY 2016

The Committee Clerk advised that there were two amendments required.

AL/16/624.2 – Plot number should be CEM137 not CEM147

AL/16/625 – Plot number should be ML4A not ML4B

The Chairman noted the amendments and initialled the corrections made. The minutes from 15 February 2016 were **AGREED** as correct and ratified at Full Council on 24 February 2016.

AL/16/639 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

The Committee Clerk confirmed that the payment for the skip hire on 25 March 2016 on the Church Hill Allotments has yet to come out of the Allotment bank account.

AL/16/640 TO RECEIVE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 15 FEBRUARY 2016 MEETING

640.1 Moor Lane

640.2 WPC Reports

ML5B & ML10 – It was **AGREED** send a Letter of Concern as no work has started.

ML12 – The garden has not been cleared of rubbish or the polytunnel that was blown down has not been removed as per our previous letter. It was **AGREED** to send a WPC1 warning letter asking for rubbish and polytunnel to be removed by 25 May 2016.

ML22A & B – A shared shed. The felt roofing material has gone. It was **AGREED** to send a letter to both tenants asking for the felt to be replaced.

ML23B – There are 6 or 7 tyres on the allotment plot. It was **AGREED** for a letter to be sent to the Tenants asking to remove the tyres as they are banned on site.

ML24B – There is garden equipment on top of the shed. A letter to be sent to the Tenant asking for the equipment to be removed due to this being an H&S issue.

640.3 General

Dip Tank

Once the dip tanks have been installed on Church Hill, the old tanks can be upcycled on other allotment sites.

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ML28 – The Committee agreed that the plot can be split into two gardens. The Tenant Representative will mark out the new plots so they can be reallocated.

Action – Tenant Representative & Committee Clerk

Boundary Trees – The Committee Chairman confirmed that a written report from the NSC Tree Officer confirming that a survey has been conducted on the trees located on the Eastern boundary of the allotment site has been received. The Tree Officer has confirmed that the survey has shown that the trees do not require any tree work and are classed as low risk.

641.1 Highdale Avenue

No issues to report

642.1 Victoria Road

642.2 WPC Reports

VR73 & VR78B – It was **AGREED** to send WPC1 warning letters to both tenants due to non-cultivation of their allotment gardens.

642.3 General

The Tenant Representative advised that since the recent storms, the new boundary fence is listing slightly. The Committee Chairman asked the Committee Clerk to contact the Contractor to check the fence.

Action – Committee Clerk

643.1 Westbourne Avenue

643.2 General

The Tenant Representative confirmed that the site door frame needs attention and repair. The Committee **AGREED** to contact Alliance Homes who maintain this door.

Action – Committee Clerk

644.1 Church Hill

CH134 – It was **AGREED** to send a letter of concern to the tenant as no work has started.

CH111, CH129 & CH134A – It was **AGREED** to send WPC1 warning letters due to non-cultivation of the allotment gardens.

645.1 Cemetery

645.2 WPC Reports

CEM137 – It was **AGREED** to send a letter of concern as very little work has been done and now ceased since the WPC1 warning letter that was issued.

CEM152 – The Committee discussed the allotment garden and it was felt that the allotment garden is not been cultivated to the 75% rule. It was **AGREED** to send a WPC1 warning letter to the tenant.

645.3 General

CEM151 – There are panes of glass on the allotment garden that need to be removed from site. There is also a broken pane of glass that has been left by the Tenant near the boundary wall and must also be removed by the Tenant. It was **AGREED** to write to the Tenant to this effect.

Action – Committee Clerk

Site grass cutting – The Councillor Representative advised that since the departure of the Tenant Rep, the grass cutting on the Cemetery allotment site is no longer being done. It was **AGREED** to establish the cost of the Contractor who cuts the Church Hill allotment site, as to how much it would be to have the Cemetery allotment site included back onto this Contract. **Action – Committee Clerk**

Water – The Councillor Representative advised that since the water has been switched back on, the standpipe tap is only coming out as a trickle. The Tenant Rep from Church Hill **AGREED** to investigate further. **Action – Church Hill Tenant Representative**

AL/16/646 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

The Committee **AGREED** to the following gardens being awarded a full tenancy agreement: - ML14, HA63B, WA91, WA95B, CH116A, CH118 & CEM153.

Action – Committee Clerk

AL/16/647 TO DISCUSS AND AGREE THE PRICE OF LARGER CATTLE TROUGHS FOR THE CHURCH HILL ALLOTMENT SITE

The Committee **AGREED** to replace all 4 of the cattle troughs with 327litre tanks at £110.00 each + £33.60 each for the service boxes. An allowance of £70.00 for the purchase of concrete to be given to the Tenant Representative who has agreed to dismantle and replace the cattle troughs. The redundant dip tanks currently being used on site will be upcycled on other allotment sites.

Action – Committee Clerk & Tenant Representative

AL/16/648 TO RECEIVE AND DISCUSS CHANGES TO THE TENANCY AGREEMENT AND POLICY GUIDELINES REGARDING WHEN TENANTS ARE AWAY/CANNOT CULTIVATE THEIR PLOT AND ALSO TO REMOVE ALL RUBBISH AND TOOLS WHEN VACATING AN ALLOTMENT

The Allotment Committee discussed that currently there are many versions of the Tenancy Agreement in circulation as over time the tenancy agreement has been revised and updated. The Committee felt that an addendum could be included to the agreement and that it is issued in August/September when the annual invoices are raised. This way the tenants can re-sign the agreement and return with their annual payment. The Committee confirmed that there will be no additional deposits to be asked for.

Action – Committee Clerk

AL/16/649 TO PROVIDE ANY ITEMS FOR DISCUSSION AT THE ALLOTMENT OFFICERS FORUM ON 28 APRIL 2016

The Committee Clerk is attending the Forum on behalf of Clevedon Town Council. No items were given to the Clerk to take to the Forum.

AL/16/650 TO DISCUSS AND AGREE THE REVISED AND UPDATED BOOKLET GIVEN TO NEW ALLOTMENT TENANTS

Each new Allotment Tenant is given an allotment pack. It contains gardening leaflets that provide information on how to clear an overgrown plot, to a copy of the Committee's Policy Guidelines. The Committee Clerk has consolidated the leaflets into booklet form, but the Committee wanted more opportunity to scrutinise the information being given to new tenants. It was **AGREED** to include this item on the next allotment agenda in June 2016.

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AL/16/651 TO RECEIVE AN UPDATE REGARDING THE PROPOSED COMPETITION IDEA FOR THE CLEVEDON FLOWER SHOW ALLOTMENT STAND 2016

The Committee Clerk confirmed that by holding an inter-competition across all sites this year would mean that the entries would be displayed in the main judging arena. The stand that we have usually had would be used as Trade space this year by someone else.

The Committee Clerk advised that she would produce a poster to be displayed on all site noticeboards encouraging tenants to take part. The Councillor and Tenant Representatives to speak with tenants on site too.

AL/16/652 TO RECEIVE TENANTS REQUESTS

ML2 – The Allotment Committee **AGREED** to the additional 6'x4' shed request as long as the tenant does not put a door on the shed, but keeps it as the proposed growing house only.

HA67 – The Allotment Committee **AGREED** to the 8'x6' shed on a 5.00 perch plot.

WA91 – The Allotment Committee **AGREED** to the 6'x4' shed on a 5.00 perch plot.

WA95B – The Allotment Committee **AGREED** to the 4'x4' shed on a 2.50 perch plot.

CH132 – The Allotment Committee **DECLINED** the polytunnel structure on the 5.00 perch plot as the tunnel is too large and currently the Committee do not allow polytunnels on the Church Hill site.

AL/16/653 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no incidents to report.

AL/16/654 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – Not applicable

Allocation of Tenancy – HA64A

Waiting List – The waiting list is 76 @ 5 April 2016

Still to Allocate – ML28

AL/16/655 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Committee Clerk advised that the Tenant Representative for Westbourne Avenue has asked if the Tenants on this site can manage the running of the Allotment site without the support of the Council and how they would go about it.

The Committee Chairman advised that Clevedon Town Council, by way of agreement with Alliance Homes, lease the land from them. If an Allotment Association is formed, then the Town Council confirmed that all Council involvement on this site would be withdrawn including any funding.

AL/16/656 TO DETERMINE PART I AND PART II ITEMS

There were no Part I items

The meeting closed at 21.08pm
APPROVED AS A TRUE RECORD

CHAIRMAN Date

03/05/2016

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