

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 19 MAY 2014 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Bussey, Hatch & Knott
 Tenant Representatives, W Rowlinson (ML), R Cheek (HA), J Clark (VR), A Baker (WA) & P Cornock (CH).
 Mrs S Howard (Committee Clerk)

AL/14/387 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall (HA & WA), Cllr McNeill (VR), A Stephens (CH) & N Foster (CEM).

AL/14/388 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda.

AL/14/389 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 31 MARCH 2014

The minutes were **AGREED** as correct and have been ratified at Full Council on 7 May 2014.

PART 2

AL/14/390 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The Member of the Committee **NOTED** the Financial Report.
 Members were informed that Bristol Water has written to the Council to advise a change of meter reading dates; this will now be March and September each year. When the annual invoices are produced in August, the Committee **AGREED** they would assess the best way to incorporate the water rates element in the invoice. **Action – Committee Clerk**

AL/14/391 TO RE-ELECT THE VICE CHAIRMAN OF THE ALLOTMENT COMMITTEE FOR 2014/15

It was Proposed by Cllr Wring, seconded by Cllr Knott and resolved that Cllr Middleton is elected as Vice Chairman.

AL/14/392 TO RE-APPOINT COUNCILLOR SITE REPRESENTATIVES FOR ALL ALLOTMENT SITES

The Chairman of the Committee welcomed Cllr Bussey to the meeting. The Councillor Reps were decided as follows.

Cllr Middleton – Moor Lane
 Cllr Hall – Highdale Avenue and Westbourne Avenue
 Cllr McNeill – Victoria Road
 Cllr Bussey – Church Hill

25.29 square metres = 1 perch

Subject to ratification by Full Council

20/06/2014

Cllr Knott – Church Hill
Cllr Hatch – Cemetery

AL/14/393 TO RE-APPOINT AND RE-SIGN THE CODE OF CONDUCT FOR ALL TENANT REPRESENTATIVES FOR ALL ALLOTMENT SITES

The Chairman of the Committee advised that the Written Undertakings' are required to be signed by all Tenant Representatives that are a co-opted member of the Allotment Committee. The Tenant Reps that were at the meeting signed their forms.

AL/14/394 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 31 MARCH 2014

394.1 Moor Lane

394.1.1 WPC Reports

ML3B – There has been some work to this garden following the letter of concern. The Committee Clerk advised that the Tenant does have health issues. It was **AGREED** to monitor the garden.

Action – Tenant Representatives

ML4A – The garden is looking untidy. The Committee Clerk advised the Tenant has suffered an injury to her wrist and will be starting work on her plot at the end of May 2014. It was **AGREED** to monitor the garden.

Action – Tenant Representatives

ML12 – The garden is looking very untidy and the polytunnel has still not been finished. It was **AGREED** to write to the Tenant to revoke the permission given to erect the polytunnel.

Action – Committee Clerk

ML29 & ML40 – The path that had been removed due to couch grass has still not been reinstated by the Tenant. The Committee **AGREED** to write to the Tenant again to ask for the reinstatement of the path by the end of June 2014, failure to do so will be a breach of their Tenancy agreement and both plot numbers 29 & 40 will be terminated.

Action – Committee Clerk

ML31 – There is quite a bit of rubbish on the allotment plot. It was **AGREED** to send a WPC1, warning letter.

Action – Committee Clerk

ML43 - The garden is very untidy. It was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

ML46 – Concern was raised by the amount of hard core that is on this plot. The garden is very tidy; however concern was expressed that this would be expensive to remove from site if and when the tenant terminated their allotment. It was **AGREED** to write to the Tenant to advise that he must bear the cost and removal of the hard core himself if he terminated the plot and formal confirmation of this would be requested.

Action – Committee Clerk

394.1.2 General

ML32 – A discount was requested by the new Tenant due to the amount of rubbish left by the previous tenant. The Committee **AGREED** to the Tenant's request for a trailer to be used to remove the rubbish from site. An amount of £30.00 will to be deducted from the rent. This arrangement is a 'one off' for this tenant and not to be encouraged for other tenants.

395.1 Highdale Avenue

395.1.1 WPC Reports

HA59A – The garden is untidy. It was **AGREED** to send a letter of concern.
Action – Committee Clerk

HA68 – The breeze block retaining wall has become visible on the allotment plot below the boundary wall. The Committee Clerk advised that this has always been there as the garden is terraced.

396.1 Victoria Road

396.1.1 WPC Reports

VR74 – The garden is untidy. It was **AGREED** to send a letter of concern.
Action – Committee Clerk

VR75 – The garden has not been worked since the letter of concern. It was **AGREED** to send a WPC1, warning letter. **Action – Committee Clerk**

VR78B – The garden has not been worked and the Tenants six month tenancy agreement expired on 14 May 2014. It was **AGREED** to terminate the tenant.
Action – Committee Clerk

VR88 – The garden is very untidy. It was **AGREED** to send a WPC1, warning letter.
Action – Committee Clerk

396.1.2 General

Wooden Fence

Following the stormy weather in May, the wooden fence at the front of the allotment site came down. It has now been established that the posts are all rotten. The Tenant Rep to provide specifications to install a new fence on site.
Action – Tenant Representative

Repairs to Dip Tank

The Tenant Rep confirmed that a faulty ball valve at a cost of £10.00 has been affected to the dip tank on site. Members **AGREED** the cost retrospectively as a one off. The Tenant Reps were reminded that they had to obtain permission before purchasing any items.

Boundary Wall

Two Tenants on site are members of the Oaklands Management Committee have requested permission for wooden posts to be attached to the Allotment site of the boundary wall with netting across to stop children and the deer from entering the site. The Committee have requested further information to be

able to assess the Legal and Financial implications.

Action – Committee Clerk

397.1 Westbourne Avenue

397.1.1 WPC Reports

WA90 – the plot has still not been worked following the letter of concern. It was **AGREED** to send a WPC1, warning letter. **Action – Committee Clerk**

398.1 Church Hill

398.1.1 WPC Reports

CH102 & CH106 – The gardens are untidy. It was **AGREED** to send a letter of concern to both allotments. **Action – Committee Clerk**

CH118 – The garden is very untidy. It was **AGREED** to send a WPC1, warning letter. **Action – Committee Clerk**

CH131 – The garden is very untidy even following the WPC1, warning letter. It was **AGREED** to send a WPC2 warning letter.

Action – Committee Clerk

398.1.2 General

CH117 – The Tenant has suffered a fall along the middle spine path. The Tenant Rep confirmed that the soil is sliding forward on plot numbers – CH119 and CH125. It was **AGREED** to send a letter to these Tenants to ask for the soil to be moved back from the edge and if possible place a board against the allotment edge to create a barrier. **Action – Committee Clerk**

Conifer Trees

The conifer trees that belong to Whiteladies Cottage need pruning as it is becoming difficult to open and close the main gate. It was **AGREED** to write to the owner of the property to ask for trees to be cut.

Action – Committee Clerk

399.1 Cemetery

399.1.1 WPC Reports

CEM142 & CEM148 – The gardens are very untidy. It was **AGREED** to send a WPC1, warning letters to both allotments. **Action – Committee Clerk**

CEM152 – The garden is being maintained, but has a lot of fruit bushes and it is felt that the plot is too large for one person. It was **AGREED** to write to the Tenant to ask if she would like to split the plot. **Action – Committee Clerk**

399.1.2 General

Marker Pegs

CEM155 & CEM156 – The numbers on the marker pegs are not legible and need re-marking. **Action – Committee Clerk**

Main entrance gate

The Councillor Rep reported that the main gate has dropped and needs attention. It was **AGREED** to ask the Council Caretaker to see if any repairs could be affected.

Action – Committee Clerk

Dogs on site

The Committee Clerk reported that a Tenant had cleared dog excrement from the site. It was **AGREED** to write to the Tenant and inform them that having a dog on site is against Allotment Policy.

Action – Committee Clerk

AL/14/400 TO DISCUSS AND APPROVE CHANGES TO THE WARNING PROCEDURE FOR NON-CULTIVATION

The Committee Chairman advised that the Councillor Reps had held a meeting to discuss the warning procedure for non-cultivation of allotment plots. The Committee Chairman explained the letter of concern does not fall under Allotment Law, but is a letter that is sent mainly to new tenants whose gardens are becoming untidy and is a gentler way of asking them to maintain their allotment plot.

Currently the time given for tenants to cultivate their plots following a letter of concern is six weeks. If the garden continues to not be maintained, then the warning procedure commences.

The Committee felt that six weeks under the letter of concern is too long. It was **PROPOSED, SECONDED** and **AGREED** by the Committee that the timescale be reduced to two weeks.

The Committee also felt that the WPC1, warning letter timescale was too long, this being a period of six weeks for the tenant to cultivate the allotment. It was **PROPOSED, SECONDED** and **AGREED** by the Committee to reduce the timescale from six weeks to four weeks.

The WPC2, warning letter gives the Tenant two weeks, the final determination letter also gives the Tenant two weeks to clear the plot and the Committee agreed that this timescale is sufficient as required under Allotment and small holding Act 1908 30 (2).

AL/14/401 TO DISCUSS AND APPROVE CHANGES TO THE SIX MONTH AND FULL TENANCY AGREEMENTS

The Committee Chairman advised that several items on both the six month and full tenancy agreements need to be either updated or more detail included, i.e. the use of weed killer. It was **AGREED** to hold a special meeting to discuss this item further.

Action – Committee Clerk

AL/14/402 TO PROGRESS PLANS FOR THIS YEAR'S STAND AT THE CLEVEDON FLOWER SHOW.

Members were informed that it is the 50th Anniversary of Britain in Bloom this year. The Committee felt that this would be an interesting topic for this year's

stand. The Committee Chairman and Councillor Reps for Church Hill and Cemetery will co-ordinate the display for the stand.

Action – Committee Chairman, Councillor Reps for Church Hill and Cemetery

AL/14/403 TO RECEIVE TENANTS REQUESTS

ML6 – Shed request, a 6'x4' shed on a 5.00 perch plot. The Committee **AGREED** to the Tenants request.

HA68 – Shed request, a 8'x6' shed on a 5.00 perch plot. The Committee **REFUSED** the Tenants request.

VR85A – Shed request, a 6'x4' on a 2.50 perch plot. The Tenant is under a six month tenancy agreement. This application will be looked at again.

CH112 – Shed request, a 6'x4' on a 5.00 perch plot. The Committee **AGREED** to the Tenants request for a new shed to be erected and to dismantle the existing shed left by the previous tenant.

ML44 – Concrete raised beds on a 5.00 perch plot. The Committee **REFUSED** the Tenants request.

AL/14/404 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There has been a theft on the Westbourne Avenue site, garden number WA98. Ten chickens have been stolen. These were stolen the day after the chickens were delivered. There were no signs of a struggle, i.e. no feathers, no remains of the chickens. The Tenant has reported this to the Police but no crime reference number was given. The Tenant is taking this matter further with North Somerset Council to ask if additional security can be put in place.

AL/14/405 TO NOTE THE FOLLOWING INFORMATION

The Committee Chairman advised of the following:-
Termination of Tenancy – CH100B
Allocation of Tenancy – ML32, VR85A, WA91 & WA95A
Waiting List – The waiting list is 98 @ 8 May 2014.
Still to Allocate – CH100B

AL/14/406 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items

AL/14/407 TO DETERMINE PART I and PART II Items

There are no Part I items.
All other items are Part II items.

The meeting closed at 9.40pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

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20/06/2014

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