

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING**  
**HELD IN THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 29 MARCH 2010 AT 7.30 pm.**

**Present:** Cllr C Wring (Committee Chairman)  
Cllrs C Hall, C Arnold, L Knott, P McNeill, J Middleton & N Pennycott  
Town Clerk – Ms P Heath      Committee Clerk – Mrs S Howard

**Tenants Reps:** D Beynon (WA), P Cornock (CH), C Owens (CEM), W Rowlinson (ML),  
K Santo (ML) & A Stephens (CH).

**AL 10/01 APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from R Thackeray (VR) and M Blackmore (HA).

**AL 10/02 DECLARATIONS OF INTEREST**

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

**AL 10/03 MINUTES**

The minutes of the Allotments Committee meeting held on 7 December 2009 were APPROVED as a TRUE RECORD and SIGNED by the Chairman.

**AL 10/04 UPDATES AND ACTIONS**

AL 10/04.1 [AL/09/126] – Moor Lane gate and fence.

It was confirmed that the gate and fence has been installed and now operational. The Tenant Reps reported that all but one tenant is abiding by the closed gate rule. The Tenant Reps will explain to the tenant the reason and if they continue to ignore the rule the office will send a formal warning letter.

<b><u>PART 2</u></b>
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**AL 10/05 FINANCIAL REPORT OF ALLOTMENTS COMMITTEE ACCOUNTS**

Members NOTED the financial report that was circulated at the meeting. Town Clerk confirmed that the Committee are on track and there should not be any issues in the current financial year.

**AL 10/06 CEMETRY WALL REPAIRS – CLLR HALL**

[AL/09/82] - Cllr Hall confirmed 25% of the wall is now rebuilt and looking good. Whilst wall is being repaired, a wire fence has been installed to deter badgers. Concern was expressed over some of the Press comments on the work. Cllr Hall would discuss these with Neil Foster at the YMCA who is coordinating the work.

**AL 10/07 CEMETRY GROUNDS WORK – CLLR HALL**

[AL/09/105] – The Tenant Rep for Cemetery Site was commended on the work he had done to improve the visual appearance of the site.

**AL 10/08 REPORT FROM ALLOTMENT ASSOCIATION WORKING GROUP**

A report was presented to the Committee by the working group and was discussed at length by the Committee. It was noted that any Allotment Association would need a minimum of three officers, they would need a bank account, their own insurance including public liability, fidelity, and loss of business, an internal audit systems and an external audit of the annual accounts. There would need to be an agreement on how the waiting list would be managed if more than one association were created. Would current list holders have to identify which allotment site they want and then wait until one on that site came available or could a central list be held and done in rotation as current: this would have to be managed from the office to ensure impartial open control. Smaller sites such as Highdale and Victoria Road would have a lot slower moving list than the larger sites. The Officers would be held responsible for the management of the Association and for compiling, monitoring and enforcing risk assessments, rules and policies.

In response to a question Members were informed that a preliminary questionnaire sent with the notice of the tenants meeting in 2009 had shown that there was an interest in finding out more information on the association but only a couple of tenants indicated they would be willing to stand as officers. It was agreed that a formal questionnaire be sent to all tenants along with an information sheet on the forming of an association; the questionnaire and information sheet to be agreed by the committee prior to it being sent.

**AL 10/09 BOUNDARY CONTRACT MAINTENANCE REPORTS**

Members reported on the work carried out on the recent Maintenance visit. The Moor Lane tenants rep reported that a strimmer had been used on an area normally mowed, leaving an uneven appearance.

**AL 10/10 SITE MAINTENANCE REPORTS**

**Churchill** – It was confirmed that the rubbish nearest plot 106 is still on site. NSC has been asked to remove as it's located on their land. Several plots have been vandalised or items taken, i.e. garden canes, broken windows. This matter will be reported to the Police.

**Highdale** – There is an area of the Highdale wall that needs repointing. The office to identify the ownership of the wall, which may be a party wall with the Fire Brigade. A stone needs replacing on the outside of the wall, adjacent to the highway. The notice board should be lowered and the notices updated. The office will obtain quotes. No other major issues were reported from the other sites.

**AL 10/11 TENANCY AGREEMENT – WORKING GROUP**

Town Clerk advised that the Tenancy Agreement and Policy needed updating to incorporate any legal changes, best practice and to ensure a clearer definition. Cllrs Pennycott, Knott and Hall and the Town Clerk to form a working group and report back to the June meeting.

**AL 10/12 CLEVEDON FLOWER SHOW 2010**

A theme was discussed for this year's flower show. It was agreed to use Biodiversity and 'food miles', where we show, using a map of the world, just how far our food travels to our supermarkets. It was agreed to form a working group at the 24 May 2010 Committee Meeting to design and build the display. It was proposed, seconded and agreed to sponsor a children's class at this year's show and provide the prizes given to 3 age groups; it is hoped the class can be entitled 'a miniature allotment'.

**AL 10/13 ALLOTMENT WATCH**

No issues were reported.

**AL 10/14 TENANT REQUESTS**

ML5, Tenant requests plot to be split, whilst retaining 2.5 of plot.

**RESOLVED:** The plot cannot be split, due to its current size of 4.5.

CH117 – Tenant requests to paint shed, Cornish Cream.

**RESOLVED:** It was checked and agreed that Cornish cream does not meet the uniform colours of the Committee, which are green and brown.

**AL 10/15 REPORTS ON GARDENS IN RECEIPT OF WARNINGS**

No warnings reported on any site.

**AL 10/16 ALLOTMENT INFORMATION**

It was confirmed that there are currently 165 people on the allotment waiting list.

**AL 10/17 NS HOUSING GARDEN EXCHANGE SCHEME**

The Town Clerk confirmed that she has had a meeting with NS Housing in connection with a garden exchange scheme in Clevedon. The project would be managed by NS Housing. They have five gardens in Clevedon that could benefit from this scheme. It was proposed by Cllr Middleton, seconded by Cllr Hall and resolved that we would write to all those currently on our Allotment waiting list to see who was interested. Also, that any Tenant who did take up the offer would remain on the allotment waiting list and would have the opportunity to defer accepting an allotment if they reach the top of the list.

**AL 10/18 DATE OF ALLOTMENT TENANT'S ANNUAL MEETING**

Cllr Wring confirmed that due to some Committee Members not being able to attend the Annual Tenant's Meeting on 4 October 2010 due to being in Ettlingen that a different date was chosen and a speaker invited.

**RESOLVED:** The Annual Tenant's Meeting will be on Monday 11 October 2010, at 7.30pm. The Committee Clerk also provided details of Marie Glover, a speaker, keen gardener and aroma therapist who will be contacted to see if she would like to come and speak at the meeting.

**AL 10/19 CHAIRMAN ITEMS**

The Town Clerk is still awaiting water meter readings for the following sites – Churchill, Highdale Avenue and Cemetery. Thank you to those readings already submitted.

Cllr Pennycott confirmed that if we buy garden seeds via the NSALG website that they are cheaper this way; the office would investigate this.

The Town Clerk advised of a Go4Life Scheme that was being organised by Carol Price, on behalf of North Somerset Council, an allotment tenant on Cemetery site. Posters and articles in the local press have been seen stating that an allotment site in Clevedon would be used. Clevedon Town Council had not been approached for permission. As the gardening course involved interested parties paying for the trainings, this would mean that the Council's insurance would be affected. The Committee agreed that we cannot allow anyone to hold a communal venture on site. It was agreed that the office would contact the organiser.

**AL 10/20 DETERMINE PART I AND PART II ITEMS**

There were no Part I items.

APPROVED AS A TRUE RECORD      CHAIRMAN.....

Meeting finished at 9.10pm.      DATE: .....