



## **ALLOTMENTS COMMITTEE**

**Members:** Committee Chairman - Cllr J Middleton  
Committee Vice Chairman – Cllr B Hatch  
Cllrs Barton, Hale, Hill, O’Brien, Norton-Sealey & Starr  
Tenants’ Reps: W Rowlinson & J Pilsworth (ML) A Cunningham  
(HA), J Clark (VR), A Stephens & P Cornock (CH) & C Robinson  
(CEM)

Dear Member

07 February 2017

You are hereby summoned to attend the **Allotments Committee** meeting of Clevedon Town Council which will be held in the Committee Room, 44 Old Street, and Clevedon on **Monday 13 February 2017 at 7.30pm**

Signed Ms P J Heath, MILCM

Town Clerk

**PUBLIC PARTICIPATION** - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

### **AGENDA**

1. To receive apologies for absence
2. To receive Declarations of Interest for items on the agenda
3. To receive minutes of the Allotments Committee meeting held on 14 November 2016
4. To receive the Financial report of the Allotments Committee Accounts – to follow
5. To receive Site Maintenance Reports from Tenant Representatives for information and to receive updates on actions from 14 November 2016 meeting
  - 5.1 Moor Lane
  - 5.2 Highdale Avenue
  - 5.3 Victoria Road
  - 5.4 Westbourne Avenue
  - 5.5 Church Hill
  - 5.6 Cemetery
6. To discuss and agree with those Tenants on a six monthly Tenancy agreement and whether a full tenancy agreement can be awarded
7. To discuss and agree whether to refund holding and structure deposits to the following tenants – VR78B & CH126
8. To discuss and agree the price for a new site noticeboard on the Moor Lane Allotments – quotes attached – Please see over
9. To discuss the requirement for Tenants to decide if they wish to have their own insurance in place to cover for loss/theft of tools, mowers etc., on site.
10. To review and discuss this year’s poster for the Inter-Site Allotment Competition for 2017
11. To discuss the collapsing wall at the Cemetery Allotment site.
12. To receive tenant requests – CH110 – Perspex greenhouse – 6’x6’ or smaller
13. To receive any items reporting to Allotment watch
14. To note the following information
  - 14.1 Termination of Tenancy – CH126
  - 14.2 Allocation of Tenancy – ML42A&B, ML48B, ML55, HA63A, VR78B, CH100A, CH113B, CH126
  - 14.3 Waiting List - 64 @ 6 February 2017
  - 14.4 Still to allocate – HA60A, CH106, CEM156

**P.T.O**

*Members are reminded they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.*

*Members are reminded that under Standing Orders they are required to switch their mobile phones/devices off.*

15. Chairman Items for information only  
- To receive any feedback to Bristol Wessex Water's letter regarding changes to the water industry for non-household customers from 1 April 2017. (copy attached)
  16. To determine Part I and Part II items.
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### **New Site Noticeboard – Moor Lane**

**Specifications** – Noticeboard to accommodate 6 sheets of A4 paper, post mounted, magnetic backing board, lockable with spare keys, weatherproof, plastic or aluminium, vented and to be installed by contractor with the old noticeboard being removed from site.

Quotes obtained.

**Company A –**

£ 148.00 plus VAT for the noticeboard

£ 85.00 for each post - silver anodised post would be £85.00 each (recommend 2 for this size case)

£ 175.00 to concrete into the ground, inc., all labour and materials

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£ 408.00 Total cost subject to VAT

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**Company B –**

£780.00 + £156.00 VAT for premium noticeboard including posts – aluminium frame, with two keys and 1 spare.

£610.00 + £122.00 VAT for budget noticeboard including posts – aluminium frame, with locking system via allen keys

£230.00 + £46.00 VAT to install noticeboard assuming soft earth conditions and no specialist plant or machinery will be required.

**Company C –**

£364.13 + £72.83 VAT for aluminium noticeboard, including posts and delivery charges. Installation NOT included and does NOT include spare keys

£727.46 + £145.49 VAT for man-made timber, including posts and delivery charges. Installation NOT included and does NOT include spare keys

**Company D -**

£785.00 plus VAT for aluminium notice board with box section posts.

Or £845.00 plus VAT for recycled plastic noticeboard with square posts

£95.00 plus VAT for delivery

£550.00 plus VAT for installation (inclusive of delivery)

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