

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 31 MARCH 2014 AT 7.30 pm.

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

AL/14/368 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall & A Stephens (CH).

AL/14/369 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/14/370 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 24 FEBRUARY 2014

The minutes were **AGREED** as correct and have been ratified at Full Council on 12 March 2014.

The Tenant Reps made the following comments on the ratified minutes. No alterations were made to the minutes.

AL/14/350. 350.1.1. ML29 & ML40

The Tenant Rep for Moor Lane stated that this minute number is not an accurate record of what he reported to the last Committee Meeting.

AL/14/350. 350.1.1. ML42

The Tenant Rep for Moor Lane stated that this minute number is not an accurate record of what was reported to the last Committee Meeting.

AL/14/350. 351.1.1. HA68

The Tenant Rep for Highdale Avenue stated this minute number is not an accurate record of what he reported at the last Committee meeting.

PART 2

AL/14/371 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The Member of the Committee **NOTED** the Financial Report.

AL/14/372 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 24 FEBRUARY 2014

372.1 Moor Lane

372.1.1 WPC Reports

25.29 square metres = 1 perch

25/04/2014

Subject to ratification by Full Council

ML2 – The Tenant Rep advised that the Tenant has still not been seen on site. The Councillor Rep advised that an area of the plot has been cleared. The roof of the shed also needs re-felting. It was **AGREED** to send the Tenant a warning letter and ask for the roof to be re-felting.

Action – Committee Clerk

ML3B – The Tenant Rep confirmed that three rose bushes have been planted in the tenant's allotment garden. These will be monitored.

Action – Tenant Representatives

ML7 – The shed needs re-felting. It was **AGREED** to send the Tenant a letter to ask for it to be repaired.

Action – Committee Clerk

ML12 – The Tenant Rep advised that the Tenant has still not erected his polytunnel. The Committee Clerk advised the Tenant had telephoned the office and advised that he has family matters to attend to and the polytunnel will be erected soon. The Committee **AGREED** that the polytunnel must be erected before the next Allotment Committee meeting on 19 May 2014. The Committee Clerk advised that no time limit is not enterable under the Council Allotment Policy.

Action – Tenant Representatives

ML31 – The garden is untidy and the shed is in a poor state. It was **AGREED** to send a letter of concern to the tenant.

Action – Committee Clerk

ML32, ML34 & ML43 – The gardens are looking untidy. It was **AGREED** to send a Letter of Concern to the tenants.

Action – Committee Clerk

ML41 – During the site inspection it has been noticed that the greenhouse on the plot has glass windows. Further investigation as to when the greenhouse was installed needs to be established to see if our policy asked for no glass on site when the greenhouse was erected. The Councillor Rep for Church Hill suggested the tenant covers the glass with window film, so that if the glass should be broken, the glass would not shatter.

ML46 – The Tenant has delivered around 1,000 bricks to his plot and a lot of broken pots. Concern was raised that the majority of the plot will be covered with pots and bricks and will not be in the spirit of what an allotment garden should be. It was **AGREED** to have a site meeting to have a look at what the tenant intends to do with the hard core on his plot.

Action – Committee Chairman & Committee Clerk

ML53 – Very little cultivation of the plot has been done and it was **AGREED** to send a letter of concern to the Tenant.

Action – Committee Clerk

ML58 – The Tenant Rep advised that the tenant has had a delivery of manure and it needs to be moved to their allotment garden. It was **AGREED** to write to the Tenant to ask them to move it to their plot.

Action – Committee Clerk

373.1 Highdale Avenue**373.1.1 WPC Reports**

HA59A - The Tenant Rep advised that the garden is looking untidy and will be monitored.

Action – Tenant Representative

374.1 Victoria Road**374.1.1 WPC Reports**

VR75 – The Tenant Rep advised that the garden has not been worked. It was **AGREED** to send a letter of concern.

Action – Committee Clerk

374.1.2 General

VR88 – The Tenant Rep feels that the tenant is sub-letting their garden to someone else. The top section of the allotment plot has been cultivated and the back of the plot is very untidy and the Tenant Rep has also seen someone else on the garden working the plot that is not the Tenant. No further action was decided at the meeting.

Lump of Concrete

The Tenant Rep confirmed that this has now been broken up into manageable pieces by a Councillor. The Chairman asked if the YMCA group could be contacted to see if they could remove the hard core from the allotment site.

Action – Committee Clerk

375.1 Westbourne Avenue**375.1.1 WPC Reports**

WA90 – The Tenant Rep advised that no work has been done to the plot. The Tenant Rep has spoken to the Tenant who has confirmed that her mother has been working the plot, but the Tenant Rep has seen no evidence of this. It was **AGREED** to send a letter of concern to the Tenant.

Action – Committee Clerk

WA91 – The Tenant Rep advised that the plot has not been worked. The Committee Clerk confirmed that the Tenant had terminated their tenancy.

Action – Committee Clerk

375.1.2 – General

AL/14/362 - The Tenant Rep confirmed that all letters requesting confirmation of their continued interest had been hand delivered to those people on the allotment waiting list up to the end of 2011.

376.1 Church Hill**376.1.1 WPC Reports**

CH100B – The Councillor Rep advised that the garden is looking untidy and it was **AGREED** to monitor the garden.

Action – Tenant Representatives

CH102 – There are a large amount of fruit bushes on this allotment plot. It was **AGREED** to monitor this plot to make sure the whole plot is not taken over by the fruit bushes.

Action – Tenant Representatives

CH108 – The Councillor Rep advised that the Tenant has sprayed their allotment plot with weed killer and has killed the grass around their plot. The Committee **AGREED** that we need to investigate the policy on the procedure for spraying weeds on allotment plots. **Action – Committee Clerk**

CH124A – The Committee Clerk advised that a letter of appeal had been received from the Tenant following the warning letter. The Tenant adopts the no dig approach and has treated the ground with minerals. The Tenant has advised the garden will be planted at the end of April, early May. It was **AGREED** to monitor the garden.
Action – Tenant Representatives

CH131 - The Councillor Rep advised that no further work has been done to the allotment garden. It was **AGREED** to send a WPC2 warning letter.
Action – Committee Clerk

376.1.2 General

Car Park - The Tenant Rep advised that the new car parking area has remained dry all winter, however there are some weeds coming through that need to be treated. It was **AGREED** to obtain a price for spraying the weeds.
Action – Committee Clerk

Patch of land – The Tenant Rep asked if a letter could be sent to North Somerset Council asking them to tidy a patch of ground that is outside the boundary wall of the allotment site on Old Church Road.
Action – Committee Clerk

Warning Procedure for Tenants – The Councillor Rep advised that our warning procedure for tenants who are not cultivating their plot is not recorded in our tenancy agreements. The Committee Chairman asked for the Full Tenancy agreement and the six month Tenancy agreement to be sent to all members of the Committee and a special meeting will be arranged to discuss this further.
Action – Committee Clerk

377.1 Cemetery

377.1.1 WPC Reports

CEM144 – The garden has not been cultivated and there is roofing felt on the plot. It was **AGREED** to send a warning letter to the Tenant.
Action – Committee Clerk

CEM157 – The Tenants have replied to our letter concerning the pond and wooden furniture on the allotment plot. The Tenants confirm that they have worked with the YMCA group to encourage students to engage with the wildlife that comes to the pond. A copy of the letter will be communicated to the Tenant Rep for his information.
Action – Committee Clerk

377.1.2 General

The Councillor Rep confirmed that there are around ten marker pegs that are loose on the allotment site. There are also a number of these that have fading garden numbers that need to be re-marked in paint.

AL/14/378 TO DISCUSS THE LETTER OF APPEAL FROM THE WESTBOURNE AVENUE TENANT, WA95A FOLLOWING THE DETERMINATION LETTER SENT

The Committee Clerk read out the email received from the Tenant who advised that they had not cultivated their plot due to the amount of rain and also has had an operation of which she is now fully recovered. The Committee discussed the appeal letter but **AGREED** that other Tenants have been able to cultivate their plots and also through difficult illnesses and it was **AGREED** to terminate the tenancy of the allotment tenant due to non-cultivation.

Action – Committee Clerk

AL/14/379 TO CONFIRM ORDERS THAT HAVE BEEN PLACED FOR ALLOTMENT SITE PROJECTS

The Committee Clerk confirmed that orders have been placed for the following:-

AL/14/357 - Moor Lane driveway – 20 tonnes of stone to dust

The Committee Chairman advised the Committee if we wished to reconsider the proposal by the Chairman of Environment & Property with regards to having a tarmac driveway; the Committee declined to reconsider. The Committee Clerk asked if a compactor plate is required to level the stone once delivered; the Tenant Rep confirmed that this is not needed for this project.

AL/13/336 - Moor Lane & Cemetery sites - Dip tanks.

One dip tank to be installed on Moor Lane and two for the Cemetery site.

AL/13/336 - Victoria Road – Main gate

The main gate will be removed from site during mid-April and the Committee Clerk has arranged for some barriers to be installed by North Somerset Council whilst the gate is off site.

The Committee Clerk also advised that the cost for a new wooden post would be £210.00 + VAT and can be installed by the same company that is treating the gate. The Committee **AGREED** to the price for the post and removal of the old post and effects from site.

Action – Committee Clerk

AL/14/380 TO DISCUSS IDEAS FOR THIS YEAR'S STAND AT THE CLEVEDON FLOWER SHOW

The Allotment Chairman suggested a theme around the Centenary of the First World War. The Committee were asked to either come to the next meeting with ideas around this theme or other suggestions for this year's stand at the Flower Show.

Action – All Committee Members

AL/14/381 TO PROVIDE AN UPDATE ON THE HIGHDALE AVENUE EXTENSION TO THE PROPERTY ADJACENT TO THE ALLOTMENT SITE

The Committee Chairman reported that a site meeting had been held with the owners of the property. The extension is nearly completed. The Committee **AGREED** that a letter would be sent to the owners of the property confirming that the extension will be finished in mid-April and the allotment plot will be restored and replanted. **Action – Committee Clerk**

AL/14/382 TO RECEIVE TENANTS REQUESTS

ML16 – Shed request, a 6'x4' shed on a 5.00 perch plot. The Committee **AGREED** to the Tenants request.

AL/14/383 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that there were no items to report.

AL/14/384 TO NOTE THE FOLLOWING INFORMATION

The Committee Chairman advised of the following:-
Termination of Tenancy – VR85B & WA91
Allocation of Tenancy – None allocated
Waiting List – The waiting list is 104 @ 21 March 2014.
Still to Allocate – VR85A & WA91

AL/14/385 CHAIRMANS ITEMS FOR INFORMATION ONLY

The Tenant Rep for Moor Lane requested to receive details of any new Tenants so an induction to allotment gardening can be offered to the new tenant. **Action – Committee Clerk**

The Councillor Rep for Church Hill advised that there are a couple of push along mowers that are available to allotment sites if they would like them. The Tenant Reps from Moor Lane and Westbourne Avenue confirmed that they could both make use of the mowers.

Action – Councillor Rep for Church Hill

AL/13/336 - The Committee Clerk advised that an order will be placed to ask for the Japanese Knotweed on Church Hill to be sprayed as part of its first round of treatment to eradicate this plant. The Councillor Rep for Moor Lane asked that where the Japanese knotweed is already established in the neighbouring properties that they be requested to have the knotweed sprayed at the same time. **Action – Committee Clerk**

AL/14/386 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 9.15pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

25.29 square metres = 1 perch

25/04/2014

Subject to ratification by Full Council