

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL**  
**OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 28TH NOVEMBER 2011**  
**AT 7.30 pm.**

**Present:** Cllr C Wring (Committee Chairman) Cllr J Middleton (Vice Chairman)  
Cllrs C Arnold & C Hall  
Town Clerk – P Heath & Committee Clerk – S Howard  
**Tenants Reps:** D Beynon (WA), N Foster (CEM) P Cornock (CH),  
W Rowlinson (ML) & D Holladay (VR)

**AL 11/51 APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllr N Pennycott, Cllr P McNeill, Cllr L Knott, A Stephens (CH), R Cheek (HA) & K Santo (ML).

**AL 11/52 DECLARATIONS OF INTEREST**

There were no declarations of interest

**AL 11/53 RECEIVE MINUTES OF ALLOTMENT COMMITTEE MEETING HELD ON 3 & 10 OCTOBER 2011**

The Chairman explained that a Councillor raised the issue concerning the Moor Lane gate at the Full Council Meeting of 2 November 2011. They feel that the Committee should contact the manufacturer that installed the gate on site to see if any recommendations can be made to fix the problem; this had already been done.

**AL 11/54 RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS**

Members NOTED the financial report and the Town Clerk confirmed that we have £3,500 in the budget available, with £2,500 allocated to projects on Church Hill, Moor Lane and Cemetery sites.

The Tenant Rep for Westbourne Avenue asked if the wood purchased for this site was taken from this year's budget as it is not showing on the report. The Town Clerk confirmed that the order was placed and money taken from last year's budget. The Town Clerk reminded Tenant Reps that the financial year runs from 1 April to 31 March each year.

**AL 11/55 DISCUSS AND AGREE BUDGET REQUEST FOR 2012/13**

A draft budget for 2012/13 was circulated with the agenda.

The Town Clerk explained the reasoning behind the figures.

The boundary maintenance has no figure included as it had been agreed that due to the reduction over the years of the work to be undertaken, that each Allotment would be responsible for their maintenance. Following a discussion it was agreed that only Church Hill pathway would be maintained. As this was too small to be done as a stand alone contract it would be included in the grass cutting and maintenance contracts being tendered by the E&P Committee. The budget included an amount of £10,000 towards the set up of any new allotment site.

Cllr Hall with the agreement of the Chairman only, raised an issue not on the agenda.

Cllr Hall informed the meeting of discussions he is holding with North Somerset Council concerning a piece of land on Lower Strode Road.

The Town Clerk advised that there was a set procedure agreed by the Council in respect of any land purchase and in particular this piece of land. That this

presentation was premature as this land had not been discussed or any agreement made by the Council and that investigations were ongoing.

The Town Clerk advised that no Councillor could make an agreement on behalf of the Council.

Cllr Hall continued to inform the meeting of the price originally proposed, the amended price he had negotiated and that this price included the return to North Somerset Council of the Cemetery Allotment site.

Again the meeting was advised that there had been no discussion or agreement by the Council.

It was PROPOSED, SECONDED and AGREED to accept the draft 2012/13 budget as circulated.

## **AL 11/56 SITE MAINTENANCE REPORTS**

### **56.1 Moor Lane**

**56.1.1 ML8** – The Tenant Rep advised that the gutter by the boundary fence has been cleared of glass etc and stated they would now like to line this with chippings to keep this area tidier and spray with weed killer when needed. It was **AGREED** to obtain a dumpy bag of chippings for this area. **Action – Committee Clerk**

### **56.1.2 ML15**

The Tenant Rep advised that the compost bin has been removed from the garden. The Tenant Rep asked for the wood order to be placed so that the plot can be divided and then allocated to people on the waiting list.

**Action – Committee Clerk**

### **56.1.3 WPC Reports**

**ML48A** – Little work has been done on this garden since the new tenant has taken over from a previous tenant this year. The Tenant Rep has offered to meet the tenant on site to give advice as to how to start work on an allotment garden. The Committee Clerk will contact the tenant with this proposal.

**Action – Committee Clerk**

### **56.2 Highdale Avenue**

As the Tenant Rep was not in attendance, there is no report for this site.

### **56.3 Church Hill**

#### **56.3.1 Dip Tanks**

The Committee Clerk advised that the Tenant Rep for Moor Lane will collect the dip tanks and install them on site. The Tenant Rep for Church Hill asked to be contacted before installation, to ensure the tanks are placed in the right locations.

**Action – Committee Clerk, K Santo & P Cornock**

#### **56.3.2 WPC Reports**

**CH111** – The garden is very overgrown. It was **AGREED** to send a letter of concern and the garden to be monitored.

**CH121A & B** – Both gardens have had very little work done due to both tenants not being well enough to attend site. Both gardens will be monitored.

## **56.4 Westbourne Avenue**

### **56.4.1 Westbourne Gate and tap**

The Tenant Rep advised that this will be fixed and repaired over the Christmas holiday period.

**Action – D Beynon**

### **56.4.2 Letter of Concern**

The Town Clerk advised that alterations would need to be made to the draft letter and will bring an amended draft to the next Committee meeting.

**Action – Town & Committee Clerks**

The Tenant Rep also advised that the new tenant on WA95 has done a lot of work to the garden and is looking really good.

## **56.5 Victoria Road**

**56.5.1 VR73** – The Tenant Rep asked if this garden was going to be split before being re-allocated. The Committee **AGREED** that there are enough gardens on site that have been split. It must be advised to the next tenant that a lot of work is required to get this garden back to a good state and that they are happy to do this.

### **56.5.2 WPC Reports**

**VR78B** – This garden has been worked and is now looking good.

**VR87** – This garden has also been worked and is now looking good.

## **56.6 Cemetery**

### **56.6.1 WPC Reports**

**CEM143** – Garden is looking untidy, it was **AGREED** for a letter of concern to be sent.

**CEM146** – Garden is looking untidy, it was **AGREED** for a letter of concern to be sent.

**CEM150** – The Tenant Rep advised that little work has been done and it was **AGREED** for a WPC1 warning letter to be sent.

**CEM152** – The garden is in a very bad state and the tenant does not wish to give up any of the garden. Therefore it was **AGREED** to send a WPC2 warning letter.

**CEM157** – Little work has been done since the WPC1 letter has been sent. It was **AGREED** to send the WPC2 warning letter.

### **56.6.2 Trees on gardens**

The Tenant Rep confirmed that the trees on garden numbers CEM135 and CEM153 have been removed from the allotment gardens.

If there are any other fruit trees that need removing, Carol Price, a Clevedon Tree Warden, has asked to be contacted as local schools would be interested in having them.

**56.6.3 Shed**

Concern was raised by the Tenant Rep that the tenant on CEM149 has placed paving slabs on the garden which may be the base for a shed. However, the slabs cover an area of 10 ft by 10 ft which is outside shed size regulations. The Committee Clerk will contact the tenant to ascertain their intentions.

**Action – Committee Clerk**

**56.6.4 CEM145**

The Tenant has now advised that they do not want to split the plot. It has been established that the person helping the tenant is very close to the top of the waiting list and therefore when a garden is offered to them, they will sign a tenancy agreement in their name for half of the plot they are currently helping with.

**AL 11/57 QUOTES FOR CEMETERY WALL AND GATE**

The Committee Chairman advised that the quote received from PA Fencing was higher than expected and therefore we would not be proceeding with this quote. The Councillor Rep and Tenant Rep advised that they would attach some mesh between the gate and the floor to help alleviate the badger/rabbit issue.

**Action – Cllr C Arnold & N Foster**

**AL 11/58 RE-ALIGNMENT OF MOOR LANE GATE**

The Tenant Rep advised that the post is sufficient for the gate. The damage has been caused by children swinging on the gate. It was therefore agreed that a jockey wheel will be fitted to help support the opening and closing of the gate.

**Action – Committee Clerk**

**AL 11/59 ITEMS REPORTING TO ALLOTMENT WATCH**

A tenant on Victoria Road reported that a dead fox had been found on their allotment garden. The Town Clerk contacted Streets and Open Spaces who have now removed the fox from site.

The occupier of White ladies Cottage, Clevedon, telephoned the office to advise that there was a bonfire on the Church Hill Allotment site and was concerned about his thatched roof. The Allotment Clerk established that it was the tenant rep for Church Hill that had lit the bonfire and he was in attendance and had followed the correct procedure for having a bonfire on site. It was reiterated at the meeting that any bonfire on site must be with permission of the tenant rep and must not be left unattended.

**AL 11/60 ALLOTMENT RISK ASSESSMENTS**

Results of the site Risk Assessments were given to all Committee Members by the Committee Clerk. Work will now be carried out to assess and prioritised as to what needs to be looked at first.

The Tenant Rep for Church Hill raised concern about which trees and fencing was being referred to in the report. The Committee Clerk will contact the Councillor Rep to establish this information.

The Committee Clerk advised that prices had been obtained for padlocks on the site gates.

Squire combination padlock, 10 year guarantee, all weather lock, easy to use - £19.75

Sterling 70mm combination lock, stainless steel, 10 year guarantee, hardened padlock - £10.95

It was **AGREED** to purchase one padlock for the Church Hill allotment site and to see how it operates during the winter months. If it works well then more will be purchased for the other sites.

The tenant rep for Cemetery commented about the trees on the boundary wall. The Town Clerk advised that she was in discussion with the Contract Manager of Dignity concerning work to the trees.

**Action – Town & Committee Clerk**

#### **AL 11/61 FEEDBACK ON THE ANNUAL TENANT MEETING AND SPEAKER**

All Committee members agreed that the speaker provided an interesting and enjoyable talk at the Annual Tenant's Meeting. It was discussed about the possibility of having a competitor at the Flower Show to encourage more tenants to exhibit at future shows. The Tenant Rep for Westbourne Avenue will contact them to ask if they would like to provide a talk at our next ATM in 2012.

**Action – D Beynon**

#### **AL 11/62 ALLOTMENT WEBSITE – COLLATION OF EMAIL ADDRESSES**

The Tenant Rep for Moor Lane would like to be able to keep in contact with tenants to offer help, advice etc. He felt that the notice board on site is not used and therefore sending an email is an easier and more beneficial way to keep in contact with people.

It was **AGREED** that the Tenant Rep will place a poster on the site notice board inviting tenants to email him their contact details so that he can gather a database of tenant's details.

**Action – W Rowlinson**

#### **AL 11/63 DATES FOR ALLOTMENT COMMITTEE MEETINGS IN 2012**

It was discussed and **AGREED** to the following Committee dates for 2012.

13 February, 23 April, 23 July, 3 September, 8 October, 15 October – Annual Tenant's Meeting and 26 November 2012.

If there is a requirement to issue any warning letters to tenants at anytime, then please contact the office to arrange.

The Tenant Rep for Westbourne Avenue asked how the judging is carried out each year. The Committee Chairman advised that the Councillor Reps visit their sites in June and July and the gardens are judged by them. Points are awarded to tenants with a maximum score of 150 for each judging. There is then a final judging by the Chairman of the Council who has all the tenants' scores and looks at the highest scoring gardens in order to establish an overall winner, best garden, highly commended and highly commended new tenant.

#### **AL 11/64 TO NOTE THE FOLLOWING FOR INFORMATION**

Members noted the following information –  
Termination of Tenancy – ML11, HA63, VR73 & CH100B  
Allocation of Tenancy – CH124  
Waiting list - 160 @ 21 November 2011

#### **AL 11/65 CHAIRMAN'S ITEMS**

There were no Chairman's items for information.

**AL 11/66 DETERMINE PART I AND PART II ITEMS**

There were no Part I or Part II items.

APPROVED AS A TRUE RECORD      CHAIRMAN.....

Meeting finished at 9.40pm.      DATE: .....