

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 29TH APRIL 2013 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Giles-Townsend, Hatch & McNeill
 Tenant Representatives, A Baker (WA), J Clark (VR), R Cheek (HA),
 P Cornock (CH) & N Foster (CEM)
 Mrs S Howard (Committee Clerk)

AL/13/240 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall & Cllr Knott, W Rowlinson (ML), K Santo (ML) and A Stephens (CH).

AL/13/241 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest.

AL/13/242 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 25 FEBRUARY AND 20 MARCH 2013

The minutes were **AGREED** as correct.

PART 1

AL/13/243 TO RECEIVE UPDATE ON INSTALLATION OF MOOR LANE GATES

The Committee Clerk advised that the Contractor will be installing the new gates to the Moor Lane Allotment site on Thursday 2 May 2013. The Contractor is hoping to install the two new gates for the main entrance and to also alter the existing side panel and change to a gate that is closest to garden no. ML11A. If the work should over-run then they will return on the following day, Friday 3 May to complete the works. Notices have been placed on the main entrance gate, site noticeboard and side panel by the Allotment Clerk to advise tenants when the work will commence and for no-one to enter the site during this time for their own safety.

PART 2

AL/13/244 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members **NOTED** the financial report.

AL/13/245 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 25 FEBRUARY 2013

245.1 Moor Lane

245.1.2 WPC Reports

ML2 – There has been very little further work on site and the shed roof needs to be re-felted and some rubbish removed from site around the tenants shed. It was **AGREED** to write to tenant to ask for this work to be done. The Tenant Reps to continue to monitor this garden.

Action – Committee Clerk, Councillor and Tenant Representatives

ML7 & ML11A – only half of these plots are currently being worked. The Tenant Reps will monitor these gardens.

Action – Councillor and Tenant Representatives

ML9 – The Councillor Representative for Cemetery site advised that the tenant leaves a lot of tools out on site. It was **AGREED** to write to the tenant to ask for tools to be put away.

Action – Committee Clerk

ML18 – The grass around the plot needs to be cut as its very long. A letter will be sent to the tenant.

Action – Committee Clerk

ML22A, ML22B, ML24A, ML24B & ML31 – The gardens are looking very bad and it was **AGREED** to send a WPC1 warning letter to the tenants.

Action – Committee Clerk

ML23B – The garden has not been touched and needs a lot of work. The Committee Clerk advised that the Tenant terminated on this garden on 24 April 2013 and the garden will now be re-allocated.

Action – Committee Clerk

ML28, ML30, ML33, ML43, ML48 & ML52 – The Councillor Rep advised that all of these gardens need more work and rubbish clearing from the gardens. It was **AGREED** to send a Letter of Concern to the tenants.

Action – Committee Clerk

ML36 – There is a very dangerous compost bin that has been made from corrugated tin and is bulging onto the path. There is the danger of someone hurting themselves on this bin. It was **AGREED** to write a letter to the tenant asking them to remove the corrugated tin from the site and to replace with a plastic compost bin. The Committee Clerk advised that the tenant on ML23B is happy to leave his compost bin so the letter will make mention of the replacement bin available to the tenant.

Action – Committee Clerk

ML55 – There has been some work to this garden, but there are still too many fruit bushes on the garden.

245.1.3 Tap Post by ML32

The tap post by this plot is in need of replacement. It was **AGREED** that instead of repairing the tap post, we would purchase another dip tank to replace the tap. The Committee Clerk will order the dip tank.

245.1.4 Gutter area on Moor Lane Allotment site

The Tenant Representative advised that the gutter area on Moor Lane between the allotment fence and pavement needs spraying to kill the weeds and grass along with the road and car park areas.

The Committee Chairman advised that the Tenant Representative for Moor Lane would be contacted to ask if he could spray these areas.

Action – Committee Clerk

245.1.5 Repairing Pot Holes in driveway

The Tenant Representative asked what the method was for repairing pot holes in the road, as filling with loose gravel would have to be repeated twice a year. The Committee Clerk advised that steps are now being taken to repair the pot holes on Moor Lane with the delivery of the 10 tonnes of stone to dust on site.

245.1.6 Termination of ML23B

The Tenant of ML23B has contacted the office by telephone to advise that they wish to terminate their tenancy with the allotment plot with effect from 24 April 2013. There is a compost bin on the allotment garden which they are happy to give to the next tenant. The Committee Clerk will re-allocate the garden.

Action – Committee Clerk

245.1.7 Best Gardens 2013

The Tenant of ML13 has telephoned the office to advise that he does not wish to be involved with the Best Garden awards this year, following his award received last year. He would like to give someone else the chance of winning a prize.

245.1.8 ML11A Return of Allotment Deposit

The previous tenant of ML11A has contacted the office to advise that she has not received the return of the allotment deposit or shed deposit when she vacated the allotment garden in 2012. The tenant dug over the garden when they were very poorly to make sure the plot was in a good condition for the next tenant and that the deposits paid be donated to a charity, i.e. a children's hospice. The Allotment Committee **AGREED** that the holding deposit and shed deposit would be refunded and monies donated to a charity as per the tenant's wishes.

Action – Committee Clerk

246.1.1 Highdale Avenue**246.1.2 WPC Reports**

HA59A - The allotment garden is 60% covered in plastic and the Tenant Representative is concerned that we will have the same issues as last year in that the tenant did not cultivate the garden and we need to see the garden being actively cultivated as it is the start of the growing season. It was **AGREED** to send a Letter of Concern to the Tenant.

Action – Committee Clerk

HA64 – The top half of the plot is being worked, but not much work is being done on the bottom half. The Tenant Rep was asked to monitor the allotment garden.
Action – Tenant Representative

HA67 – The bay tree is still on the allotment garden. The Committee Clerk advised that the tenant has contacted the office and the tree is to be removed shortly. The Tenant Rep to continue to monitor the garden.
Action – Tenant Representative

246.1.3 Pointing on outside boundary wall

The Tenant Rep advised that there is some pointing required on the boundary wall. The Committee Clerk was asked to contact the Streets and Open Spaces Officer to conduct a site meeting for the works.
Action – Committee Clerk

246.1.4 Tap on site

The Tenant Rep advised that since the water has been switched back on, the tap on site is not leaking. The tap will continue to be monitored.
Action – Tenant Representative

247.1.1 Church Hill

247.1.2 WPC Reports

CH100B – The Tenant Rep advised that the top right hand corner of the plot is a mess. The Tenant feels that this is not part of their garden. It was **AGREED** to send a Letter of Concern to the Tenant.
Action – Committee Clerk

CH104 – Tools are being left out on site. It was **AGREED** to write to the tenant to ask them to remove.

CH131 – The garden is very untidy. The Councillor Rep advised that garden has not been touched. It was **AGREED** to send the tenant a WPC1.
Action – Committee Clerk

CH124A & CH124B, CH133 & CH134

It was **AGREED** to send a Letter of Concern to all Tenants as very little work has been done to the gardens.

247.1.3 CH121A Shed

The Tenant Rep advised that the CH121A shed has now been repaired.

247.1.4 General

CH114 - The Councillor Rep advised that garden no. CH114 is looking good and should be awarded a full tenancy agreement.

CH125 – The Tenant has suffered a broken wrist and will therefore not be able to garden their plot until the wrist is healed. The Tenant Reps will monitor the garden.
Action – Tenant Reps

Badger Problems – The Tenant of CH125 has reported that there is a problem with badgers entering the allotment site from behind the boundary wire fence. The tenant has tried to fill in hold with stones etc., but the badgers are still coming through. The Tenant Rep for Cemetery advised that they still have some chicken wire left over and will pass this on to the Tenant Reps on Church Hill.
Action – Tenant Reps on Cemetery and Church Hill sites

Contractor for grass cutting – The Tenant Rep advised that the latest grass cut on site was really good and did we have a different Contractor doing the works? The Committee Clerk to establish who the Contractor is.
Action – Committee Clerk

247.1.5 Church Hill Car Park

The Councillor Rep advised that as payment for the membrane has been received for the Contractor that the Councillor Rep will collect the membrane and will contact the Tenant Reps for work to commence on the Church Hill car park.
Action – Councillor Rep and Tenant Reps

248.1 Westbourne Avenue

248.1.1 WPC Reports

WA91 – The tenant's wife is cultivating the garden but not much work is being done. The Tenant Rep will monitor the garden.
Action – Tenant Rep

WA92 – The Tenant Rep advised that he has not seen the tenant for a while and maybe on holiday. The Tenant Rep will monitor the allotment garden.
Action – Tenant Rep

WA93A – The Tenant has been offered a garden on another site in Clevedon at St Johns Road. The Tenant has only spoken to the Tenant Rep and has currently not advised the office. It was **AGREED** to send a WPC1 letter to the tenant as they have not yet officially given up the allotment garden.
Action – Committee Clerk

248.1.2 Meter Reading for water

The Tenant Rep confirmed that the water is now back on and the meter reading is – 196 on 28 April 2013.

248.1.3 Dip Tank

The Tenant Rep advised that the pipe had come adrift from the dip tank on site which is on the corner of garden no. WA95. The Tenant Rep has fixed the problem.

248.1.4 WA95

The Committee Clerk advised that she had shown a prospective tenant around the garden. If the prospective tenant decides not to have the garden then the plot will be split as there is already a grass border divide on the plot and we could get the plot re-measured and a new peg for the garden.

Action – Committee Clerk and Tenant Rep

249.1 Victoria Road**249.1.1 WPC Reports**

VR73 – The Tenant Rep advised that very little work has been done on this plot. It was **AGREED** to send a WPC1 letter. A letter will also be sent with regards to the shed on the garden that has not been **AGREED** with the Committee and the tenant has not paid a deposit for.

Action – Committee Clerk

VR88 - The Tenant Rep and Councillor Rep both advised that this garden is not being worked and still has no chickens. It was **AGREED** to send a WPC1 letter to the tenant.

Action – Committee Clerk

249.1.2 General

The Committee Clerk advised that the tenant on VR78A has terminated their tenancy of their allotment garden. The Committee Clerk will allocate the garden in early May 2013 once the tenant has cleared tools etc. from the plot.

Action – Committee Clerk

The Tenant Rep advised that the site is still suffering from badger and deer.

250.1 Cemetery**250.1.1 WPC Reports**

CEM144 & CEM146 – The allotment gardens are looking untidy and it was **AGREED** to send a WPC1 letter to the Tenants.

Action – Committee Clerk

CEM145 – The allotment garden has not been worked and still no payment has been received for the holding deposit or rent from the new tenant. The Committee Clerk advised that a letter has been sent to the Tenant to ask for payment by the 1 May 2013 or the allotment agreement will be terminated and the allotment re-allocated.

Action – Committee Clerk

250.1.2 General

CEM149 – The Tenant Rep advised that the tenants have difficulties with the boundary of their allotment. The group is the Brandon Trust and the Tenant Rep asked that we obtained a piece of wood that can be installed along the boundary edge of their allotment garden that this would help. The Committee Clerk asked for the Tenant Rep to obtain the size of the wood required.

Action – Tenant Rep and Committee Clerk

Noticeboard Key – The Committee Clerk advised that following the new key cut for the noticeboard she has experienced difficulties in using the new key on the site noticeboard. The key has been smoothed down and will now hopefully fit the lock!

Gate – The Committee Clerk asked for clarification on why the silver gate had been wired shut. The Tenant Rep advised that it had been **AGREED** by the Committee to do this following the difficulties with opening and closing the gate and with the issues with the rabbits on site. There is now chicken wire to the bottom of this gate. Access to site can only be made through the black gate.

Boundary wall – The Tenant Rep advised that the boundary wall that connects to the Cemetery is very bad and has suffered more stones that have fallen out of the wall. The Committee asked the Committee Clerk to contact Dignity to ascertain the current position with the wall.

Action – Committee Clerk

AL/13/251 TO DISCUSS THE PRICE FOR THE STALL AT THE CLEVEDON FLOWER SHOW

The Committee Clerk advised that the Flower Show have reduced their price for the Trade stand at this year's show from £80.00 to £40.00 for two tables for the weekend. The Committee are still not happy to pay this price and have **AGREED** that we contact the Clevedon Flower Show Committee and advise that we are only prepared to make a donation the same as last year of £20.00 for the stand at this year's show and to remind the Flower Show Committee that the Council underwrites any losses made by the Flower Show each year. There will also be the donation of a giant Cornish cabbage from the Tenant Rep on Church Hill this year and Clevedon Town Council also sponsor the children's seed tray competition.

Action – Committee Clerk

AL/13/252 TO DISCUSS AND AGREE PRICES FOR LEVELLING AN COMPACTING THE STONE ON MOOR LANE DRIVEWAY

The Committee **AGREED** that Company C at a price of £365.00 for total labour and materials would be asked to do the works. The Committee Clerk confirmed that the company is KCR Landscaping in Portishead who also do work for Portishead Town Council on their allotment sites.

AL/13/253 TO DISCUSS AND AGREE PRICES FOR COMBINATION LOCKS ON THE MOOR LANE ALLOTMENT SITE

The Tenant Reps on other sites advised the Committee that no other site apart from one gate on Church Hill and the locked door on Westbourne Avenue have combination locks so why are we considering purchasing locks for Moor Lane. The locks will not last that long in the weather and we have received no major reports of theft from the Moor Lane site. The Committee therefore **AGREED** that we would not purchase any combination locks for this site and will monitor the situation to see if there is any future need for locks.

AL/13/254 TO DISCUSS PRICES FOR SKIP HIRE FOR CHURCH HILL ALLOTMENT SITE

The Tenant Reps on other sites advised that Committee that no other site has received skips to enable for rubbish to be cleared from tenant's gardens. The Councillor Rep for Church Hill advised that the request was made due to new tenants obtaining rubbish from previous tenants.

The Committee Chairman advised that the obtaining of skips must not become a constant as it is not fair on other sites.

It was decided to use Company A for skip hire. The Committee Clerk advised that this is Beechwood Environmental at a price of £140.00 + VAT delivered to site for a 4 yard skip. The Committee was reminded that if any tyres are placed with the rubbish, that the Allotment Committee would be charged £2.00 per tyre for removal. The Tenant Reps were asked to decide on a date when they would like the skip to be delivered to the silver gated entrance on Church Hill. As highlighted in the Tenant Reps report to the Committee Clerk, rubbish will only be taken from eight gardens that have been highlighted that need rubbish removing from their gardens. The project will be supervised to ensure that we do not receive any surplus rubbish from other tenants.

Action – Tenant Representatives

AL/13/255 TO DISCUSS PRICE OBTAINED FOR DIP TANKS ON WESTBOURNE AVENUE AND CEMETERY SITES

The Committee Clerk advised that the price of a dip tank is £79.25 with VAT included but this does not include delivery, fitting or lids for the tanks.

The Committee felt that due to the tap post on Moor Lane being in need of repair that we would invest in another dip tank for this site too.

It was **AGREED** to purchase five dip tanks from Ticknell, Congresbury and to see if there would be a discount for purchasing five tanks. The Tenant Rep for Cemetery will provide the Committee Clerk with the name of someone who could fit them and two other companies will be asked to quote for the works.

AL/13/256 TO RECEIVE TENANT REQUESTS

CH104 – The Committee **AGREED** to the Tenants request of a 6'x4' shed on a 5.00 perch plot.

ML15 – The Committee **REFUSED** the Tenants request for a polytunnel on the 5.00 perch plot due to the garden being too close to the main road and the Committee established that they only wished for polytunnels to be sited on the bottom half of the allotment site.

AL/13/257 ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that there had been no incidents reported.

AL/13/258 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML23B & VR78B

Allocation of Tenancy – CH118 & CEM148. Currently an offer has been given to someone on the waiting list for WA95 and we are awaiting a response.

Waiting List – The waiting list is now 131 @ 22 April 2013.

AL/13/259 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items

AL/13/260 TO DETERMINE PART I and PART II Items

The Chairman advised that the Moor Lane gate and costs need to be recorded as a Part I item.

All other items are Part II items.

The meeting closed at 9.20pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date