

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 20 NOVEMBER 2017 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Barton, Cllr Hale, Cllr Hatch & Cllr Hill
 J Pilsworth (ML), J Forbes (ML), A Cunningham (HA), J Clark (VR) & S Murtagh (WA)
 Mrs S Howard (Committee Clerk)

AL/17/858 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Fone, Cllr Norton-Sealey & Cllr O'Brien.
 A Stephens (CH) & C Robinson (CEM).

PART 2

AL/17/859 TO WELCOME THE NEW TENANT REPRESENTATIVE FOR MOOR LANE, MR JOHN FORBES

The Chairman of the Committee welcomed Mr Forbes to the meeting and thanked him for offering to become the site rep & deputy for the Moor Lane site.

AL/17/860 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest

AL/17/861 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 11 SEPTEMBER 2017

The Committee **AGREED** the minutes of the 11 September 2017 as being correct and will be ratified at Full Council on 27 September 2017.

AL/17/862 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The members of the Committee **NOTED** the Financial report.

AL/17/863 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 11 SEPTEMBER 2017 MEETING

863.1 Moor Lane

863.1.1 WPC Reports

ML7 & ML58 – Letter of Concern as the plots are becoming untidy

ML28B – WPC1 as the allotment has become very overgrown

863.1.2 General

Plants overgrowing onto allotment site from Shelley Ave

The risk assessment report showed that foliage is overgrowing onto the allotment site from Shelley Avenue. Residents who back onto the site will be contacted.

Action – Committee Clerk

ML12 – Allotment Deposits

The Committee **AGREED** to all deposits paid by the tenant to be refunded as the plot has been completely cleared. A refund totalling £70.00 for holding, shed, extended shed and chicken deposits.

04/12/2017

Minutes subject to ratification at Full Council

864.1 Highdale Avenue**864.1.1 WPC Reports**

HA66 – Letter of Concern as the plot is becoming untidy

HA60A & HA64A – WPC1 as the allotments are very untidy.

HA65B – Tenant has not been seen on site and yet to pay their annual invoice. Tenant has until the end of November to pay the rent and water rates. If paid, then Committee **AGREED** for a WPC1 letter to be issued due to lack of cultivation. If no payment, then the plot will be taken back by the Allotment Committee mid-December 2017.

HA67 – Open water tank by the shed needs to be covered. Also, half a dozen containers with unknown brown liquid needs to be placed in the shed for safekeeping.

865.1 Victoria Road**865.1.1 WPC Reports**

VR78A & VR86A – Letter of Concern as plots are becoming untidy.

866.1 Westbourne Avenue**866.1.1 General**

Key Deposits – The Tenant Rep advised that some of the tenants were not happy with the deposit amount for the new keys to the site door. The Chairman explained that the deposits were required as to replace any lost or non-returned keys by tenants is £15.00 each, due to the key not being an ‘off the peg’ type now the lock has been replaced. It was **AGREED** with the £20.00 deposit for each tenant to pay, which will be refunded upon the return of their key, should tenants relinquish their allotments in the future.

867.1 Church Hill**867.1.1 WPC Reports**

CH99 – Letter to tenant asking for brambles to be cleared from wire fencing at the side of the plot.

CH106 – Letter to tenant to advise that pegs in the ground do not have protective caps.

868.1 Cemetery**868.1.1 WPC Reports**

CEM137 & CEM147 – **AGREED** to send the tenants WPC1 warning letters, due to non-cultivation.

868.1.2 General

The boundary wall at the back of the site on the left hand side is showing signs of disrepair. The Committee to establish who owns the wall?

AL/17/869 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

CEM142 – The Committee **AGREED** to a full tenancy agreement being awarded.

AL/17/870 TO DISCUSS AND AGREE THE ALLOTMENT BUDGET FOR 2017/18

The Committee discussed the following:-

- New noticeboards for Moor Lane and Church Hill.
- A budget of £200.00 for removal of surplus wood from allotment sites over the year.
- To investigate the boundary wall on the Cemetery site and the costs for repair if found to be our wall.
- Costs associated with a possible water leak on the Moor Lane allotment site?

04/12/2017

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- The Committee **AGREED** that all items to be funded from allotment income and not from Council.

AL/17/871 TO RECEIVE THE RISK ASSESSMENTS FOR ALL ALLOTMENT SITES

All risk assessments received for all sites. Concern was raised with the amount of glass on the Moor Lane site, either in shed windows, or on plots as protective cloches. Bean canes with no covers on other sites and water butts without any lids. Letters will be issued to those tenants where issues have been identified.

AL/17/872 TO DISCUSS THE SITE MEETING REPORT FOLLOWING AN INSPECTION OF CEM152

A WPC1 warning letter was issued to the tenant following the site inspection, with the Committee asking for some fruit bushes to be removed and for all rubbish to be cleared from the plot. The tenant has completed some work on her plot, but only light pruning to the fruit bushes and some ground work. Concern now raised with japonica shrubs, in pots on the tenants plot. These have been placed on the plot after the inspection. The shrubs can grow up to 5 metres as hedging material. The Committee will contact the tenant to establish her intentions with the shrubs. **Action – Committee Clerk**

AL/17/873 TO DISCUSS THE SITE INSPECTION REPORT FOLLOWING A PATH INSPECTION OF HA64B

The Committee Chairman advised that it is down to the tenant to maintain the 18 inch width path between plots. The Committee however, have **AGREED** to mark, with rope, a new path between HA64A and HA64B so that a clear path is re-established. Also for the wooden box that is positioned between both plots to be broken up and removed from site. **Action – Committee Clerk**

AL/17/874 TO DISCUSS AND AGREE ON HOW TO DEAL WITH 'FLY TIPPING' ON THE SITE BOUNDARIES

The rubbish that appears to have been thrown over the wall onto the allotment will be removed by the Councillor Representative and the wood that has collected at the other end of the site will be removed by a fencing contractor, at a cost. The Committee **AGREED** to an amount of £200.00 is placed in the budget to cover for any items of wood across all sites that needs to be removed, due to fly tipping or not removed by tenants.

AL/17/875 TO RECEIVE AND DISCUSS THE TOWN CLERK'S REPORT ON THE AMOUNT OF WATER USAGE ON ALLOTMENT SITES OVER THE LAST 4 YEARS AND PREDICTIVE USE FOR 2018

The Chairman advised that the Town Clerk has produced a report to show the water usage across all allotments over the last four years and the predicted usage for the first half of 2018. It showed that Moor Lane had a very high consumption of water by tenants, and this needs investigating further. Is there a potential leak on the site? Or because there are nine polytunnels and three tenants with chickens on this site, would this make the consumption correct? The Committee **AGREED** to conduct tests on site, following the water being switched off for the winter to see if a leak could be identified? If no leak found, then the water rates for the Moor Lane site will need to be separated out from the other sites and calculated separately. **Action – Committee Clerk**

AL/17/876 TO RECEIVE TENANT REQUESTS

ML29 – Committee **AGREED** to a 6'x4' shed on a 5.00 perch plot.
VR72 – Committee **AGREED** to a 6'x4' shed on a 5.00 perch plot.

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VR77 – Committee **AGREED** to a 4’x4’ shed on a 5.00 perch plot.

CH115 – Committee **AGREED** to tenant relinquishing half the plot, retaining one half, with the other half being reallocated to someone on the waiting list.

Moor Lane, request for water to be left switched-on, on a flexible basis due to water for chickens – Committee **REFUSED** the request, due to the high water usage established for this site and also to protect the pipes over the winter months too.

AL/17/877 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no items reported to Allotment Watch.

AL/17/878 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML3A & CH102

Allocation of Tenancy – ML5B, ML11A, ML12, ML22B, ML42B, HA60A, CH100, CH106, CEM135, CEM153 & CEM156

Waiting List – The waiting list is 74 @ 13 November 2017

Still to Allocate – ML3A & CH102

AL/17/879 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Committee Clerk advised the Committee that the Allotment Committee would not be meeting again until March 2018. If any matters arise on any site, then a special meeting will need to be called.

AL/17/880 TO DETERMINE PART I AND PART II ITEMS

All other items were Part II.

The meeting closed at 9.00pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date