

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 24 FEBRUARY 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, W Rowlinson (ML), R Cheek (HA), J Clark (VR), A Baker (WA), A Stephens (CH) & N Foster (CEM).
 Mrs S Howard (Committee Clerk)

IN ATTENDANCE:

Ms A Cunningham (HA64B)

AL/14/346 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall, P Cornock (CH) & D Regan (ML).

AL/14/347 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/14/348 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 25 NOVEMBER 2013

The minutes were **AGREED** as correct and have been ratified at Full Council on 15 January 2014.

PART 2

AL/14/349 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

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

AL/14/350 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 25 NOVEMBER 2013

350.1 Moor Lane

350.1.1 WPC Reports

ML2 – The Tenant Rep advised that the Tenant has still not been seen on site. The Committee Clerk advised that a letter of help and support has been sent to the Tenant but to date a reply has not been received. The garden will continue to be monitored now that we are approaching the start of the gardening year.

Action – Tenant Representatives

ML29 & ML40 - The main spine path between the two plots has been removed by the Tenant. The Tenant has responded to our letter confirming that bindweed was in the path and was the reason for removing the path. The Tenant is now reinstating the path using the racolin strips obtained by the Tenant Rep.

The Tenant Rep also raised again that he has concerns that both plots are being sub-let. The Committee Clerk confirmed to the Committee that both

plots were allocated in 2000 and 2001 to the same property. The Tenant pays the rent and works the plots.

ML42 - The Committee Clerk confirmed that the Tenant pays the rent for the plot and is used for chickens. The plot was allocated in 2001 and is assisted by family members to look after the chickens.

ML55 – The Tenant Rep showed the Committee pictures of the reduced compost bin on the site. The Tenant Rep advised that the fence that belongs to the resident of no. 34 Yeo Moor is broken and needs replacing. It was **AGREED** to send a letter to the owner of the property to ask when the fence would be repaired.

Action – Committee Clerk

351.1 Highdale Avenue

351.1.1 General

The Tenant Rep advised that the Fire Service were discharging water from their hoses onto the allotment site from the tower on 24 February 2014. Concern was raised as it was a lot of water and some tenants may have crops in the ground. It was **AGREED** to write to the Fire Service to ask them to refrain from using the allotment site for the discharge of water.

Action – Committee Clerk

HA68

The Tenant Rep has concerns with the building work that is being done with the property next door to the allotment site. The owner of the property is also the Tenant of the allotment plot. This work had been agreed by the Committee previously. The Tenant Rep feels that this is taking too long and that their allotment garden should be restored to a working allotment plot with the boundary fence reinstated between the property and the allotment site. The Vice Chairman asked the Committee Clerk to arrange for another site visit with the tenant to establish how the work is progressing and to obtain an update to the building work.

Action – Committee Clerk

352.1 Victoria Road

352.1.1 General

The Councillor Rep advised that the lump of concrete is still on the allotment site. The Committee Clerk advised that the only way to remove the stone would be to use a pneumatic drill to bring it down into manageable pieces and then removed from site. No further decision was made at the Committee meeting as to its removal from site.

VR74

The Tenant Rep advised that a fruit cage on the plot has lying upside down due to the high winds. The Committee Clerk advised that the Tenant of this plot has contacted the office to advise that due to having a baby they have not been on site to commence work, but they will begin shortly.

353.1 Westbourne Avenue**353.1.1 WPC Reports**

WA90 – The Tenant Rep advised that he will continue to monitor this garden to establish if the gardener will be commencing work on this plot in the new season or whether it will be the Tenant. **Action – Tenant Representative**

WA91 – The Tenant Rep advised that only a six foot area of ground has currently been worked on. The Tenant is still under the six month tenancy agreement and it was **AGREED** to monitor the allotment garden.

Action – Tenant Representative

WA95A – The Tenant Rep advised that the plot has still not been worked and it was **AGREED** that as the tenants six months tenancy agreement has expired in December 2013 that the tenant should be sent a determination letter.

Action – Committee Clerk

354.1 Church Hill**354.1.1 General**

Resident's Fence by CH114 – The Tenant Rep advised that the boundary fence by allotment plot CH114 has been removed due to a planning application to demolish a property on Old Church Road. The Tenant Rep advised the Committee that the large hole on the boundary of the allotment site has now been filled in. A metal boundary fence has been installed between the property and the allotment site.

Dip Tank lid – The Tenant Rep advised that he will reinstate the broken lid to the dip tank on Church Hill.

Action – Tenant Representative

354.1.2 WPC Reports

CH124A & CH131 – The allotment gardens have not been worked and it was **AGREED** to send WPC1 warning letters to the Tenants.

Action – Committee Clerk

355.1 Cemetery**355.1.1 General**

Greenhouse Frame on Cemetery bank – The Tenant Rep advised that due to the cost of Perspex this is why the greenhouse has not been completed. Please contact the Tenant Rep if you know of a supply of Perspex that can be recycled for use in the greenhouse.

CEM153

The Tenant has a water butt where the butt and the tap protrudes out over the boundary of their allotment by the path and this makes it difficult to cut the grass on site. The Committee **AGREED** to write a letter asking the Tenant to move the water butt so that access can be regained for the grass cutting.

Action – Committee Clerk

CEM157

There is an uncovered pond on the plot which is unsafe. There is also some wooden seats that are rotten around the pond and it was **AGREED** to write to

the Tenant to make the area safe due to Health & Safety reasons and as small children do visit the allotment site.

AL/14/356 TO DISCUSS AND AGREE PRICES OBTAINED FOR THE WEED SPRAYING ON THE MOOR LANE DRIVEWAY

The Committee Chairman advised the Committee that prices had been obtained from two companies who hold the relevant licences in order to carry out weed spraying on site. The Committee **AGREED** with Company A at a price of £160.00 + VAT for three sprays in the year. The Tenant Rep advised that he will provide a map of those areas that need to be sprayed as he has put some grass seed down on a section of the boundary and doesn't want this area to be sprayed. **Action – Tenant Representative and Committee Clerk**

AL/14/357 TO DISCUSS AND AGREE THE AMOUNT OF STONE TO DUST TO PURCHASE ON THE MOOR LANE DRIVEWAY

The Committee Chairman advised that to obtain 10 tonnes of stone would cost £350.00 + VAT and for 20 tonnes it is £400.00 + VAT. As there is only a £50.00 difference in price between the 10 tonnes and 20 tonnes of stone, the Committee **AGREED** to purchase the 20 tonnes of stone to restore the level of the top of the driveway that continually becomes flooded in wet weather. The Tenant Rep for Moor Lane to provide a map of the area for the stone to be delivered to.

The Committee Clerk advised the Committee that she had been asked by the Chairman of the Environment & Property Committee that instead of the need to keep obtaining stone to dust from the quarry each time, that the Committee consider about obtaining prices for either laying tarmac on the driveway or contacting a company that rips up the existing surface and crushes the material into regular sized particles to create a renewed surface. The Committee have declined to investigate these options further as they **AGREED** that tarmac would be a huge cost and the other option to rip up the driveway would be large machinery that would not be able to access the Allotment driveway at Moor Lane.

AL/14/358 TO DISCUSS AND AGREE THE PRICE OBTAINED FOR THE INSTALLATION OF DIP TANKS AT MOOR LANE AND CEMETERY SITES.

The Committee Chairman advised that we are only going to purchase three tanks for the two sites and the quote does not include the price for the purchase of the dip tanks. This quote is only for the installation of the tanks on site. The Committee **AGREED** to the price quoted. The order will be placed using the current year's budget allocation.

AL/14/359 TO DISCUSS AND AGREE JUDGING DATES FOR THE BEST GARDEN AWARDS 2014

The Committee **AGREED** on the following dates for 2014.
 Week commencing – Monday 28 April 2014 – 1st Judging
 Week commencing – Monday 16 June 2014 – 2nd Judging
 Week commencing – Monday 18 August 2014 – Final Judging

The Committee Clerk advised the Committee that she needed to change one of the Committee meeting dates. The Committee **AGREED** to change the July meeting from Monday 21 July to Monday 14 July 2014 with the site inspections due w/c 7 July 2014.

AL/14/360 TO DISCUSS THE POLICY FOR THOSE ON BENEFITS WHO RECEIVE A DISCOUNT ON THEIR ANNUAL ALLOTMENT RENT AND WHETHER THE COMMITTEE SHOULD CONSIDER INCLUDING PENSIONERS

The Committee Clerk advised that she had contacted local Parish and Town Councils in the area to see if they offered a discount scheme to their Tenants. The Committee Clerk advised that none of the local Parish or Town Council offered a discount as they felt their rents were relatively low. The only Council to offer a discount is Bristol City Council. The Committee felt that if an individual was on a low pension they may be entitled to a discount and this is means tested. When the next annual invoice is due then Tenants will be able to come in and we can check if a discount would apply. The Committee therefore **AGREED** that we would leave our discount scheme in place and we would provide all tenants with full details of the discounts we offer in our next Allotment newsletter that is sent with the invoices.

AL/14/361 TO DECIDE WHETHER TO HAVE A TABLE AT THIS YEARS CLEVEDON FLOWER SHOW

The Committee Clerk advised that she has received confirmation by email that the price for two tables at this year's Flower Show would be £100.00 inside. The Committee Clerk has since spoken with the Show Secretary who has agreed to allow us to have two tables inside at the same price as last year, which was £20.00. The Committee has **AGREED** to have a stand at this year's show and the Vice Chairman has asked that the price be confirmed in writing.

The Committee Clerk also asked the Committee if we would consider sponsoring a new class at the show this year. This is a nursery class for a garden on a plate. The price for this class is £5.75 which would bring our sponsorship money for the children's seed trays and the new nursery class to £16.75. The Committee have **AGREED** to sponsor the new class and the increased amount in sponsorship.

Action – Committee Clerk

AL/14/362 TO RECEIVE AND DISCUSS THE RESULTS FROM THE ALLOTMENT WAITING LIST SURVEY 2013/14

The Committee Clerk confirmed that the Tenant Rep for Westbourne Avenue had hand delivered letters to those that are on the waiting list from 2001 to the end of 2010. The deadline for people to respond was 10 February 2014 and out of the 49 people that we wrote to, two responded that they wished to be removed from the waiting list and 21 wished to be kept on the list. Therefore, a total of 28 people will be removed from the waiting list following this survey. The Committee also **AGREED** to write to those people on the list from 2011, a further 14 people to write to, to establish if they would like to remain on the waiting list.

Action – Committee Clerk and Tenant Rep for Westbourne Avenue

AL/14/363 TO RECEIVE TENANTS REQUESTS

ML1 – Shed request, a 6’x4’ shed on a 5.00 perch plot. The Committee **AGREED** to the Tenants request.

CEM151 – Polytunnel request, an 8m x 5m polytunnel on a 4.20 perch plot. The Committee has **REFUSED** the Tenants request as it was felt that the structure is too large for the Allotment plot. As the site is also small, the Committee’s Policy is to not allow polytunnel’s on the Cemetery site.

AL/14/364 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

ML3B – The Committee Clerk advised that the Tenant had reported that the cover from her plastic greenhouse by the side of her shed was missing. The Tenant has searched the allotment site but cannot locate it. The Committee has put this down to the recent high winds and will not treat as a theft.

AL/14/365 TO NOTE THE FOLLOWING INFORMATION

The Committee Chairman advised of the following:-

Termination of Tenancy – ML23B & ML45A

Allocation of Tenancy – ML6, ML10 & ML11A

Waiting List – The waiting list is now below 100 following the survey results.

Still to Allocate – ML23B & ML45A

AL/14/366 CHAIRMANS ITEMS FOR INFORMATION ONLY

The Committee Chairman read an email to the Committee from Transition Clevedon who is having a film screening at the Curzon entitled – More than just honey. The Committee Chairman asked the Committee Clerk to write to Transition Clevedon to advise them that we have a bee keeping policy for any tenant that wishes to keep bees and we also have an active bee hive on the Cemetery Allotment site.

The Tenant Rep for Cemetery site advised that as he cuts the grass on site for the allotment tenants, whether the cost of fuel, of £7.00 twice a year could be granted. This item will be discussed at the next Allotment Committee meeting.

AL/14/367 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 9.10pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date