

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 6TH JUNE 2011
AT 7.30 pm.

Present: Cllr C Wring (Committee Chairman)
Cllr. C Arnold, L. Knott, J Middleton, M. Hime, N. Pennycott
Tenants Reps: D Benyon (WA), R Cheek (HA), N Foster (CEM),
D Holladay (VR), P Cornock (CH), W Rowlinson (ML) K Santo (ML),
A Stephens (CH),
Town Clerk – Ms P. Heath MILCM

AL 11/15 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr C. Hall, Cllr P McNeill & Mrs S Howard Committee Clerk

AL 11/16 ELECT A VICE CHAIRMAN

Proposed by Cllr Pennycott, seconded by Cllr Knott and **AGREED** that Cllr Middleton be appointed as Vice Chairman for the year 2011/2012.

AL 11/17 REAFFIRM COUNCILLOR REPRESENTATION FOR EACH SITE.

The meeting agreed the following site allocation of Councillor Representatives.

Moor Lane –	Cllr Middleton, Cllr McNeill
Highdale –	Cllr Pennycott
Church Hill –	Cllr Knott, Cllr Hime
Westbourne –	Cllr Pennycott
Victoria Road –	Cllr Arnold
Cemetery –	Cllr Hall

It was felt that, as Cllr Hime was a new Councillor on allotments it would be helpful for him to work alongside an experienced Councillor, it was **AGREED** that he would be allocated to Church Hill with Cllr Knott a fellow South Ward councillor.

AL 11/18 SIGN THE DECLARATION OF OFFICE BY ALLOTMENT TENANT REPRESENTATIVES

All tenant representatives signed a written undertaking to abide by the rules and responsibilities, which had been circulated at the meeting

AL 11/19 DECLARATIONS OF INTEREST

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

AL 11/20 MINUTES

The minutes of the Allotments Committee meeting held on 18th April 2011 that had been ratified by Council on 18th May 2011 were approved.

AL 11/21 RECEIVE UPDATES ON ACTION ITEMS NOT ELSEWHERE ON THE AGENDA

There were no updates on item not on the agenda

AL 11/22 RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENTS COMMITTEE ACCOUNTS

Members received a verbal report on the Allotment Committee finances there had been only 2 payments in the current financial year relating to water bills plus the second payment from 2010/2011 budget for Westbourne edging wood.

AL 11/23 RECEIVE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION.

23.1 Moor Lane

23.1.1 Gate – there is a problem with the gate dropping due to inappropriate use as a swing. It was **AGREED** to purchase and fit a wheel on the catch end of the gate to support its weight and enable the gate to open and close freely a budget of £70 was allocated to this project.

ACTION K Santo

23.1.2 Moor Lane boundary fence – weeds had grown up alongside part of the boundary fence and were growing over the public footpath, due to bad weather these had gone beyond spraying. It was **AGREED** to dig out the weeds and the soil with a view to replacing with gravel.

ACTION W Rowlinson

23.1.3 WPC1 reports

ML48 – it was reported that no work had been done and the grass was very high – a WPC2 was authorised.

ML57 – it was reported that the tenant had contacted the office saying that an operation had restricted their ability to work the garden but as no work had been undertaken prior to the operation, which was of a recent date and had been scheduled – a WPC2 was authorised.

ML15 – concern was expressed that the Tenant who had an accident last November and had not been seen on site; he was paying someone to work the garden, which could be deemed as breaching the tenant's agreement under sub letting. In view of his age and longevity of his tenancy agreement, it was agreed to write to the tenant to seek clarification of when he would return to the site. It was noted that should the tenant give up the garden there would need to be work done on the site prior to re-letting as it had been agreed to split the 10-perch plot.

ACTION COMMITTEE CLERK

23.2 Highdale Avenue

23.2.1 Overhanging Foliage – it was reported that foliage from the end house was overhanging the entrance gate. It was **AGREED** that the property owner be approached and asked to cut the shrubs back or if not for the tenants to cut back to the wall and return the cuttings to the property owner

ACTION R Cheek

23.2.2 Rubbish – It had been noticed that rubbish from the gardens had been left at the entrance gate, the Tenant and Councillor Representatives had been removing this. It was **AGREED** that a poster explaining that tenants were responsible for removing all their rubbish green or otherwise.

ACTION R Cheek

23.2.3 Shed Guttering – it had been noticed that many of the sheds on the allotments did not have gutters with connecting water butts. It was **AGREED** that an article be put into the annual newsletter.

ACTION COMMITTEE CLERK

23.2.4 WPC reports

HA67 – The bottom half of the plot has not been worked shrubs and an apple tree cover this section. It is understood that the tenant likes to work organically but the overall effect is of a lack of maintenance and weed filled area. A WPC2 for the lower half of the plot was authorised.

23.3 Church Hill

23.3.1 Badgers – Badgers have been burrowing under the fence on to the site, it had been understood that the fence installed in 2007 should have been buried into the ground. The specification which had been agreed by the committee states “To supply and erect (using 6ft (2m) wire mesh) a 4ft (120cm) high fence, with 2ft (60cm) of the wire mesh flat on the ground” the Tenants were using any stones from the gardens to block up the holes.

23.3.2 Central Path – this needed support due to the slope. It was **AGREED** to provide modern environmentally friendly sleepers as per AL 10/06, the Tenant Representative to provide measurements prior to the office ordering the sleepers for delivery to site.

ACTION P Cornock, A Stephens

23.3.3 Dip Tanks - It was **AGREED** to provide 5 dip tanks as per AL 10/06, the Tenant Representative to provide location map prior to the office sourcing the tanks.

ACTION P Cornock, A Stephens

23.3.4 Overhanging shrubs – at Whiteladies Cottage the Tenant Representatives to contact the owner to ask for them to be cut back

ACTION P Cornock, A Stephens

23.3.5 The extent of the Councils responsibility concerning the access drive to be established.

ACTION TOWN CLERK

23.3.6 WPC report

CH99 has not been worked – WPC1 was authorised.

23.4 Westbourne Avenue

23.4.1 The Tenant Representative thanked the office for the letter to Mr Needs family and it was confirmed that Mrs Needs had taken over the tenancy.

23.4.2 WPC Report

WA91 - 3/4 of the plot had been cleared the site would be monitored.

23.5 Victoria Road

23.5.1 VR73 Polytunnel – it had been noted that only the tunnel had been used leaving the rest of the site uncultivated – a letter of concern pointing out the requirement for the entire site to be worked was authorised.

23.5.2 Rubbish on site – a black bin left at the entrance was being used by tenants and members of the public; it was **AGREED** to remove the bin off site

ACTION D Holladay

23.5.3 Dip Tank – it was reported that the ball cock on the top dip tank was sticking and causing the tank to over flow; Mr Santo was asked to look at it and see if it needed clearing or replacing.

ACTION K Santo

23.5.4 Ash Tree on VR74 – this had started as a sapling but had now grown to a tree and should be removed – the office to obtain a cost for the removal and disposal of the tree. An article would be placed in the annual newsletter about trees and the requirement to not plant any and to remove any saplings before they are established.

ACTION COMMITTEE CLERK

23.5.5 Fencing – along the site down donkey path was causing concern as the ground erosion has meant gaps appearing at the bottom of the fence. It was **AGREED** to look at extending the fence to cover the ground erosion; Councillor representative to provide the measurements prior to the office costing the work

ACTION Cllr Arnold

23.5.6 WPC report

VR76 – had not been worked a WPC1 was authorised

23.6 Cemetery

23.6.1 The Tenant Representative provided a detailed written report.

23.6.2 Badgers/Rabbits – extensive damage by badgers and resident rabbits was reported the main point of entry appeared to be the gates, although some have burrowed under the wall. It was felt that a mesh fence and integrated gate would provide the best barrier to further invasion. The old gate was falling apart and the new gate stood so far from the wall animals could get around the gate. In response to comments made the Town Clerk reminded members of the financial procedures required by the Council in respect of formal specification, tender, agreements by Committee and if over £1000 ratification by Council before the contract could be awarded and the fence built. It was not possible to allocate a budget to the Tenant Representative to build the fence. It was **AGREED** that a temporary chicken mesh fence be erected, until a decision on the fence and gate could be made, up to a budget of £200. The Tenant representative to provide measurements, prior to the fence and stakes being ordered by the office, for delivery to the site.

It was **AGREED** that a site meeting to discuss the gates would be held on Tuesday 14th June at 2.30pm

23.6.2 Strimmer – the Tenant representative asked for a petrol strimmer to enable the tenants to maintain the wall area as the mower does not reach the edge; no decision taken

23.6.3 Taps – there are problems with the taps and some may need replacing it was **AGREED** to look at these during the site visit and to obtain costs thereafter if it was deemed necessary.

23.6.4 CEM 143 and 149 – these had been reported to the office that these plots had been sub let i.e. as someone other than the tenant were working the sites, without the tenants involvement. A letter had been sent to both registered tenants and a response received. Members were reminded that without proof of a breach there could be no termination of tenancy.

Proposed, seconded and **AGREED** that an investigation of the sub letting of Plots CEM 143 & CEM 149 would be carried out by the Chairman of the Committee, Committee Clerk and Town Clerk and that if the allegation is proven the tenancy of both plots be terminated.

ACTION THE CHAIRMAN, TOWN CLERK, COMMITTEE CLERK

AL 11/24 RECEIVE UPDATES ON ACTIONS FROM PREVIOUS MINUTES

24.1 – Arrangements for Church Hill gate

Following discussion it was **AGREED** that the gate, which had originated from Moor Lane, was too big for either Church Hill or Cemetery should be disposed of, a new gate and posts be obtained for Church Hill.

24.2 – Mesh on gate to prevent badgers from entering Cemetery site.

See above

AL 11/25 RECEIVE A REPORT REGARDING ADDITIONAL ALLOTMENT LAND

The Vice Chairman reported on land that the Town Council had hoped to obtain for amenity use but unfortunately, it sold for more than the Councils allocated budget. The land at 5 acres would have made a big dent in the Allotment waiting list. The Council would continue its search.

AL 11/26 RECEIVE A REPORT CONCERNING THE PROPOSED CHURCH HILL CAR PARKING AREA.

Following investigation, it was confirmed that the planning's taken from the resurfacing of Old Church road would not be suitable for use in the allotments on the hard standing area. The honeycomb mesh, which had been priced at £3000 - £3500, was beyond the budget capabilities at the moment following previous decisions. It was **AGREED** to obtain costs for gravel to infill the hard standing area and the hire of a compactor.

ACTION COMMITTEE CLERK

AL 11/27 RECEIVE TENANTS REQUESTS

ML41 – request for a tool shed. - AGREED

AL 11/28 RECEIVE AN UPDATE CONCERNING A SPEAKER FOR THE ANNUAL TENANT MEETING IN OCTOBER 2011.

Members were informed that the speaker had asked for an attendance fee plus petrol; the Committee Clerk to establish how much.
Other suggestions for speaker – Market Gardener or Chew Magna Herb nursery the Committee Clerk to investigate.

AL 11/29 RECEIVE ANY ITEMS FOR REPORTING TO ALLOTMENT WATCH

There had been no items reported to Allotment watch.

AL 11/30 DISCUSS AND DECIDE AS TO WHETHER THE ALLOTMENT WAITING LIST SHOULD BE CLOSED.

Members discussed at length the waiting list and the approximate time it is taking for those at the top of the list to be offered a garden. It was proposed, seconded and **AGREED** that the waiting list be closed until it reduced to 100 or the Council obtains a new allotment site.

AL 11/31 DISCUSS AND DECIDE WHETHER TO PAY THE ALLOTMENT WATER BILLS BY DIRECT DEBIT.

Proposed, seconded and **AGREED** by the Councillor Members, that all allotment water bills be paid on Direct Debit, the bills being monitored and reported to the Council as per financial regulations.

AL 11/32 NOTE THE FOLLOWING INFORMATION

Members noted the following information
Termination of Tenancy HA67, Allocation of Tenancy upon the committee Clerks return, Waiting List - 172 @ 31 May 2011, minimum wait 32 months

AL 11/33 CHAIRMAN'S ITEMS

There were no Chairman's items for information.

AL 11/34 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 9.35pm. DATE: