

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 12 JUNE 2017 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Hale, Cllr Hatch, Cllr Hill, Cllr Norton-Sealey & Cllr O'Brien
 J Pilsworth (ML), W Rowlinson (ML), J Clark (VR), S Murtagh (WA), A Stephens (CH), & C Robinson (CEM)
 Mrs S Howard (Committee Clerk)

AL/17/789 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Fone & A Cunningham (HA)

PART 2

AL/17/790 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest

AL/17/791 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 10 APRIL 2017

The Committee **AGREED** the minutes of the 10 April 2017 as being correct and were ratified at Full Council on 7 June 2017.

AL/17/792 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

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

AL/17/793 TO CONFIRM MR MURTAGH AS THE TENANT REPRESENTATIVE OF THE WESTBOURNE AVENUE SITE

The Committee Chairman welcomed Mr Murtagh to the Allotment Committee and thanked him for becoming the Tenant Representative for the Westbourne Avenue site.

AL/17/794 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 10 APRIL 2017 MEETING

794.1 Moor Lane

794.1.1 WPC Reports

ML2, ML4A, ML11B, ML33, ML34, ML41 & ML42A – It was **AGREED** to send the tenants a path warning letter

ML12 – It was **AGREED** to extend the WPC1 to the tenant and also ask for the gap between the shed and the fence to also be cleared.

ML5A, ML11A & ML48A – Very little cultivation to the plot, **AGREED** for a WPC1

ML53 – Garden becoming untidy and rubbish needs to be cleared. It was **AGREED** for a Letter of concern to be sent to the tenant.

ML5B – It was **AGREED** to send a WPC2 letter as there has been no significant work made to the plot.

ML42B – It was **AGREED** to send a letter to the tenant to advise that the plot needs to be cleared by the end of the six month tenancy before a full tenancy can be awarded.

20/07/2017

Minutes subject to ratification at Full Council

794.1.2 General**Polypropylene Rope**

It was **AGREED** to purchase 220metres of the blue polypropylene rope so that it can be used for the marking out new or split plots. The cost of the rope would be £15.98 including VAT and delivery.

Action – Committee Clerk

Rats

The Committee **AGREED** to contact a pest controller to assess the whole site for rats following recent sightings.

Action – Committee Clerk

Closing the main gate

It has been reported that the main gate is being left open. It was **AGREED** to remind all tenants and to contact the resident who is having work done to his back garden to assess if the workmen are leaving the gate open.

Action – Committee Clerk

795.1 Highdale Avenue**795.1.1 WPC Reports**

HA59B – It was **AGREED** to send a Letter of Concern to the tenant asking for the grass and weeds around the compost bin to be cleared.

HA60A, HA61, HA64A, HA66 & HA68 – Very little cultivation to the plots, it was **AGREED** to send a WPC1 warning letter to all tenants.

HA67 – The plot has an open water tank that needs to be covered. It was **AGREED** to send a letter to the tenant.

Action – Committee Clerk

796.1 Victoria Road**796.1.1 WPC Reports**

All of the allotment plots are being worked and the whole site is looking really good. A real credit to the Tenant Representative and Tenants.

797.1 Westbourne Avenue**797.1.1 General**

The new Tenant Representative gave a vote of thanks to the previous Tenant Representative, Alan Baker, on behalf of the Westbourne Avenue tenants.

The Allotment gate has now been fully repaired by Alliance Homes with a new lock and keys. The keys have been issued by the Tenant Representative to all tenants.

798.1 Church Hill**798.1.1 WPC Reports**

CH101 & CH124A – It was **AGREED** to send the tenants a path warning letter.

CH99, CH113B & CH134 – Very little cultivation to the plots, it was **AGREED** to send a WPC1 warning letter to the tenants.

CH132 – The tenant has glass on the allotment plot. It was **AGREED** to send a letter asking for its immediate removal from the site.

799.1 Cemetery**799.1.1 WPC Reports**

CEM136 – There is an amount of bindweed that is about to go to seed on the plot. It was **AGREED** to write to the tenant to ask for its removal.

CEM137 – Very little cultivation to the plots, it was **AGREED** to send a WPC1 warning letter.

20/07/2017

Minutes subject to ratification at Full Council

CEM140 – The tenant has a lot of chip bark and paving slabs which is reducing the amount of area for cultivation. It was **AGREED** to monitor the garden and if anymore hard core should be placed on the plot, then a disclaimer will be issued to the tenant asking for its removal at their cost when the tenancy is relinquished.

CEM152 – Plot no. CEM155 is wishing to split their plot. The Tenant Representative advised that if a proportion of this plot was taken and added to CEM156 to make this plot larger, then the tenant of CEM152 could be transferred to CEM156. Work would then need to be effected to CEM152 to clear some of the fruit bushes and to make the back of the allotment garden which goes onto the bank, to clear this area and make it safe. The Committee **AGREED** to write to the tenants of CEM152 and CEM155 with this proposal.

Action – Committee Clerk

799.1.2 General

Communal Garden area

The greenhouse structure on the Communal area is still full of brambles and weeds. It was **AGREED** to ask the tenant of CEM158 to either clear the weeds or install some perspex windows to the greenhouse so it can be used or for the structure to be taken down and removed at the tenant's own cost.

Rats

The Committee **AGREED** to contact a pest controller to assess the whole site for rats following recent sightings.

Action – Committee Clerk

Grass Cutting

The Tenant Representative advised that the grass on the main path will now be all that he cuts on site. Tenants are responsible for cutting the grass around their plots. An email will be sent to all tenants to advise them of this.

Action – Committee Clerk

AL/17/800 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

The Committee **AGREED** to **ML42A, ML48B & ML55** being awarded full tenancy agreements.

The Committee did not agree to a full tenancy agreement for **ML42B** or **CH113B** and will revisit both allotment plots in July to then discuss at the next Allotment Committee meeting on the 24 July 2017.

Action – Committee Clerk

AL/17/801 TO DISCUSS AND AGREE WHETHER TO REFUND HOLDING AND STRUCTURE DEPOSITS TO THE FOLLOWING TENANTS

The Committee **AGREED** to refund the holding deposit to **ML28B**.

The Committee **AGREED** to refund the shed deposit only on **CEM142** due to the untidy condition of the allotment plot.

Action – Committee Clerk

AL/17/802 TO DISCUSS AND AGREE WHETHER TO SPONSOR SOME CLASSES AT THE CLEVEDON FLOWER SHOW AND THE PRICE OF THE ALLOTMENT TRADE STAND AT THE SHOW

The Flower Show Committee advised the price for two 6ft tables at the show would be £100.00. Allotment Committee asked if they would like to sponsor the 'Onion Championships' this year, at a price of £50.00. If we sponsor, there will be no charge for the two trade stand tables. The Allotment Committee **AGREED** to their offer made.

Action – Committee Clerk

20/07/2017

AL/17/803 TO DISCUSS THE SCARECROW AND A 'YEAR ON THE ALLOTMENTS' THEME AND DECIDE ON A WORKING PARTY FOR THIS YEAR'S STAND AT THE CLEVEDON FLOWER SHOW

The Committee Clerk advised that she is happy to prepare the content for the stand this year, with support from the Committee. The Councillor Representative for Cemetery and the Tenant Representative for Moor Lane also offered their support. The Committee Chairman asked that members of the Committee also support the manning of the Allotment stand during the show.

Action – Councillor Rep for Cemetery, Tenant Rep for Moor Lane & Committee Clerk and all Committee members for the Allotment stand

AL/17/804 TO RECEIVE AN UPDATE FOR A SPEAKER AT THE ANNUAL TENANT MEETING IN OCTOBER 2017

The Committee Clerk advised she is awaiting a response from the Councillor Representative for Highdale Avenue as to whether Pukka Teas would be available.

Failing this, further ideas need to be sought from the Committee for this year's speaker at the Annual Tenant Meeting.

Action – Councillor Rep for Highdale Avenue & Committee Members

AL/17/805 TO RECEIVE THE COMPLETED FORMS FOR THE FIRST ROUND OF JUDGING OF THE ALLOTMENTS IN MAY 2017

The Committee Clerk confirmed that all judging has been completed apart from Church Hill South. This is due to Cllr Starr no longer being a member of the Allotment Committee. The Councillor Representative for Church Hill will conduct the judging for this site.

Action – Councillor Representative for Church Hill

AL/17/806 TO RECEIVE TENANT REQUESTS

ML48B – The Committee **AGREED** to the shed request of a 4'x4' on a 2.50 perch plot when the six month tenancy is up on the 9 July 2017.

WA93B – The Committee **AGREED** to the shed request of a 4'x4' on a 2.50 perch plot.

CH100A & B – The Committee **AGREED** to review this request at the next Allotment Committee meeting in July 2017, as currently CH100A is not being fully cultivated. The Committee Clerk to write to the tenant.

CEM139 – The Committee **AGREED** to the shed request of a 5'x3' on a 3.10 perch plot.

CEM155 – The Committee **AGREED** to split the plot. The split would then allow for CEM156 to become a larger plot, please refer to minute no. 799.1.1 – CEM152.

AL/17/807 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were NO items to report

AL/17/808 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML28B & CEM142

Allocation of Tenancy – CEM142

Waiting List – The waiting list is 70 @ 5 June 2017

Still to Allocate – ML28B & HA65A

AL/17/809 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Committee Chairman advised that the Committee Clerk had contacted three companies to obtain quotes for the small fence or similar to be installed at the Cemetery

20/07/2017

Minutes subject to ratification at Full Council

Allotment site. This project was to make it safe and stop tenants from walking up a steep slope.

One Contractor has since taken it upon themselves to complete the work without authority from the Council. The Contractor has since phoned the Town Council to advise that it was quicker to complete the work than to quote for it and as a gesture of goodwill to the community, he is not charging for the work completed. A letter of thanks will be sent to the Contractor.

Action – Committee Clerk

AL/17/810 TO DETERMINE PART I AND PART II ITEMS

There were No Part 1 items

All other items were Part II.

The meeting closed at 8.59pm
APPROVED AS A TRUE RECORD

CHAIRMAN Date