

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 14 NOVEMBER 2016 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Barton, Cllr Hill, Cllr Norton-Sealey & Cllr Starr, J Pilsworth (ML), W Rowlinson (ML), A Cunningham (HA), J Clark (VR), A Baker (WA), P Cornock (CH)
 Mrs S Howard (Committee Clerk)

AL/16/723 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hale, Cllr Hatch, Cllr O'Brien & Andy Stephens (CH).

PART 1

AL/16/724 TO AGREE THE BUDGET FOR 2017/18 FOR FUTURE ALLOTMENT PROJECTS

The Committee Chairman explained that all future projects under the 2017/18 budget will be deducted from the new allotment bank account opened and no monies will be requested from Council.

PART 2

AL/16/725 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

The Committee Clerk declared an interest in Agenda item 10 – To discuss and agree whether to refund holding and structure deposits – CEM145

AL/16/726 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 12 SEPTEMBER 2016

The Committee **AGREED** the minutes of the 12 September 2016 as being correct and were ratified at Full Council on 17 October 2016.

AL/16/727 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

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

AL/16/728 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 12 SEPTEMBER 2016 MEETING

728.1 Moor Lane

728.1.1 WPC Reports

ML2 – The tenant has hard core for paths on their allotment garden. It was **AGREED** to send a disclaimer to the tenant ensuring the hard core is removed by the tenant at their own cost when the tenancy is relinquished.

ML7 - It was **AGREED** to send a letter of concern due to the plot becoming untidy

ML12 - It was **AGREED** to send a letter asking for all rubbish to be removed from the garden by 31 December 2016. If this is not done then the warning procedure will commence

ML15 – It was **AGREED** to send a WPC1 letter and also for wooden reel and other rubbish to be removed from site

ML23B – It was discussed that the tenant had signed a tyre disclaimer before the tyre ban was enforced. The tyres are classed as hazardous waste to dispose of, but not hazardous to be on site. The disclaimer clearly states that the tenant must remove the tyres at their own cost when the tenancy is relinquished.

ML33 – The paths between ML21 and ML33 need to be redefined.

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ML43 – It was **AGREED** to send a letter to the tenant as weed killer has killed off the grass paths and needs to be reinstated by the tenant.

ML46 – It was **AGREED** to send a letter of concern to the tenant and ask for the paths and plants overhanging the paths to be cut back

ML58 – It was **AGREED** to write to the tenant asking for the rubbish to be removed from the allotment garden.
Action – Committee Clerk

728.1.2 General

Re-allocating ML41, ML42A & ML42B

The Committee Clerk advised that these gardens have not been re-allocated yet due to the ground having weed spraying treatment for the bindweed. The Committee **AGREED** that these gardens can now be re-allocated to those on the waiting list.

Action – Committee Clerk

Lions Container

The Committee Clerk advised that the Lions container had been replaced with a white container which blends in from the road. The old container has been removed. The glass has been removed and the Lions are just finishing some racking for the container. The Committee are happy with new container and arrangements in place.

Weed spraying Contract

The Committee Clerk advised that when the last weed spray was done, the Committee reported that the weeds were not dying back as expected. The Clerk contacted the Contractor who advised that an opened container of weed spray had been used and had maybe 'gone off', hence why the spraying had not been so effective.

The Committee **AGREED** to arrange a site meeting with the Contractor in the Spring to fully discuss the requirements of the weed spraying in 2017.

729.1 Highdale Avenue

729.1.1 General

Allotment Boundary wall

It was **AGREED** to contact NSC to ask them to inspect the ivy on their boundary wall to see if any work needs to be effected.
Action – Committee Clerk

Switching water off on site

The Councillor and Tenant Representatives advised that they were unable to remove the cover to switch the water off.
Action – Committee Clerk

HA62

The tenant wrote the Committee asking if Mr G Hancox could be included on the tenancy agreement as he has worked with the tenant over the last ten years. The Committee Chairman advised that as long as the plot is not sub-let then the Committee would **AGREE** to this request.
Action – Committee Clerk

730.1 Victoria Road

730.1.1 WPC Reports

VR85A & VR86A – It was **AGREED** to send a letter of concern as the plot is becoming untidy
Action – Committee Clerk

730.1.2 General

Marker Peg – VR84A

The Tenant Representative advised that a new marker peg is required for VR84A

Action – Committee Clerk

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731.1 Westbourne Avenue

731.1.1 General

Tenant Representative

The Tenant Representative gave his resignation to the Committee Chairman verbally due to personal matters. The Committee will actively seek a new Tenant Rep for this site.

Clevedon Flower Show – Trade stand and Inter-Site Competition

The Tenant Representative is on the Flower Show Committee and asked if the Allotment Committee would be interested in entering the Inter-Site Competition class again next year for all sites. Also, whether the Allotment Committee would like to have a Trade stand next year?

The Committee Chairman confirmed that the Committee would enter the Inter-Site competition class for one more year and observe the amount of inter-action from all sites with this competition as to whether we would continue in 2018.

The Committee Chairman also confirmed that the Committee would be interested in a Trade stand but it was getting the support of manning the stand that always proves difficult.

732.1 Church Hill

732.1.1 WPC Reports

CH99 & 101 – There is still rubbish on the gardens that needs to be removed by the tenant. It was **AGREED** to write a letter asking for this to be removed from site.

CH130, 131, 132, 133 & 134 – It was **AGREED** to send a letter of concern to all tenants as the gardens are becoming untidy

CH124A – It was **AGREED** to send a WPC1 warning letter due to non-cultivation and for the paths to be kept neat and tidy

CH100B & CH104 – It was **AGREED** to send a WPC1 warning letter due to non-cultivation
Action – Committee Clerk

732.1.2 General

Tyre by North gate

The Councillor Representative advised that a tyre still needs to be removed from the allotment site.

Metal Bin

The Councillor Representative advised that a metal bin is starting to fill with water and either needs a lid or to be removed from the site
Action – Committee Clerk

Replacement of Dip Tanks

The Committee Clerk advised that the Tenant Representative will be commencing work to install the two new dip tanks now that the water has been switched off on site.

Action – Tenant Representative

733.1 Cemetery

733.1.1 WPC Reports

CEM137 - It was **AGREED** to send a WPC1 letter due to non-cultivation.

CEM152 – The Committee Clerk advised that the National Society of Allotment Leisure Gardeners (NSALG) had not provided sufficient support with regards to the case submitted to them regarding our concerns with the state of the tenants plot. The Committee Clerk advised that a smaller plot has become available, CEM156 which is next door to where the tenant is now and could be more suitable to the tenants needs.

It was **AGREED** to write to the tenant to suggest the transfer and to also explain that by staying on the current plot would need to be significantly improved or the warning procedure would commence on the existing plot.
Action – Committee Clerk

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733.1.2 General

Ivy growing on boundary wall and badger damage – The Committee Clerk confirmed that Dignity had been contacted with our concerns. Dignity confirmed removing the ivy could do the wall more damage as ivy usually keeps the pointing and wall in place. They will monitor the situation.

Dignity reported that in the last ten years they have closed badger setts that have infringed on graves. Natural England has supported their applications to do so, as long as the badgers are not excluded altogether. Dignity happy to install a trial camera to monitor the situation. The Committee **AGREED** that we would try to establish the badgers runway so that we could block this off and this may stop them getting onto the site.
Action – Committee Clerk to discuss with Tenant Representative

AL/16/734 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 **ML28A & B** being awarded full tenancy agreements.

Action – Committee Clerk

AL/16/735 TO DISCUSS AND AGREE ANY ACTIONS FOLLOWING THE RESULTS FROM THE RISK ASSESSMENTS

MOOR LANE

The Committee **AGREED** to the following letters to be sent to tenants for the following:

ML12 – for all rubbish to be removed from site by 31 December 2016.

ML27 – unsafe bench needs to be refurbished or removed from site.

ML34/35 – rubbish on walkway next to the dip tank to be removed.

ML40 – Shed base needs replacing due to trip hazard

ML42B – boundary fence panels need replacing by neighbouring resident in property

ML43 – Potential slip hazard due to weed killer used on grass paths

ML53/54 – boundary fence panels need replacing by neighbouring resident in property

ML58 – rubbish around the back and side of the polytunnel to be removed and paint tins.

HIGHDALE AVENUE

HA64A – Long standing issue with the path between HA64A & B. The path is not the required path width and it usually falls to the understanding between tenants to keep to each other's allotments. Site meeting to be arranged to see if the path can be amended now that a new tenant has just started on HA64A. **Action – Councillor & Tenant Reps**

HA60 – the tenant has requested a vertical garden split, so we must ensure that the plot is divided equally and a path of the correct width installed between the two gardens.

Action – Councillor & Tenant Reps

GENERAL

Ivy on the boundary wall – NSC to be contacted to make them aware of ivy growing on their boundary wall

Dip tank – to investigate as to whether a dip tank could be upcycled from Church Hill and installed below the noticeboard on the Highdale Avenue site. **Action – Committee Clerk**

VICTORIA ROAD

VR86A – Shed is falling apart. Letter to tenant to repair or replace

Action – Committee Clerk

Site Noticeboard – When noticeboard falls into disrepair, to replace with larger board so more notices can be displayed.

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WESTBOURNE AVENUE

Water Butts – Full water butts with no lids. Letter to tenants concerned.

CHURCH HILL

CH106 & CH118 – Tools left out on site

CH104 & CH126 – runner bean canes need to be made safe

CH110, CH116, CH119, CH120, CH122 & CH129 – water butt issues, i.e. no lids

CEMETERY

CEM138 – Grass has grown over the middle, so have lost the edge of the plot. The marker peg is loose and there is no lock to the shed.

CEM146 – Two large stones, wire, planks of wood and paving slabs left on one corner.

CEM152 – Old wooden chairs, corrugated plastic, old planks of wood and pea sticks.

CEM157 – Upright posts very wobbly on edge of plot.

It was **AGREED** to write to all Tenants to ask them to rectify items listed above.

Action – Committee Clerk

AL/16/736 TO AGREE THE BUDGET FOR 2017/18 FOR FUTURE ALLOTMENT PROJECTS

The Allotment Committee **AGREED** to allocate the following for future projects:

Clevedon Flower Show – Trade Stand - £50.00

Best Garden Awards - £200.00

New gate and post for Church Hill Allotment site - £500.00

Grass cutting and weed spraying contract - £300.00

General maintenance of conifer cutting on Moor Lane - £200.00

Replacement of the Moor Lane Noticeboard - £250.00

Installation and plumbing of an upcycled dip tank on Moor Lane - £50.00

Subscription to the NSALG Association - £55.00

Planned project costs of between £1,600.00 to £2,000.00.

AL/16/737 TO RECEIVE AND DISCUSS THE NEW PROCEDURE FOR SECURING PAYMENT OF THE ANNUAL ALLOTMENT INVOICES

The Committee Chairman advised that too much of the Committee Clerk's time is being spent chasing outstanding invoices. Therefore, it was **AGREED** that we need to state a fixed payment date on the annual invoices. This way, Tenants are aware of the deadline for payment, i.e. INVOICE MUST BE PAID BY 29 SEPTEMBER 2016.

AL/16/738 TO DISCUSS AND AGREE WHETHER TO REFUND HOLDING AND STRUCTURE DEPOSITS TO THE FOLLOWING TENANTS

The Allotment Committee **AGREED** to refund the holding deposits only to the following tenants - **ML5A, ML29, HA64A, CH100A, CH113B, CEM145 & CEM156**

The Allotment Committee **AGREED** to refund the holding and structure deposits to the following tenants – **ML48B, VR76 & CEM139**

ML55 & CH129 – It was not agreed to refund the holding deposit for these plots were too untidy when the tenants vacated them.

AL/16/739 TO DISCUSS THE ISSUES RAISED WITH THE CHICKENS ON PLOT ML12

The Committee Chairman advised that a dead chicken had been found on ML12 and the other chickens were pecking at it. The Tenant was eventually contacted and asked to remove. The Committee discussed previous concerns already raised with the chickens

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not being looked after very well, not being fed or given fresh water. New concerns were also raised with regards to proper shelter for the birds. The Committee **AGREED** to contact the RSPCA to seek a site visit by them and to obtain their advice concerning this matter.
Action – Committee Clerk

AL/16/740 TO DISCUSS THE WEED SPRAYING CONTRACT ON THE MOOR LANE AND CHURCH HILL ALLOTMENT SITES

The Committee Clerk advised that the last weed spray conducted had not taken as well as expected on site. Feedback has been given to the Contractor and a site visit to be arranged in the Spring to discuss our requirements.
Action – Committee Clerk

AL/16/741 TO RECEIVE ANY FEEDBACK FROM THE ANNUAL TENANTS MEETING HELD ON 10 OCTOBER 2016

No feedback given

AL/16/742 TO DISCUSS AND AGREE THE JUDGING DATES FOR THE BEST GARDEN AWARDS 2017

The Committee **AGREED** to have the same dates as last year, i.e. end of May 2017, beginning of July 2017 and mid-August 2017.

AL/16/743 TO RECEIVE TENANT REQUESTS

ML21 – The Committee **AGREED** to a 6'x4' shed on a 5.00 perch plot.

ML34 – The Committee **AGREED** to a 6'x4' shed on a 5.00 perch plot.

HA60 – The Committee **AGREED** to a vertical split of this 5.00 perch plot to make two allotment gardens.

AL/16/744 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

No items to report

AL/16/745 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML5A, ML48B, HA59A, HA64A & CH100A

Allocation of Tenancy – ML5A, ML24A, ML29, HA59A, HA64A, VR84A, VR88, CH112B, CH129 & CEM139

Waiting List – The waiting list is 74 @ 7 November 2016.

Still to Allocate – ML42, ML48B, ML55, HA63A, VR78B, CH100A, CH106 & CH113B

AL/16/746 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Chairman advised the Committee that all end of tenancy forms must be completed by the Councillor Representatives only

AL/16/747 TO DETERMINE PART I AND PART II ITEMS

The Chairman advised that the budget items would be recorded as a Part I item, although we will be using monies from the Allotment account going forward and not asking Council for monetary support.

All other items were Part II.

The meeting closed at 9.17pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

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