

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 16 NOVEMBER 2015 AT 7.30 pm.

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

AL/15/591 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr N Barton, Cllr D Flint (CH) & A Stephens (CH).

PART 1

AL/15/592 TO RECEIVE CLLR BARTON'S REQUEST TO BECOME A MEMBER OF THE ALLOTMENT COMMITTEE

The Chairman advised that Cllr Barton had requested to become a member of the Allotment Committee. All members **AGREED** to Cllr Barton's request.

AL/15/593 TO AGREE THE BUDGET FOR 2016/17 FOR FUTURE ALLOTMENT PROJECTS

The Committee Chairman asked Committee members for any projects on the Allotment sites for 2016/17.

Moor Lane & Church Hill – Weed spraying twice a year on boundary areas. - £300.00

Moor Lane – Dip tank base only. - £ 100.00. **Total approx. costs - £400.00**

Westbourne Avenue – Repairs to allotment door - £100.00, tap box - £50.00, repairs to boundary fence - £150.00 **Total approx. costs - £300.00**

Church Hill – Black entrance gate needs replacing – £500.00. Replace all dip tanks on site with larger tanks – 2/3 tanks - £800.00. **Total approx. costs - £1300.00**

Total budget for 2016/17 projects = £2,000.00.

PART 2

AL/15/594 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

The Committee Clerk declared an interest in the tenant request received from CEM145.

AL/15/595 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON 21 SEPTEMBER & ANNUAL TENANT MEETING ON 12 OCTOBER 2015

The minutes from 21 September 2015 were **AGREED** as correct and were ratified at Full Council on 21 October 2015. The minutes from the Annual Tenant Meeting on 12 October 2015 were also **AGREED** as correct.

AL/15/596 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

The Members noted that the water bill for Moor Lane was quite high. The Chairman asked for a comparison to be made with the invoice from last year for this site to ensure we do not have a leak.
Action – Committee Clerk

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AL/15/597 TO RECEIVE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 21 SEPTEMBER 2015 MEETING

597.1 Moor Lane

597.2 WPC Reports

ML9 & ML55 – It was **AGREED** to send a WPC warning letter and request that the Tenants make repairs to their sheds.

ML12 & ML15 - It was **AGREED** for a letter to be sent to the Tenants asking to clear rubbish and tidy plots by 31 January 2016.

ML11A & ML48A – It was **AGREED** for a letter of concern and to ask for paths and edges to be cut as soon as possible.

ML18 – It was **AGREED** to write to the Tenant asking for their trees in pots to be re-potted into larger pots.

ML28 – It was **AGREED** to write to the Tenant asking for paths and edges to be tidied and to remove the glass greenhouse from the allotment site by 31 January 2016.

ML29 & ML40 – Removal of rubbish on both plots, for paths and edges to be tidied by 31 January 2016.

ML56 – Delivery of wood chippings on hardstanding. To be removed by 30 November 2015.

ML58 – Metal bin on car park. Letter asking for removal by 31 January 2016.

Action – Committee Clerk

597.3 General

Trees

The trees outside the boundary fence that are the responsibility of North Somerset Council need pollarding. It was **AGREED** for the Committee Chairman to contact North Somerset Council to ask for works to be done.

Action – Committee Chairman

Notice for car park

The Councillor & Tenant Representatives would like a sign installed on the Moor Lane car park reminding and advising Tenants of the time restrictions for deliveries such as manure and wood chippings to site.

Action – Committee Clerk

Extending ML41 allotment plot

The Tenants of ML41 would like to extend their allotment garden to use the small piece of land adjacent to their plot. The Committee **AGREED** to this request and the garden will be re-measured and invoiced accordingly.

Action – Tenant Representative and Committee Clerk

598.1 Highdale Avenue

No issues to report.

599.1 Victoria Road

No issues to report

600.1 Westbourne Avenue

600.2 WPC Reports

No issues to report

600.3 General

The Tenant Representative advised that the entrance gate to the Allotments is loose and needs attention. The Committee Chairman advised that the gate is maintained by Alliance Homes. The Committee Clerk was asked to contact them to investigate further.

Action – Committee Clerk

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601.1 Church Hill**601.2 General****Return of Shed & Holding Deposits**

The Committee **AGREED** to refund the Tenant of CH113A their shed and holding deposits paid as the tenant has relinquished their tenancy.

Tidiness of Site Boundaries

The Councillor Representative advised that the boundary areas close to garden numbers 99 to 111 and 112 to 118 are untidy and need to be rectified. It was **AGREED** to write to the tenants to ask for their boundary areas to be tidied. **Action – Committee Clerk**

Conifer Trees

The conifer trees that belong to the owners of Whiteladies Cottage need pruning. It was **AGREED** to send a letter to the owner of this house asking them to cut back the trees.

Action – Committee Clerk

602.1 Cemetery**602.2 WPC Reports**

CEM137, 138 & 140 – It was **AGREED** to send WPC1 letters to tenants.

CEM141, CEM149 & CEM151 – housekeeping items identified. Committee Clerk will contact the tenants. **Action – Committee Clerk**

602.3 General**Grass Cutting**

The grass paths on the allotment site need cutting. The Committee Chairman reminded the Committee that there is a limited budget of £10.00 per year allocated to grass cutting and it is the responsibility of the tenants to keep their paths and edges cut and tidy.

AL/15/603 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 the following garden being awarded a full tenancy agreement: - **CH106 & CH113A**

The Committee **AGREED** that the garden has not been worked on **ML5B**; therefore their six month tenancy will be terminated. Termination letter to be sent to the Tenant.

Action – Committee Clerk

AL/15/604 TO DISCUSS THE COMMITTEE POLICY OF DOGS ON ALLOTMENT SITES FOLLOWING A QUESTION RAISED BY A TENANT

The Committee Clerk advised that a tenant has written to the Allotment Committee asking if dogs could be allowed on site. The tenant is often on site on their own and a dog would provide security.

The Committee discussed whether to change the policy guidelines for allowing dogs on site. However, the Committee felt that tenants who have brought their dogs on site, against policy guidelines, have been found not to manage their dogs, i.e. dogs found wandering around and excrement left on site. The Committee likes to encourage families on site and if the guidelines were changed, it was felt that the issues already experienced could happen on all sites. It was **AGREED** that the request to allow dogs on site was **REFUSED**. **Action – Committee Clerk**

AL/15/605 TO DISCUSS AND DECIDE WHETHER TO STILL OFFER THE 25% DISCOUNT GIVEN TO TENANTS ON CERTAIN BENEFITS ON ANNUAL RENTS

The Committee Clerk advised that a very small number of Tenants take up the 25% discount that is offered by the Allotment Committee, for certain qualifying benefits.

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The Committee discussed and decided to withdraw the discount scheme to tenants on benefits with immediate effect. It was felt that the allotment rents are still low enough for everyone to afford to pay the amount in full and in view of possible annual savings from produce on a well-used plot.

AL/15/606 TO DISCUSS AND DECIDE WHETHER FUTURE ALLOTMENT NEWSLETTERS AND INVOICES CAN BE SENT VIA EMAIL INSTEAD OF BY POST

The Committee Chairman advised that this question had been raised by a Tenant at the Annual Tenant Meeting. The Committee thought that the suggestion was a good idea as it would save the Council money in printing and postage costs and would be seen as a 'greener' way of submitting the annual invoices. However, the Allotment Committee does not hold an email address for every tenant and the Allotment Clerk would need to set up an individual record, to be able to send individual invoices for each Tenant on email due to Data Protection. The Allotment Committee **AGREED** that this idea would need further investigation by the Allotment Committee. **Action – Committee Chairman and Clerk**

AL/15/607 TO DISCUSS AND AGREE TO THE COSTINGS FOR THE WORK TO THE CEMETERY ALLOTMENT SITE GATE

The Committee discussed and **AGREED** to Company C to conduct the works to the Cemetery Allotment gate.

AL/15/608 TO DISCUSS AND AGREE TO THE COSTINGS FOR THE WORK TO THE TREES ON THE MOOR LANE ALLOTMENT SITE

The Committee discussed and **AGREED** to Company A to conduct the works to the falling of the trees around ML42 on the Moor Lane Allotment site.

AL/15/609 TO RECEIVE TENANTS REQUESTS

VR82B – The Committee **AGREED** to the 4'x4' shed on the 2.50 perch plot.

CEM145 – The Committee **AGREED** to the transfer of a 5'x3' shed from CEM153 to CEM145 **Action – Committee Clerk**

AL/15/610 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no incidents to report.

AL/15/611 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – ML14 & ML42

Allocation of Tenancy – ML2, ML24A, HA63B, HA64A, HA67, CH116A & CH118

Waiting List – The waiting list is 79 @ 6 November 2015.

Still to Allocate – ML14, ML42, WA95B, CEM146 & CEM153

AL/15/612 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's Items

AL/14/613 TO DETERMINE PART I AND PART II ITEMS

Part I items – Agenda Item 5 – To receive Cllr Barton's request to become a member of the Allotment Committee.

Agenda Item 8 – To agree the budget for 2016/17 for future Allotment projects.

The meeting closed at 9.04pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

10/12/2015

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