

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 15 SEPTEMBER 2014 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Vice Chairman
 Cllrs Bussey, Hatch, Knott & McNeill
 Tenant Representatives, W Rowlinson (ML), J Clark (VR), A Baker (WA), P Cornock (CH), A Stephens (CH) & N Foster (CEM).
 Mrs S Howard (Committee Clerk)

AL/14/429 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from the Committee Chairman Cllr Wring, Cllr Hall (HA & WA), & R Cheek (HA).

AL/14/430 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/14/431 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 14 JULY 2014

The minutes were **AGREED** as correct and have been ratified at Full Council on 27 August 2014.

PART 1

AL/14/433 TO RECEIVE AND AGREE PRICES FOR THE REPLACEMENT OF THE PIPEWORK DUE TO THE WATER LEAK ON VICTORIA ROAD ALLOTMENTS

It was **PROPOSED**, **SECONDED** and **AGREED** for Council: For Company B to conduct the necessary works to the pipework on Victoria Road Allotments.
Action – Committee Clerk

PART 2

AL/14/432 TO RETROSPECTIVELY AGREE THE PRICE FOR THE INVESTIGATION WORKS TO THE VICTORIA ROAD SITE WITH REGARDS TO THE WATER LEAK

The Committee Vice Chairman advised the Committee that investigation works were made to try to seek the cause of the water leak on site. The findings concluded the pipework was corroded and needed a full replacement to all pipework on site. The cost for the investigations was £120.00 and was **AGREED** at the meeting.

AL/14/434 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

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

AL/14/435 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 14 JULY 2014 MEETING

435.1 Moor Lane

435.1.1 WPC Reports

Letters of Concern – It was **AGREED** to send Letters of Concern to – ML6 & ML24B

WPC1 – It was **AGREED** to send WPC1 letters to – ML2 & ML12

Path warning letters – It was **AGREED** to send letters to Tenants asking them to tidy their paths to – ML4B, ML23B, ML30, ML33, ML39, ML42 & ML48A.

Rubbish on site – It was **AGREED** to send a letter to ML5A, ML10, ML29 & ML58 asking for rubbish to be removed from site

Action – Committee Clerk

435.1.2 General

Pot Hole on driveway

Inside the main gate is a pot hole that needs attention. It was suggested to use cement to fill in the hole. Committee Clerk to obtain a price.

Action – Committee Clerk

436.1 Highdale Avenue

436.1.1 WPC Reports

Letter of Concern – It was **AGREED** to send a Letter of Concern to the Tenant.

Action – Committee Clerk

437.1 Victoria Road

437.1.1 WPC Reports

VR88 – The garden is under a final determination period and the Tenant has appealed in writing. The Committee Clerk provided the Committee with the background information about the plot. The Committee Clerk read a letter received from a neighbouring tenant in respect of the plot. The Committee then discussed the plot and it was **AGREED** that the Tenants appeal letter is not upheld and the tenancy is to be terminated from the allotments.

Action – Committee Clerk

438.1 Westbourne Avenue

438.1.1 WPC Reports

Letter of Concern – It was **AGREED** to send a Letter of Concern to WA94.

WPC1 – It was **AGREED** to send a WPC1 to WA91 and include concern with regards to amount of space in chicken run.

Determination letter – It was **AGREED** to send a final determination letter to WA90.

Action – Committee Clerk

439.1 Church Hill**439.1.1 WPC Reports**

WPC1 – It was **AGREED** to send a WPC1 to CH133.

WPC2 – It was **AGREED** to send a WPC2 to CH118.

439.1.2 General

Car Park – The Tenant Representative advised that the weeds on the new car park area need weed killer.

Footpaths – The Councillor Representative advised that the paths on the allotment site are overgrown and will be dangerous in the Winter. It was **AGREED** to write to those Tenants who need to maintain their borders and to also mention the requirement to do this in the Allotment newsletter.

Action – Committee Clerk

Hack's Way – The Councillor Representative advised that the Friends of Poet's Walk group have cleared Hack's Path and have asked if we can repair our boundary fence. It was **AGREED** to include this in the budget for next year.

440.1 Cemetery**440.1.1 WPC Reports**

WPC1 – It was **AGREED** to send a WPC1 to CEM150.

AL/14/441 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 Tenants having a full tenancy agreement.

ML10, ML11A, ML16, ML23B, ML24A, ML45A, ML47B, ML53, VR78B & WA93A.

Action – Committee Clerk

AL/14/442 TO DISCUSS THE RESULTS FROM THE SITE RISK ASSESSMENTS

The Committee Clerk provided a copy of the results to the Committee members. Most of the hazards identified can be rectified by writing to the Tenant, i.e., to remove dangerous shed on ML42 and to have lids on water butts. The Committee will need to consider the replacement of the gates on the Church Hill and Cemetery sites that are in a poor state and this will be discussed further when deciding on the budget for next year.

Action – Committee Clerk

AL/14/443 TO RECEIVE AN UPDATE ON PLANS FOR THIS YEARS ANNUAL TENANTS MEETING

The Committee Clerk confirmed that the speaker this year is the Clevedon Gardening Club and that the total value for vouchers for the Best Garden awards is £96.00

AL/14/444 TO RECEIVE ANY FEEDBACK ABOUT THIS YEARS STAND AT THE CLEVEDON FLOWER SHOW

It was advised that it would be useful to have contact details available for those who are interested in joining the Allotment Waiting list. Also the three hour slots are too long to be on the stand and should be reverted back to two hour slots instead.

AL/14/445 TO RECEIVE TENANTS REQUESTS

ML23B – Shed request, a 5'x3' shed on a 2.50 perch plot. The Committee **AGREED** to the Tenant request.

AL/14/446 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Tenant of ML3A advised that he had suffered a theft of his courgettes.

AL/14/447 TO NOTE THE FOLLOWING INFORMATION

The Committee Chairman advised of the following:-
 Termination of Tenancy – ML3B, ML31, VR72, VR86B, CH110, CH131 & CEM136
 Allocation of Tenancy – CH110 & CH131
 Waiting List – The waiting list is 91 @ 4 September 2014.
 Still to Allocate – ML3B, ML31, VR72, WA95A, CH113B, CH124A & CEM136

AL/14/448 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items

AL/14/449 TO DETERMINE PART I and PART II Items

Part I item - Agenda Item 5, the agreement of replacing the water pipe on Victoria Road Allotment site due to the water leak.

All other items are Part II items.

The meeting closed at 8.56pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date