

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 30TH SEPTEMBER 2013 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Hatch & Knott
 Tenant Representatives, A Baker (WA), R Cheek (HA), J Clark (VR), N Foster (CEM) & W Rowlinson (ML).
 Mrs S Howard (Committee Clerk)

Informal Business: Ms K Gomm (ML6), Ms D Kearley & Ms J Turton (ML26).

Guest: Mr D Regan (ML23A)

7.30PM INFORMAL BUSINESS

The tenant from ML6 spoke to the Allotment Committee on behalf of the Clevedon Dementia Alliance which is a new group that has been formed to support those with dementia and to make Clevedon a better place for them to live in. The group feels that gardening is a good way of interacting with others and the benefits that it brings. The group is not fully operational yet and the group has approached us to see how we felt if they were able to rent an allotment garden and a possible buddy scheme. There are 45 confirmed people in the town with dementia and it is not clear as to how many of those would be interested in the gardening project. Anyone that is interested would be assisted on site with their Carer.

Members made the following points:

There is a waiting list for an allotment garden so the group could add their details to this list.

There are groups on the allotment site that they could approach to see if they could join their gardening club. Groups mentioned at the meeting, Arch Rehab and the Brandon Trust.

Clevedon Pride also has a gardening group, the National Trust, YMCA - In it to grow project and Transition Clevedon.

The tenant of ML6 then left the meeting.

The tenants of ML26 spoke to the Allotment Committee as they are concerned to read in the Allotment newsletter that taps on some of the Allotment sites are to be replaced with dip tanks. The tenant of ML26 keeps chickens and wishes for the tap by ML32 to remain as this is central to a lot of tenants for use for their polytunnels, water for chickens and for washing hands. If the taps are replaced with dip tanks then this could create a problem as the water in the dip tanks forms algae and the water also becomes stagnant when it is switched off over the winter period. The tenant also has a concern with the transferring of substances such as weed killer on

the bottom of watering cans which some tenants may dip into the dip tank which could then transfer to the chickens, if the tap is replaced with a dip tank.

The tenants would be willing to pay extra in their rent to compensate for any increase in the water usage.

Members made the following points:

The taps are being replaced due to the number of occurrences where taps were being left on by Tenants and therefore the water bills would increase.

The tap by ML32 needed repairing and it was decided to replace this tap with a dip tank.

The Committee did agree that the report presented by the tenant has valid points that need addressing especially with regards to animal husbandry. The Committee **AGREED** that it would be sensible to maintain one tap on all allotment sites for this reason and for washing of hands too.

7.50pm FORMAL BUSINESS

AL/13/305 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Giles-Townsend, Cllr Hall, Cllr McNeill, P Cornock (CH) & A Stephens (CH).

AL/13/306 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest.

AL/13/307 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 29 JULY 2013

The minutes were **AGREED** as correct and have been ratified at Full Council on 4 September 2013.

The Chairman of the Committee introduced and welcomed the tenant of ML23A who was attending the meeting as he was interested in becoming the Tenant Representative for Moor Lane.

PART 2

AL/13/308 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

No comments made

AL/13/309 TO RETROSPECTIVELY AGREE TO THE PRICE FOR THE POST CRETE AND POSTS FOR THE INSTALLATION OF THE NOTICEBOARD AT CHURCH HILL ALLOTMENTS

The Committee Clerk advised that the installation of the noticeboard on Church Hill was now complete and asked for the Committee to retrospectively

agree the price of the two wooden posts and post crete for this project. The Committee **AGREED** to the price of £20.18.

AL/13/310 TO DISCUSS THE TENANT REQUEST CONCERNING RETAINING A WATER TAP ON THE MOOR LANE ALLOTMENT SITE AND NOT REPLACING WITH A DIP TANK DUE TO TENANT KEEPING CHICKENS

The Committee **AGREED** that a tap should remain on Moor Lane for those tenants that have chickens. The Vice Chairman proposed that we maintain the tap by ML32 and the Committee took a vote and all members **AGREED**. The Tenant Reps will make repairs to the tap post at ML32. The other two taps on site by ML44 and ML46 will be investigated by the Vice Chairman to see if there is room to place a dip tank at these positions before an order is placed for dip tanks on Moor Lane and Cemetery sites. The one remaining tap on Westbourne will not be replaced with a dip tank.

Action – Vice Chairman and Tenant Representatives

The Tenants of ML26 then left the meeting.

AL/13/311 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 29 JULY 2013

311.1 Moor Lane

311.1.1 WPC Reports

ML2 – The Tenant is still unable to work their allotment garden due to illness and a friend is still working the allotment plot and is looking tidy.

ML4, ML7, ML21, ML22B, ML23B, ML28, ML29, ML31, ML32 & ML42 – The Councillor Rep advised that all of the gardens are looking untidy and not cultivated. It was **AGREED** to send a letter of concern to all Tenants.

Action – Committee Clerk

ML9 – The Councillor Rep advised that the garden is looking untidy. The Committee Clerk advised that the Tenant has broken their leg and therefore unable to be on site. The Tenant Reps will monitor the garden.

Action – Tenant Representatives

ML24B – The Councillor Rep advised that the garden was looking untidy. The Committee Clerk advised that the garden was allocated to a new Tenant on 30 September 2013.

ML55 – The Tenant Rep is supporting the Tenant in the removal of a very large compost heap that was inherited by the previous tenant. Once the compost heap is removed and vegetation attached to the wall, the Tenant Rep advised that we may need to contact the owner of 34 Yeo Moor as there may not be much of the fence panel left when the project is completed with the compost heap. The Tenant Rep advised that no. 34 Yeo Moor is currently on the market.

311.1.2 General

The Tenant Representative advised that signs have recently been placed on the car park asking for Tenants to remove their items from this area immediately otherwise it will be deemed as rubbish and taken to the tip. The notice on the gate asking for Tenants to close gate appears to be working.

The Tenant Rep has cleared and weed killed the gutters adjacent to the bus stop on the Allotment site and has submitted receipts to the value of £ 18.92 for this project. The Committee **AGREED** to the price paid and the Tenant Rep will be reimbursed. **Action – Committee Clerk**

ML3B

The Tenant has advised that the marker peg on her allotment plot needs marking up again. The Tenant Reps took the remaining plastic marker pegs from the Committee Clerk and will do an inspection of all marker pegs on site.

Action – Tenant Representatives

312.1 Highdale Avenue**312.1.1 WPC Reports**

The Tenant Rep advised that HA63B is looking untidy. It was **AGREED** for the Tenant Rep to monitor the garden.

Action – Tenant Representative

312.1.2 Weeds outside the boundary Allotment wall

The Tenant Rep has noticed that all the weeds that were weed killed by the Council have now been cut down and left in a pile by the site entrance gate and it is unknown as to who has left the weeds.

313.1 Victoria Road**313.1.1 General****VR86B**

The Tenant Rep advised that the Tenant of VR86B is still in hospital and may be for some time. Other Tenants on site are looking after the Tenant's garden.

VR88

A Tenant has queried the size of the new shed installed on this allotment plot. The Tenant Rep has measured the shed and has confirmed that the shed is a 6'x4' shed which is allowed for the 5.00 perch plot.

Lump of Concrete

The lump of concrete left from the works done to the site entrance gate has still not been broken down or removed. The Tenant Rep for Cemetery advised that he will speak with the team that were due to complete the works and ascertain when this will be done. **Action – Tenant Rep for Cemetery**

Overhanging tree branches

The Tenant Rep advised that some branches from the Hawthorns are overhanging the Allotment site and need pruning. The Tenant Rep for Cemetery advised that Noah's Ark, Wraxall are looking for tree branches for their elephants. The Committee Clerk to write to the Hawthorns to advise them of this.

Action – Committee Clerk

314.1 Westbourne Avenue

314.1.1 WPC Reports

WA90 – The Tenant Rep advised that the Tenant of this plot pays for a gardener and the Tenant does not manage the allotment plot himself. The Tenant Rep to monitor the Tenant's garden. **Action – Tenant Representative**

WA95A – The Tenant Rep advised that the Tenant has planted one row of potatoes and the garden is looking untidy. They have not been seen on site for some time. It was **AGREED** to send a Letter of Concern.

Action – Committee Clerk

314.1.2 General

The Tenant Rep advised that he will complete the project on site with installing the wooden boards around the borders of the allotment gardens. The Tenant Rep will ask for help from Tenants on site.

Action – Tenant Representative

315.1 Church Hill

315.1.1 WPC Reports

CH100A – The broken glass in the Tenants shed has still not been repaired and the Tenant Representative has not been able to speak to the Tenant to date. It was **AGREED** to write a letter to the Tenant to ask to repair the window immediately.

Action – Committee Clerk

CH112 – The Allotment plot is looking untidy and needs to be monitored as the Tenant may be terminating this allotment garden.

Action – Tenant Representatives

CH118, CH119 & CH124B – The Councillor Rep advised that the gardens are looking untidy and it was **AGREED** to send a Letter of Concern. The Tenants of CH119 have also left some tools out on their allotment plot.

Action – Committee Clerk

CH131 - The Councillor Rep advised that the garden has not been worked and it was **AGREED** to send a **WPC2** letter to the Tenant.

Action – Committee Clerk

315.1.2 General

New Fence - The owners of Whiteladies Cottage on Old Church Road have installed a wooden fence that has been erected and is marginally on the Allotment garden. It was **AGREED** to write to the resident to ask for a peppercorn rent of £1.00 per annum as the fence is on our land. There is also a fence panel left on the allotment garden that needs to be removed by the resident.

Action – Committee Clerk

Padlock – The black gated entrance no longer has a combination padlock, it has disappeared. It was **AGREED** to monitor the situation to see if a padlock was required in the future.

Action – Tenant Representatives

Dip tank lid – The lid on the dip tank at the South end of the Allotment end of the allotment site is broken, the wooden surround has come away. The lid now needs repairing.

Action – Committee Clerk

Conifer Trees – A Tenant from Church Hill has advised the office that the conifer trees that belong to the residents in Whiteladies Cottage need to be pruned back due to branches overhanging the wall into the driveway.

Action – Committee Clerk

316.1 Cemetery

316.1.1 WPC Reports

CEM143 – The Councillor Rep advised that the Tenant has a shed with some paving slabs to the side. The Tenant however is installing quite a large patio area on their plot and there are concerns that the plot will not be 75% cultivated. The Councillor Rep and Tenant Rep to measure the plot to ascertain what percentage of the plot is being cultivated.

Action – Councillor and Tenant Representative

CEM148 – The allotment plot is looking untidy and it was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

CEM158 – The allotment plot needs a marker peg.

Action – Tenant Representative

316.1.2 General

A Tenant has advised that the tree branches overhanging the Cemetery wall are causing a lot of shade on the allotment plot by garden no. CEM153 and could the branches be cut back. The Committee Clerk will contact Dignity who care take and manage the trees.

Action – Committee Clerk

AL/13/317 TO DISCUSS FUTURE ALLOTMENT PROJECTS AND THEIR COSTINGS TO PREPARE FOR NEXT YEAR'S BUDGET

The Committee Chairman advised the Committee that we need to think about the Allotment sites and any projects that are required. The Councillor and

Tenant Reps to provide full details to the Committee Clerk as soon as possible so that three prices for each project can be obtained.

Action – Councillor and Tenant Representatives

AL/13/318 TO DISCUSS THE BEST GARDEN AWARDS 2013 CONCERNING VOUCHERS, ROSETTES AND SUNDRIES REQUIRED

The Committee Clerk provided the Committee with prices for rosettes for the Best Garden awards for the next 5 years and 10 years. The Committee felt that the price for the rosettes was a large expense and for future Best Garden Awards we will no longer buy rosettes but provide certificates along with the gardening vouchers. The Committee Clerk will obtain prices for certificates for prize winners for 2014 onwards. This year the Committee Clerk will produce the certificates required for the awards.

Action – Committee Clerk

AL/13/319 TO DISCUSS THE ISSUES WITH THE INCREASED NUMBER OF TENANTS DOGS THAT ARE LOOSE ON THE CEMETERY SITE AND THE ISSUES FOLLOWING ON FROM THIS

The Committee Clerk advised that a Tenant on Cemetery site has reported to the office that the number of tenants bringing their dogs onto the allotment site has increased recently from one dog to four. The dogs are also being let loose on the allotment site and the Tenant who doesn't have a dog has also cleared up dog's mess left behind. The Committee Clerk showed the Committee a poster that will be placed on each of the six Allotment site noticeboards. Councillor and Tenant Reps to please monitor the situation.

Action – Committee Clerk, Councillor and Tenant Representatives

AL/13/320 TO DISCUSS WHY ONLY THOSE TENANTS ON BENEFITS RECEIVE THE 25% DISCOUNT ON THEIR ANNUAL ALLOTMENT INVOICE, WHY IS IT NOT ALLOWED FOR PENSIONERS?

The Committee Chairman has deferred this item to the next Allotment Committee meeting in November 2013.

AL/13/321 TO RECEIVE TENANT REQUESTS

ML16 – The Committee **REFUSED** the Tenants request of a 6'x4' shed due to the Tenant being on a six months Tenancy agreement. The shed request will be revisited once a full tenancy agreement has been given.

ML23A – The Committee **AGREED** to the Tenants request of a 4'x4' structure.

ML23B – The Committee has **REFUSED** the Tenants request for a 5'x4' shed until the garden has been cultivated. The Tenants have moved from Westbourne Avenue to Moor Lane and have yet to start work.

ML24B – The Committee has **REFUSED** the Tenants request of a 4'x4' shed due to the Tenant being on a six months Tenancy agreement. The shed request will be revisited once a full tenancy agreement has been given.

VR77 – The Committee has **AGREED** to the Tenants request of a 4’x4’ shed on a 2.50 perch plot.

CH121B – The Committee has **REFUSED** the Tenants request of a 6’x4’ shed as the maximum size allowed for a 2.50 perch plot is a 4’x4’ shed.

CEM144 – The Tenant Rep would like to meet with the Tenant to ascertain the size and position of the shed request from the Tenant.

Action – Tenant Representative

AL/13/322 ITEMS REPORTING TO ALLOTMENT WATCH

There are no items reporting to Allotment Watch.

AL/13/323 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML6 wishes to transfer to a smaller plot
Allocation of Tenancy
Waiting List – The waiting list is now 135 @ 20 September 2013.
Still to Allocate – ML6, ML11A, ML16, ML24A & WA91.

AL/13/324 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman’s Items

AL/13/325 TO DETERMINE PART I and PART II Items

There are no Part I items.
All other items are Part II items.

The meeting closed at 9.30pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date