

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 18 MARCH 2019 AT 7.30 pm

PRESENT: Cllr J Middleton, Committee Chairman
 Cllrs Hale, Hill, Norton-Sealey, West
 J Pilsworth (ML), A Cunningham (HA), C Robinson (CEM), S Murtagh (WA) (7.35)
 Mrs P Heath (Town Clerk), Mrs C Boundy (Committee Clerk)

AL/19/1008 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr L Fone, Cllr B Hatch, A Stephens (CH)

PART 2

AL/19/1009 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/19/1010 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 26 NOVEMBER 2018

The minutes of the Allotment Meeting held on 26 November 2018 were accepted and signed by the Chairman as a true record. These were ratified by the Council on 12 December 2018.

AL/19/1011 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENTS COMMITTEE ACCOUNTS

The members NOTED the financial report which had been circulated at the meeting.

AL/19/1012 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 26 NOVEMBER 2018 MEETING

1012.1 Moor Lane

1012.1.1 WPC Reports

ML2 – Potted trees in tubs have been put on the boundary path and need to be moved on to their own allotment and the path re-established.

Action – Committee Clerk

ML28B – The plot is currently being offered to a new tenant and due to the previous tenant not cultivating it, it is now very overgrown. The Committee Clerk to contact proposed new tenant to see if they are going to take the allotment. If they do not want the allotment, then the Committee proposed and **AGREED** for the Committee Clerk to obtain quotes to have the allotment cleared.

Action – Committee Clerk

ML42A & ML42B – To monitor regarding the accumulation of rubbish/clutter over both gardens.

Action – To be monitored by Cllr & Tenant Reps

ML42A, ML42B, ML43, ML44, ML54 & ML55 – To consider re-instating grass verge against the boundary fences. Some plots may need to be reduced in size, both ML42A&B and ML55 as a consequence.

Action – Committee Chairman & Cllr Rep to visit and report back.

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Minutes subject to ratification at Full Council

1012.1.2 General – Border along the track to the car park may need to be tidied.

Action – Committee Clerk

1013.1 Highdale Avenue

1013.1.1 WPC Reports

HA60A – Tenant Rep reported that the plot was very untidy and needs to be monitored in the coming weeks.

Action – To be monitored by Cllr & Tenant Reps

HA68 – Cllr Rep has reported that some of the plot has been cultivated with the rest of it looking very untidy. Recommends monitoring as it is early days.

Action – To be monitored by Cllr & Tenant Reps

1013.1.2 General – Water meter readings have been taken following the switching on of the water supply. The Committee Chairman has spotted a small discrepancy in the reading following the winter when the water was switched off. There may be a problem with the stop cock. The Committee Chairman will check on site and let the Committee Clerk know if the water board needs to be contacted.

Action – Committee Chairman

1014.1 Victoria Road

1014.1.1 WPC Reports

VR72 – In need of cultivating, to be monitored.

Action – To be monitored by Cllr & Tenant Reps

VR78A – Looks untidy, shed door off and in need of repair. Letter of concern to the tenant requesting they make repairs to their shed.

Action – Committee Clerk

VR84A – In need of cultivating, to be monitored

Action – To be monitored by Cllr & Tenant Reps

VR84B – In need of cultivating, to be monitored

Action – To be monitored by Cllr & Tenant Reps

VR86A – In need of cultivating and very untidy. Letter of concern requested to the tenant.

Action – Committee Clerk

1015.1 Westbourne Avenue

1015.1.1 WPC Reports

No issues reported.

1016.1 Church Hill

1016.1.1 WPC Reports

CH119 & CH120 – The Tenant Rep has reported that both the tenants on these two allotments were suffering with health issues but they are both keen to retain their allotments but work may be slow.

Action – To be monitored by Cllr & Tenant Reps

CH113B – No work has been carried out for quite a long time. Letter of concern to be sent to the tenant requesting improvements to be made.

Action – Committee Clerk

CH124A – The Cllr Rep reported that the allotment is littered with sheeting, bricks and wood everywhere and poses a danger as can be seen by the photograph taken. It was proposed and **AGREED** to send a WPC1 letter to the tenant.

Action – Committee Clerk

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CH132 – No work has been carried out and a letter of concern needs to be sent to the tenant.

Action – Committee Clerk

CH133 – No work has been carried out on this allotment and it was noted that a new tenant has taken it on from November 2018 so it will be monitored for the time being.

Action – To be monitored by Cllr & Tenant Reps

1016.1.2 General – The Cllr Rep reported that there are plastic boxes piled up by the North gate and bits of wood and rubbish by the South gate.

1016.1.3 Marker Pegs – The Cllr Rep has requested new marker pegs for allotment numbers CH124A and CH124B.

Action – Committee Clerk

1017.1 Cemetery

1017.1.1 WPC Reports

CEM139 – Letter of concern requested as the tenants shed has blown over for the second time and the base has rotted away, suggest removal from site.

Action – Committee Clerk

CEM148 – Tarpaulin still covering allotment, letter of concern requested suggesting that it is removed from site as it is not secured properly.

Action – Committee Clerk

AL/19/1018 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

ML35, VR75, WA91, CH118, CEM138, CEM142 – The Committee **AGREED** to full tenancy agreements being awarded.

Action – Committee Clerk

CH99, CH108 – The Committee **AGREED** to defer the six monthly tenancy agreement for these two allotments until the next meeting to give the new tenants a chance to work their allotments due to the last six months being mostly the winter period.

AL/19/1019 TO DISCUSS AND AGREE TO OBTAIN QUOTES FOR THE REPAIRS TO THE WALL ON THE CEMETERY SITE

It was debated as to the ownership of the wall and decided that the wall on the left of the allotment site belonged to the adjoining property and that a letter should be sent to this address requesting repairs be made.

Action – Committee Clerk

AL/19/1020 TO DISCUSS AND AGREE RETROSPECTIVELY FOR THE RETURN OF THE HOLDING DEPOSIT FOR ML05A

Proposed, seconded and **AGREED** by the Committee to the holding deposit having been returned for ML05A.

Action – Committee Clerk

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AL/19/1021 TO DISCUSS AND AGREE THE REFUND OF THE SHED AND HOLDING DEPOSIT FOR ML22B, TO DISCUSS AND AGREE TO REFUND THE HOLDING DEPOSIT FOR CEM153, TO DISCUSS AND AGREE TO REFUND THE SHED DEPOSIT FOR CH112A

Proposed, seconded and **AGREED** by the Committee to refund the deposits to the outgoing tenants for ML22B Shed and Holding, CEM153 Holding, and CH112A Shed.

Action – Committee Clerk

AL/19/1022 TO DISCUSS AND DECIDE WHETHER ALL SITES WILL TAKE PART IN THE INTER-SITE ALLOTMENT COMPETITION THIS YEAR AT THE CLEVEDON FLOWER SHOW

This was discussed by the Committee and agreed that all allotment sites would be encouraged to enter by the Tenants Reps and it was hoped that more than 2 sites would enter this year.

AL/19/1023 TO DISCUSS AND DECIDE WHETHER TO HAVE A STAND AT THE CLEVEDON FLOWER SHOW 2019

This was discussed and provisionally agreed. The Town Clerk mentioned that more volunteers are needed to man the stand and that this is not left to the Council office staff. The Town Clerk also proposed a theme of 150 reasons to have an allotment to tie in with this year's 150th anniversary of the Clevedon Pier.

Action – Committee Clerk

AL/19/1024 TO RECEIVE TENANT REQUESTS

CEM137 – The Committee **AGREED** to the request for a 4' x 3' shed.

Action – Committee Clerk

AL/19/1025 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no items reported to the Allotment Watch.

AL/19/1026 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML22B, ML28B, CH112A, CEM153
 Allocation of Tenancy – ML22B, CH112A, CH133, CEM153
 Waiting List – The waiting list is 48 @ 22 February 2019
 Still to Allocate – ML05A, ML28B

AL/19/1027 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman items for information.

AL/19/1028 TO DETERMINE PART I AND PART II ITEMS

There were no Part 1 items

The meeting closed at 8.15pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

26/03/2019

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