

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 13 APRIL 2015 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Hall, Hatch, Knott & McNeill
 Tenant Representatives, W Rowlinson (ML), A Cunningham (HA),
 A Stephens & A Baker (WA).
 Mrs S Howard (Committee Clerk)

AL/15/502 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Bussey (CH), J Pilsworth (ML), J Clark (VR),
 P Cornock (CH) & N Foster (CEM).

PART 2

AL/15/503 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/15/504 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 16 FEBRUARY 2015

The minutes were **AGREED** as correct and were ratified at Full Council on 4 March 2015.

AL/15/505 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

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

AL/15/506 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 16 FEBRUARY 2015 MEETING

506.1 Moor Lane

506.1.1 WPC Reports

ML4B, ML5B & ML10 - It was **AGREED** to monitor these plots.

Action – Tenant Representatives

ML18, 22B, 42 & 45A – It was **AGREED** to send letters to Tenants asking them to tidy their paths.

Action – Committee Clerk

ML31 & 45A – It was **AGREED** to send a WPC1 warning letter

Action – Committee Clerk

ML2 – It was **AGREED** to send a WPC2 warning letter

Action – Committee Clerk

507.1 Highdale Avenue

507.1.1 General

The Councillor and Tenant Representatives had no matters to report.

508.1 Victoria Road**508.1.1 WPC Reports**

VR86 – It was **AGREED** to monitor this plot as the tenant is unwell.

Action – Tenant Representative

VR74 & 78B – It was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

508.1.2 General

Dip Tank – Since putting the water back on, it has been identified that the bottom dip tank on site is not filling. This will be investigated further.

Action – Committee Clerk

509.1 Westbourne Avenue**509.1.1 WPC Reports**

WA91 – It was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

510.1 Church Hill**510.1.1 WPC Reports**

CH110 – It was **AGREED** to send a Letter of Concern to the Tenant.

Action – Committee Clerk

CH106 – It was **AGREED** to send a final determination letter to the Tenant due to non-cultivation of the plot.

Action – Committee Clerk

510.1.2 General

Shed survey – The shed survey identified the Tenant on CH109 has erected a shed with no permission or paying a deposit. A letter to be sent to the Tenant asking to pay the deposit. The Councillor and Tenant Representatives are happy with the position of the shed.

Action – Committee Clerk

Dip Tank – Since putting the water back on, it has been identified that the middle dip tank on site is leaking. This will be investigated further.

Action – Committee Clerk

511.1 Cemetery**511.1.1 WPC Reports**

CEM154 – It was **AGREED** to send a Letter of Concern to the tenant.

CEM148 – It was **AGREED** to send a WPC1 warning letter to the tenant.

Action – Committee Clerk

511.1.2 General

Main entrance gate - The Vice Chairman asked this item is placed on the Agenda for the meeting in June 2015 to discuss improvements needed to the site entrance.

AL/15/512 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 - ML3B, VR72, VR75, VR88, WA95A, CH109, CH113B, CH124A, CH131, CH133 & CEM136.

Action – Committee Clerk

AL/15/513 TO RECEIVE AN UPDATE CONCERNING THE REPLACING OF THE VICTORIA ROAD ALLOTMENT BOUNDARY FENCE

The Committee Clerk advised that following the Committee's decision to erect a 6ft high picket style fence, that would replace the rotten and broken existing 4ft fence, the price is £1950.00 + £100.00 to remove the old fence from site. A total of £2050.00 including VAT.

The Committee discussed that Planning permission is required for a 6ft fence due to being in a Conservation Area. The rotten fence has now completely fallen on one side due to the recent high winds.

The Committee decided that as the fence was now dangerous, their immediate concern was to reinstate the fence as soon as possible. It was **PROPOSED, SECONDED** and **AGREED** to replace the fence with another 4ft picket style fence. The Committee Clerk to obtain an updated price and place the order up to £2,000.00. **Action – Committee Clerk**

AL/15/514 TO DISCUSS AND AGREE THE PRICE FOR ONE TON OF STONE TO DUST FOR THE CHURCH HILL ALLOTMENT CAR PARK

The Councillor and Tenant Representatives advised that deep ruts have appeared on the car park area, possibly from a lorry delivering manure to site. The Committee **AGREED** for Company A, at a price of £56.11 + £3.00 delivery, total £59.11 for the stone. **Action – Committee Clerk**

AL/15/515 TO DISCUSS AND AGREE THE PRICE FOR THE INSTALLATION OF A DIP TANK ON MOOR LANE ALLOTMENTS

The Committee discussed the quotes provided and agreed that there was only a £3.00 difference between the 4ft and the 5ft troughs. It was **AGREED** to purchase the 5'x2' dip tank. **Action - Committee Clerk**

AL/15/516 TO DISCUSS AND AGREE THE PRICE FOR THE REPLACEMENT FENCE ALONG HACKS WAY, CHURCH HILL ALLOTMENTS

The Committee Clerk advised the Committee that quotes had now been obtained from Company B & C. This information was given to the Committee. The Committee discussed and **AGREED** to Company B at a price of £300.00 for the replacement fence along Hacks Way. **Action – Committee Clerk**

AL/15/517 TO DISCUSS THE BEE HIVE ON CEMETERY ALLOTMENT SITE AND ITS POSSIBLE RELOCATION

The Committee Clerk advised the Committee that the resident of the neighbouring property to the allotments has written to advise the bee hive was causing issues in the Summer with bees overrunning their garden and they have been stung on several occasions. The resident has asked for the hive to be relocated further East. The Councillor and Tenant Representative advised that it has taken two years to establish and set up the position of the bee hive with consultation with the neighbouring property. Also, some work has been done in the neighbour's garden that may have upset the flight path. The Committee Clerk suggested seeking guidance from a bee keeper. The

Committee **AGREED** and for this item to be on the next Allotment Committee agenda in June 2015. **Action – Committee Clerk**

AL/15/518 TO DISCUSS A THEME AND ORGANISE A WORKING PARTY FOR THIS YEARS CLEVEDON FLOWER SHOW STAND

The Committee Clerk advised the Committee that the Big Allotment Challenge was a successful TV programme that encapsulates the daily life on an allotment from growing to eating the produce. The Committee **AGREED** to this idea for the stand.

A working party could not be arranged due to the forthcoming Elections and the changes to the Council Committees. This item to be on next Allotment agenda in June 2015. **Action – Committee Clerk**

AL/15/519 TO RECEIVE INFORMATION ABOUT A ‘GROWING THROUGH THE AGES’ PROJECT BY ALLIANCE HOMES

The Committee Clerk advised the Committee about the project being run by Alliance Homes starting on 13 April 2015 for people aged over 60 years who enjoy gardening. The Committee Chairman advised we could display their poster on our noticeboard.

AL/15/520 TO RECEIVE TENANTS REQUESTS

ML55 – The Committee **AGREED** to the semi-permanent polytunnel of 190x200x300 on the 4.00 perch plot.

VR88 – The Committee **AGREED** to the 6’x4’ shed on the 5.00 perch plot.

AL/15/521 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that no incidents had been reported.

AL/15/522 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – CEM145

Allocation of Tenancy – ML24B, VR82B & CEM145

Waiting List – The waiting list is 90 @ 6 April 2015.

Still to Allocate – All plots allocated

AL/15/523 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s items.

AL/14/524 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 9.05pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

25.29 square metres = 1 perch

16/04/2015

Ratified at Full Council 4 March 2015