

CLEVEDON TOWN COUNCIL**ALLOTMENTS COMMITTEE**

Minutes of the Meeting of the Allotments Committee in the Council House, 44 Old Street, Clevedon, at 7.30pm on Wednesday, 23 February 2009.

Present: Cllr C Wring – Committee Chairman in the Chair.
Cllrs C Arnold, Cllr A Cotton, C Hall, L Knott, P McNeill, J Middleton
Ms P Heath – Town Clerk, Mrs L Phillips – Committee Clerk
Tenants Reps: Mr D Beynon(WA), Mr P Cornock (CH), Mr A Stephens(CH),
Mr K Santo (ML), Mr R Thackery (VR)
Apologies: Mrs M Blackmore (HA), Mrs A Lockyer (CEM), Mr W Rowlinson (ML)

AL/09/01 MINUTES of the Allotments Committee meetings held on 15 October 2008 were APPROVED as a TRUE RECORD and SIGNED by the Chairman.

AL/09/02 DECLARATIONS OF INTEREST – There were no declarations of interest.

AL/09/03 RESIGNATION OF CLLR D JONES – Members received with regret the information that Cllr Doreen Jones has had to resign from Council due to ill health and sent their best wishes.

PART 2 ITEMS – ACTIONS TAKEN BY THE COMMITTEE UNDER DELEGATED POWERS		
AL/09/04	<u>FINANCIAL REPORT</u> was provided and attached as Appendix A. Members were advised that the majority of the annual rents had been received and for those outstanding it was RESOLVED: To send ARR1 and, ARR2/Determination if necessary without further referral to the Ctte	Noted Office
AL/09/05	<u>DIP TANKS</u> - AL/08/99 K Santo confirmed that all three dip tanks were in place and working. Mr R Thackery thanked Mr Santo for doing an excellent job and VR tenants were very pleased with their tank.	
AL/09/06	<u>CEMETERY WALL REPAIRS</u> - AL/08/102 In Cllr Hall's absence this item was deferred to the next meeting.	Cllr Hall
AL/09/07	<u>POET'S COURT CONIFERS</u> - AL/08/104 Reps advised that the trees has not been lopped as promised and RESOLVED: To write to the Poet's Court Management Company advising that the Town Council will now take action through North Somerset Council to have the trees reduced in height as previously advised.	Office
AL/09/08 08/1	<u>DRAFT TERMS OF REFERENCE</u> ALLOTMENTS COMMITTEE - Members discussed the Terms of Reference and made two minor alterations. Nos. 8 and 10 to read: 8. "To consider reports on non compliance with tenancy agreements or the compliance with the law as applied to statutory allotments and to determine appropriate action." 10. "To consider complaints from residents and tenants."	Office
08/2	<u>COUNCILLOR SITE REPRESENTATIVES</u> Members accepted the Terms of Reference with one alteration; to add the word 'allotment' to item 7 to read "Cultivate good relations between the Council and its allotment tenants."	Office
08/3	<u>TENANTS' REPRESENTATIVES</u> Members accepted the Terms of Reference for Tenants' Reps RESOLVED: To accept the Terms of Reference as amended.	

AL/09/09	<u>MOOR LANE ADDITIONAL FENCING & GATES</u> AL/08/96.3 Members discussed the need to complete the line of chain link fencing along Yeo Moor boundary and installation of new inward opening gates and RESOLVED: To obtain estimates of cost and DEFER until the October budget meeting	Office
AL/09/10	<u>COLERIDGE VALE SITE</u> Min. No AL/08/97 In Cllr Hall's absence this item was deferred until the next meeting.	Cllr Hall
AL/09/11	<u>GARDEN MEASURING PROJECT</u> – AL/08/98 Reps reports that measuring has been completed on Westbourne Avenue and will be carried out on Church Hill within the next few weeks. No report on Highdale Avenue.	
AL/09/12 12.1 12.2 12.3	<u>ANN. TENANTS' MEETING/BEST GARDEN 2009</u> –AL/08/100.3 JUDGING SHEETS - Some members were concerned the judging sheets were confusing to tenants and difficult to understand. Mr Thackery had a sample of a modern scoring system and it was RESOLVED: The office to provide a draft for the next meeting incorporating some of these ideas into a simplified layout if possible DATE OF 2009 ANNUAL TENANTS' MEETING - Due to the poor turnout over the last few years it was RESOLVED: To change the date of the Annual Tenants' Meeting from Wednesday, 2 Sept to Monday, 5th October SPEAKER -The local group affiliated to the Soil Association has agreed to organize a speaker and we are awaiting for more details.	Office
AL/09/13 13.1 13.2 13.3	<u>BOUNDARY MAINTENANCE CONTRACT</u> – AL/08/102 SITE MAINTENANCE DATES - The rota of maintenance visit dates has not yet been received from the contractor. SPRAYING - Tenants' Reps again expressed concern about inappropriate spraying (spraying in windy weather etc) and as it has already been discontinued on many sites it was RESOLVED: To advise the Contractor NOT to use weedkiller on any of the allotment sites, to strim and clear only. KERBSIDE MAINTENANCE – VICTORIA ROAD Concern was expressed about who is responsible for maintenance of the kerbside area between the road and the wooden boundary fence. It is presumed to be owned by North Somerset Council but it was felt that it should be included in the maintenance contract so as to keep the site looking tidy. RESOLVED: To check the maintenance contract with a view to including this area if it is not already covered.	Noted Office Office
AL/09/14	<u>ACCIDENT ON CHURCH HILL</u> Members were very sad and concerned to hear that tenant of CH129, Mr Don Horobin, had slipped off the high path on the top boundary of his garden and broken his ankle. The break has taken many weeks to heal and he is still having quite serious problems. The safety of the paths on Church Hill has been a concern for some time but, as Mr Horobin knows from his time on the Ctte, it has proved very difficult to resolve. Tenants have been doing their best to maintain and widen the paths but the slope of the site has meant that over time the gardens have leveled resulting in a 12" or more drop from central path to soil level. It was	Allot Clerk

	<p>RESOLVED: 1. To write to Mr Horobin expressing their distress at learning of his accident, their best wishes for his full recovery and their serious intention to remedy the situation if at all possible without delay.</p> <p>2. Obtain prices for delivery top soil to infill where practicable.</p> <p>3. Put a public notice on both notice boards advising all people entering the allotment site that they do so at their own risk.</p> <p>4. Write to all tenants advising that the problem must be tackled without delay and their help is required. The Ctte will look into providing top soil and Racolin mesh boards (as available) but the tenants will have to provide the labour for doing their own garden and neighbouring gardens where assistance is required</p>	Office Office Office Office
<p>AL/09/15</p> <p>15.1</p> <p>15.2</p> <p>15.3</p> <p>15.4</p> <p>15.5</p>	<p><u>TENANTS REQUESTS</u></p> <p>ML54 - Ex-tenant requests return of deposit. Reps confirmed that garden was left in good condition and it was</p> <p>RESOLVED: To return the holding deposit.</p> <p>CH123 - Tenant requests permission for a 6' x 4' shed and ML54-New tenant requests permission for a chicken coop (as photo).</p> <p>RESOLVED: To APPROVE the above two requests subject to current guidelines.</p> <p>ML54 - Tenant requests permission for a 25' x 10'6" (max size) polytunnel and provided the latest government position on polytunnel planning with reference to allotment sites.</p> <p>RESOLVED: To APPROVE subject to current guidelines and the tenant advises neighbouring tenants of his Intentions.</p> <p>The following two requests were made following the October ctte meeting and the Chairman's approval obtained. ML52 - chicken coop – details were provided. CH131 – 6' x 4' shed.</p> <p>RESOLVED: To retrospectively APPROVE the above two requests.</p> <p>VR78 - Tenant is again requesting the Ctte to urge the Hall Estate and North Somerset Council to cut back the overhanging trees as it is seriously restricting her use of a quarter of her small garden.</p> <p>RESOLVED: To write to North Somerset Council requesting they cut back the trees, clear the Donkey Path of nettles and weeds and clean the streetlights as the lights are very dim.</p>	Office Office Office Office Office
<p>AL/09/16</p> <p>16.1</p> <p>16.2</p> <p>16.3</p> <p>16.4</p>	<p><u>SITE & MAINTENANCE REPORTS</u></p> <p>MOOR LANE –</p> <p>ML2 - Garden untidy and great concern was expressed at the very dilapidated condition of the shed.</p> <p>RESOLVED: To send WPC1 and instruct that the potentially dangerous shed is removed promptly.</p> <p>HIGHDALE AVENUE - work being done on a majority of the gardens Faulty tap was repaired by K Santo.</p> <p>VICTORIA ROAD - Reps report the site to be in excellent condition.</p> <p>WESTBOURNE AVENUE – Paint has still not been provided by North Somerset Housing.</p>	Office Noted

16.5	<p>CHURCH HILL – Site Reps and members praised the two new Tenants' Reps, Andy Stephens and Peter Cornock, for all the work they had done on the site over the last few months.</p> <ol style="list-style-type: none"> 1. CH134 - this tree (listed for professional removal when funds allowed) proved to be much smaller once the leaves had dropped and the tenant has been able to remove it himself. 2. NORTH GATEPOST has completely rotted through and need to be replaced. <p>RESOLVED: To obtain prices to replace with a metal gatepost.</p> <ol style="list-style-type: none"> 3. SOUTH END ROAD & CAR PARK are both in very poor condition and needs leveling and repair. Members discussed using Racolin mesh boards to provide a firm driving surface at the entrance gate and on the parking area <p>RESOLVED: K Santo and Tenant Reps to inspect to decide what action needs to be taken.</p>	KS KS/PC/ AS
16.6	CEMETERY - No concerns	
AL/09/17	<u>ALLOTMENT WATCH</u> - New allotment watch posters were distributed to Reps for putting up on the site notice boards.	Reps
AL/09/18	<u>SITE INFORMATION</u> - The Committee NOTED Agenda Item 21 - Tenancy Information	Noted
AL/09/19	<p><u>CLEVEDON IN BLOOM</u> - Cllr Knott reported that Clevedon Pride want to enter the town in the Britain in Bloom competition but as it needs to be community led they were asking if any allotment tenant would be interested in joining the committee to help progress the scheme.</p> <p>RESOLVED: To include an item on the competition and the request in the next Council Newsletter</p>	Chmn
<p>APPROVED AS A TRUE RECORD CHAIRMAN.....</p> <p>Meeting finished at 9.25pm. DATE:</p>		

MINUTES RATIFIED BY COUNCIL on 1st April 2009