

CLEVEDON TOWN COUNCIL
ALLOTMENTS COMMITTEE MEETING HELD ON MONDAY 17 AUGUST 2020 AT
7.30PM VIA ZOOM VIRTUAL MEETING DUE TO COVID 19 PANDEMIC AND IN LINE
WITH GOVERNMENT DICTATES

This meeting was held under The Local Authorities and Police and crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England & Wales) Regulations 2020 section 5

PRESENT: Cllr Westwood, Committee Chairman
 Cllrs Barton, A Everitt, A Goodliffe, G Hill, D Shopland & H Young

IN ATTENDANCE: A Cunningham (HA) (20.21pm), J Forbes (ML), and C Robinson (CEM)
 Mrs S Howard (Deputy Town Clerk & Committee Clerk) & Mrs C Boundy

AL/20/1144 TO RECEIVE APOLOGIES FOR ABSENCE

There were no apologies for absence received.

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| PART 2 |
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AL/20/1145 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/20/1146 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 6 JULY 2020

Members agreed and accepted as a true record the minutes of the meeting on the 6th July 2020 and authorised for them to be signed at a point when Covid-19 restrictions are lifted.

AL/20/1147 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

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

AL/20/1148 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 6 JULY 2020 MEETING

1148.1 Moor Lane – Plot Reports

ML10 and ML58 - Tenant Representatives raised concern plots require work. Committee members **AGREED** to write to the tenants to ask if the Allotment Committee could arrange support for them during the pandemic.

ML42B – small amount of bamboo amongst beans on allotment garden. Letter to be sent to tenant asking for removal, as bamboo is invasive plant.

Action – Committee Clerk

1148.2 Boundary fencing

Neighbouring resident has complained regarding items left by tenants against their boundary fencing. Committee Chairman asked Tenant Reps to identify which plot(s) this relates to and write to tenant(s) asking for removal and to retain an 18” boundary between allotment and resident’s property.

Action – Tenant Representatives

1149.1 Highdale Avenue

No report.

1150.1 Victoria Road – Plot Reports

Committee Chairman raised concern that VR78A requires work. Committee members **AGREED** to write to the tenants to ask if the Allotment Committee could arrange support for them during the pandemic.

Action – Committee Clerk

1150.2 Overgrowing trees

The Committee Chairman advised members that a Holm Oak tree located in the Pyne Point estate is overhanging the allotment site, is causing a power cable to dip and the tree needs cutting back.

Action – Committee Clerk

1151.1 Westbourne Avenue – Site door

The Committee Clerk advised members that she would chase the outstanding job raised with Alliance Homes in respect of the repairs required to the site door.

Action – Committee Clerk

1152.1 Church Hill – Plot Reports

The Councillor Representative advised that some rubbish needs to be cleared and removed from CH120. The Committee agreed for a letter to be sent to the tenant.

Action – Committee Clerk

1153.1 Cemetery – Plot Reports

The Tenant Rep advised that a couple of plots needed monitoring and would report back at the next meeting if no work completed.

AL/20/1154 TO RECEIVE, DISCUSS AND CONSIDER A REQUEST FROM THE NEIGHBOURING RESIDENT ON THE CHURCH HILL SITE CONCERNING THE ACQUISITION OF PLOT NO. CH134A DUE TO ITS LOCATION

Committee members discussed and agreed that the plot is very small. It was commented that the Council could not sell Allotment land. The Council can only sell Allotment land as per the Allotment Act 1925 s8., with permission from the Secretary of State. (It appears that the Town Council has title to this piece of land via adverse possession). Therefore, a response to the neighbouring resident to advise of the regulations and the allotment plot needs to be re-allocated to the next person on the allotment waiting list.

Action – Committee Clerk

AL/20/1155 TO RETROSPECTIVELY AGREE TO THE CHURCH HILL REPAIR OF THE DIP TANK AND REIMBURSEMENT OF COST FOR PARTS TO THE CHURCH HILL TENANT REPRESENTATIVE

The Committee Clerk confirmed the dip tank had been repaired by the Tenant Rep for Church Hill at a cost of £7.49p. It was PROPOSED, SECONDED and **AGREED** to reimburse this amount to the Tenant Rep and to thank him for effecting the repair.

AL/20/1156 TO DISCUSS AND AGREE RETURN OF HOLDING AND SHED DEPOSITS PAID FOR CH113A AND CH116B.

The Committee **AGREED** for the refund of £30.00 for the Holding deposit paid on CH113A and £50.00 for the Holding deposit paid on CH116B.

AL/20/1157 TO DISCUSS AND DECIDE WHETHER TO AGREE TO A PRICE INCREASE ON THE ANNUAL ALLOTMENT INVOICES FOR RENT AND WATER RATES ON ALL SITES

The Committee Clerk advised that water rates are paid in arrears. The current amount of £6.90 paid by all tenants for water is sufficient to cover the invoices received. The Committee members **PROPOSED**, **SECONDED** and **AGREED** for no increase in 2020/21, with a review of water rates in 2021.

The Committee members discussed current funds in the allotment budget and the amount of rent paid by tenants. It was **PROPOSED**, **SECONDED** and **AGREED** for no increase in the 2021/22, with a review of the rent in 2021, allowing for 12 months' notice to tenants of any increase in 2022.

AL/20/1158 TO RECEIVE AND DISCUSS THE REPORT FOR PROJECT OF WORKS REQUIRED ON THE BOUNDARY WALLS AND PLATEAU AREA AT THE CEMETERY ALLOTMENT SITE

The Committee Chairman advised members that he had met with the NSC Officer on site on 22 July 2020 regarding the boundary walls of the Cemetery Allotment site. The site report established the following.

1. *Top left-hand corner from road, a section of the dry-stone wall has collapsed and requires repair.*
The Committee needs to establish who the wall belongs to before any repairs can be effected. (NSC may need to make repairs regardless of ownership because of a threat to public safety). **Action – Committee Clerk**
2. *The back-boundary wall needs re-pointing along its length.*
The wall is holding back a considerable amount of earth and weight. The NSC Officer confirmed that the wall will be thoroughly examined and any necessary remedial work to be completed by the authority in this financial year.
3. *Plateau area by the communal area is fragile and needs to be made secure with sleepers or similar to stop earth falling onto tenant's allotment.*
The area has been examined by the Chairman of the Committee and Tenant Rep who confirmed that a 13 metre straight run of heavy timbers be backfilled to 2 metres to provide a level surface in line with communal area. Prices to be obtained for the work. **Action – Committee Clerk**
4. *On the Cemetery side, right-hand wall, spoils have been left by contractors which has left a 2½ foot gap before the top of the 5-6 feet boundary wall. This is adding pressure to the stability of the wall and requires removal.*
The NSC Officer confirmed that spoils to be cleared away in 2020 and a full examination of the wall and any remedial works to take place in 2021/22, by the authority.
5. *The boundary wall to either side of the entrance gate could be returned to a reasonable height to keep badgers etc., off site.*

Providing there is a team on site that builds walls, NSC confirmed that the collapsed wall on either side of the entrance gate to the site can be rebuilt.

The Committee Chairman advised members that costs would be incurred by this Committee with the clearing of vegetation from the top left-hand corner of the site and the entire length of the back wall. Proposed that these works to be completed in November 2020. Prices for these works to be obtained by the Committee Clerk.

Action – Committee Clerk

The Committee Chairman confirmed to members that NSC would bear the costs to all boundary wall work, subject to confirmation that maintenance of the walls is their responsibility.

AL/20/1159 TO DISCUSS AND CONSIDER A TIMETABLE FOR THE PROJECT OF WORKS REQUIRED ON MOOR LANE REGARDING FENCE REPAIRS, TREE STUMP GRINDING AND FOR DIP TANK MAINTENANCE AS A WINTER PROGRAMME FOR ALL SITES

The Tenant Representative for Moor Lane advised members that a new dip tank is required by ML19 as the tank is failing. A price was submitted to the Committee for a new tank and parts of £273.44. The Committee PROPOSED, SECONDED and **AGREED** to the purchase of a new tank.

Action – Committee Clerk

The Committee **AGREED** that site maintenance of all dip tanks across all sites be conducted once the water has been switched off for the winter period and tanks have drained.

Action – Tenant Representatives

The fence repairs and tree stump grinding work were deferred to the next Committee meeting.

AL/20/1160 TO DISCUSS AND DECIDE WHETHER TO AGREE TO A TENANT REQUEST FOR ACQUIRING CH116A AND TRANSFORMING CH116A AND B BACK TO A 5.00 PERCH PLOT

Committee members discussed and considered the request received from the tenant. PROPOSED, SECONDED and **AGREED** that due to the increase in the allotment waiting list following the corona virus pandemic, that the allotment plot being relinquished by CH116B would be offered to the next person on the waiting list.

Action – Committee Clerk

AL/20/1161 TO RECEIVE RESULTS OF TWO ‘TOP GARDENS’ FROM ALL SITES FOR THE BEST GARDEN AWARDS

The Committee Chairman reminded those Councillor Representatives on Moor Lane, Highdale Avenue, Westbourne Avenue and Cemetery to submit their two ‘top gardens’ to the Committee Clerk.

Action – Councillor Representatives

The Committee Chairman confirmed that the award categories were ‘best appearance’ and ‘best cropping’. The Committee Clerk requested clarification of the prize value of the two categories, i.e. 6 allotment sites x 2 winners on each site = 12 plots.

PROPOSED, SECONDED and **AGREED** to increase the budget for prize money to £125.00, which equates to £10.00 per category, allowing for garden vouchers to be purchased.
Action – Committee Clerk

20.40pm - Cllr Everitt left the meeting

AL/20/1162 TO DISCUSS AND AGREE THE FORMAT OF THE ANNUAL TENANT MEETING SCHEDULED FOR 12 OCTOBER 2020

The Committee Clerk advised members that due to the corona virus pandemic it would be very difficult to arrange and facilitate the Annual Tenant Meeting at the Council offices, due to restricted numbers being able to use Room 1 at the Council Offices.

It was suggested that a presentation of prizes is held at the Annual Town Meeting in 2021 when the pandemic guidelines allowed for the 2020 awards to be held.

It was also suggested that the 2020 awards are made on site in 2020, at a mutually convenient time with prize winners, subject to social distancing measures.

No final decision was made.

[Chairman’s note. The Chairman on consultation with the Clerk proposes that the awards are made on site during 2020 with tenants at a mutually agreed date/time ensuring social distancing measures are followed].

AL/20/1163 TO NOTE THE FOLLOWING INFORMATION

- 1163.1** Termination of tenancy – CH113A and CH116B
- 1163.2** Allocation of tenancy – Not applicable
- 1163.3** Waiting list – 75 @ 7th August 2020
- 1163.4** Still to allocate – CH113A & CH116B

AL/20/1164 CHAIRMANS ITEMS FOR INFORMATION

There were no Chairman’s Items for information

AL/20/1165 TO DETERMINE PART I AND PART II ITEMS

There were no Part 1 items

The meeting closed at 8.55pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

Date of next Committee meeting – Monday 2nd November 2020

Ratified at Full Council on 9th September 2020