

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 20 JULY 2015 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Flint, Cllr Hale, Cllr Hall, Cllr Hill & Cllr Norton-Sealey
 Tenant Representatives, W Rowlinson (ML), J Pilsworth (ML) & A Cunningham
 (HA), J Clark (VR) & A Stephens (CH).
 Mrs S Howard (Committee Clerk)

IN ATTENDANCE: Ms Lambert (CH106)

PUBLIC SESSION:

The new tenant of CH106 addressed the Committee asking for guidance with regards to lighting a bonfire on the Church Hill allotment site. There is a lot of rubbish left from the previous tenant that would be easier to burn than remove from site.

AL/15/549 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hatch (CEM), Cllr J Geldart (WA), & A Baker (WA).

PART 2

AL/15/550 TO DISCUSS THE PUBLIC SESSION MATTERS

The Tenant Representative confirmed that bonfires need to be lit after 7.30pm and offered to help the new Tenant with the bonfire whilst abiding by the Council's policy guidelines and the Law.

AL/15/551 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/15/552 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON 15 JUNE 2015

The minutes were **AGREED** as correct and ratified at Full Council on 24 June 2015.

AL/15/553 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

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

AL/15/554 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 15 JUNE 2015 MEETING

554.1 Moor Lane

554.1.1 WPC Reports

ML9 - It was **AGREED** to send a letter of concern.

ML55 – It was **AGREED** to send a WPC1 warning letter

ML3B, 11A, 15, 20, 21, 23B, 26, 31 & 44 – It was **AGREED** to send letters to Tenants asking them to tidy their paths. **Action – Committee Clerk**

It was **AGREED** to amend the wording on the path warning letter to include the words – including the edges, as follows: *Grass to be cut around all sides of your plot, **including the edges** and weeds removed.*

ML7 & 44 – Letters to tenants required to clear brambles across paths and boundary areas.

ML11A – Tenant to swap the Wendy house and the compost bins over which will tidy the appearance along the boundary fence.

ML33 – Letter to tenant to remind them that hoses are not to be used for general watering of the allotment plot, but only for filling water butts. **Action – Committee Clerk**

554.1.2 General

The slats on the fence behind ML44 have come off again. It was **AGREED** to write to the owner of the property to ask for the slats to be reinstated.

A letter to be sent to North Somerset Council to ask for the replacement of a concrete fence post that is broken by the car park that serves the flats. **Action – Committee Clerk**

555.1 Highdale Avenue

555.1.1 WPC Reports

HA63A – It was **AGREED** to send a Letter of Concern.

HA66 – It was **AGREED** to send a WPC1 warning letter.

HA67 – It was **AGREED** to send a WPC2 warning letter. **Action – Committee Clerk**

555.1.2 General

A site meeting was held and it was **AGREED** that the paths need attention or reinstating on the following gardens:-

59A & B, 64A & B – no clear definition between the gardens.

65 & 66 – The path needs reinstating, currently the path is made up of plastic sheeting and stones.

66 & 67 – The slabs on the path need some attention as are uneven.

Action – Committee Chairman, Tenant Representative and Committee Clerk

556.1 Victoria Road

556.1.1 General

VR78B - The Tenant Representative has concerns that the tenant is not growing many crops. It was **AGREED** to write to the tenant to remind them of the terms of their tenancy

Action – Committee Clerk

VR88 – The Tenant still has concerns with the overhanging tree branches from the Oaklands estate. The Committee Clerk will contact the property owner again.

Action – Committee Clerk

557.1 Westbourne Avenue

557.1.1 WPC Reports

WA91 – It was **AGREED** to send a Final letter of Determination

Action – Committee Clerk

558.1 Church Hill

558.1.1 General

Dip Tanks – The Tenant Representative advised that due to high use of the dip tanks, they are taking a long time to re-fill. A site meeting will be arranged to see what changes can be made to the tank arrangements.

Action – Committee Clerk

Weed spraying contract – The Tenant Representative advised that the last spraying of the weeds appears to have fed the weeds not killed them. The Committee Clerk to report this to the Contractor.

Action – Committee Clerk

Tree debris – The new owners of the cottage by the silver gate on Old Church Road have had a new fence installed. Some trees have been cut and the debris has been left on the allotment site. It was **AGREED** to send a letter to the property owner asking for this to be removed. **Action – Committee Clerk**

559.1 Cemetery

559.1.1 General

CEM143 – The Committee Clerk read the letter of appeal to the Committee from the tenant with regards to the amount of slabs on the allotment plot. The Committee **AGREED** the slabs could remain, but require a signed letter from the tenant confirming if the tenancy were to be terminated in the future, then the tenant would be responsible for the removal of all the hard core on this allotment garden. **Action – Committee Clerk**

AL/15/560 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 gardens being awarded a full tenancy agreement: - **HA60, VR82B, WA90 & CEM145.**

AL/15/561 TO RECEIVE AN UPDATE CONCERNING THE REPLACING OF THE VICTORIA ROAD ALLOTMENT BOUNDARY FENCE

The Committee Chairman advised the Committee that following Planning approval from North Somerset Council, the fence work has commenced and is looking extremely good and being installed to a high standard. Completion of the fence is expected by Tuesday 21 July 2015.

AL/15/562 TO DISCUSS AND AGREE TO THE GRASS CUTTING ON THE CEMETERY ALLOTMENT SITE

The Committee Chairman advised that as the Tenant Representative stepped down, the grass cutting will no longer be undertaken by him. The Committee Chairman reiterated that it is the duty of the tenant under their Tenancy Agreement to cut the grass and paths around their plots. It was **AGREED** that the grass cutting by tenants would be monitored by the Councillor Representative and an allowance of £10.00 per year for the whole site for the purchase of petrol would be allowed. **Action – Councillor Representative**

AL/15/563 TO DISCUSS AND AGREE AN AMOUNT FOR THE ALLOTMENT HOLDING DEPOSIT INCREASE FROM SEPTEMBER 2015

The Committee Chairman advised the holding deposit is a safeguard for the Allotment Committee when an outgoing tenant leaves rubbish or items that need clearing from the allotment garden. Currently the holding deposit is £30.00 for every new tenant. It was **PROPOSED, SECONDED and AGREED** to increase this to £50.00 for each new tenant from 1 October 2015.

The Committee Chairman also advised that the deposits for structures on allotment sites needed to be reviewed. Currently the deposit required for sheds up to 6'x4' and chicken coops is £10.00. Polytunnels and greenhouses are £25.00 per allotment garden.

It was **PROPOSED, SECONDED and AGREED** to increase shed and chicken coop deposits to £30.00 and polytunnel and greenhouse deposits to £50.00 per allotment garden. These changes will be with effect from 1 October 2015.

AL/15/564 TO DISCUSS AND PROVIDE THE COUNCILLOR REPRESENTATIVES WITH THE RISK ASSESSMENT FORMS FOR 2015

The Committee Chairman advised that a Risk Assessment of all sites needs to be done each year. The Councillor Representative needs to check for any hazards or issues and report them to the next Allotment Committee meeting. Each Councillor Representative present was given a Risk Assessment guidance sheet and form to complete by September 2015. It was noted that the Risk Assessment form does not allow for chemicals or petrol on site. The Committee **AGREED** that petrol is used on the Cemetery and Moor Lane sites and must be kept locked away. The Risk Assessment form will be amended to allow for this. **Action – Committee Clerk**

AL/15/565 TO RECEIVE AN UPDATE FOR THIS YEARS FLOWER SHOW STAND

The Committee Clerk advised that the plans are well underway and more volunteer support for the stand was offered during the meeting. The Flower Show has **AGREED** for a collection bucket on the stand for Christmas lights donations. Show passes to be arranged and given to Councillors beforehand. **Action – Committee Clerk**

AL/15/566 TO RECEIVE TENANTS REQUESTS

ML24B – The Committee **AGREED** to the 6’x4’ shed on the 2.50 perch plot.
CEM144 – The Committee Chairman to check the 4’x3’ shed request on the 1.80 perch plot. **Action – Committee Chairman**

AL/15/567 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

CH99 - The tenant has suffered a theft of some gooseberries in July 2015.
CEM157 - The tenant reported the theft of a garden spade from their shed in June 2015.

AL/15/568 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – ML10 & CH118
 Allocation of Tenancy – VR74, CH113A & CH118
 Waiting List – The waiting list is 95 @ 13 July 2015.
 Still to Allocate – ML2, ML4B & ML10

The Tenant Rep for Moor Lane suggested we contact those people waiting for an allotment garden by giving them a form confirming which sites they are interested in and that they still want an allotment. This request has come due to the Allotment Clerk still allocating gardens to those who have been waiting since 2012. Sometimes a response is not received from a garden offer and therefore a lot of time and money is wasted. If contact was made with the next ten or so people on the list who we knew were ready to accept a garden this would allocate the gardens in a quicker turnaround. The Tenant Rep for Moor Lane has offered to deliver and speak to these people. The Committee Clerk will contact the Tenant Rep when the forms are ready to be delivered.

AL/15/569 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s items.

AL/14/570 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 8.40pm
 APPROVED AS A TRUE RECORD

CHAIRMAN Date

25.29 square metres = 1 perch

19/08/2015

Minutes subject to ratification by the Committee and Council