

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

**PRESENT:** Cllr Westwood, Committee Chairman  
 Cllrs Barton & Hill  
 J Pilsworth (ML) (7.35), J Forbes (ML), A Cunningham (HA), Ms P Heath (Town Clerk), Mrs C Boundy (Committee Clerk)

**ABSENT:** Cllrs Goodliffe & Young

**AL/19/1095 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Everitt, C Robinson (CEM), A Stephens (CH), S Murtagh (WA), J Burleton (VR)

PART 2
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**AL/19/1096 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

The Tenant Rep for HA declared that Item 6 on the Agenda runs parallel to their Allotment.

**AL/19/1097 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 19 AUGUST 2019**

The minutes of the Allotment Meeting held on 19 August 2019 were accepted and signed by the Chairman as a true record. These were ratified by the Council on 25 September 2019.

**AL/19/1098 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENTS COMMITTEE ACCOUNTS**

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

**AL/19/1099 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 19 AUGUST 2019 MEETING**

**1099.1 Moor Lane**

**1099.1.1 WPC Reports**

No report was received from the Tenant Reps as the Cllr Rep had produced a Risk Assessment report and any issues would be discussed within this agenda item.

**1100.1 Highdale Avenue**

**1100.1.1 WPC Reports**

**HA60A** — Garden is becoming untidy, to be monitored for the time being.

**Action — To be monitored by Cllr & Tenant Rep**

**HA65B** — Garden is becoming untidy, to be monitored for the time being.

**Action — To be monitored by Cllr & Tenant Rep**

**1101.1 Victoria Road**

**1101.1.1 WPC Reports**

No issues reported.

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**1102.1 Westbourne Avenue****1102.1.1 WPC Reports**

No issues reported.

**1103.1 Church Hill****1103.1.1 WPC Reports**

**CH101** – Garden untidy, particularly around the shed area, letter of concern requested.

**Action – Committee Clerk**

**CH113B** – Letter of concern re cultivation and to remove pallets.

**Action – Committee Clerk**

**CH117** – Letter to remove tyre from site.

**Action – Committee Clerk**

**CH120** – Letter of concern re plot very untidy with bits of wood, rubbish etc.

**Action – Committee Clerk**

**CH122** – Letter to tenant re 2 containers filled with water requiring lids.

**Action – Committee Clerk**

**CH124A** – Letter of concern re open water butt, lid needed.

**Action – Committee Clerk**

**CH132** – Letter of concern re canes at eye level that need covering.

**Action – Committee Clerk**

**1103.1.2 General**

**North Gate** – There is a dip tank filled with water with a few broken pieces of wood over that needs a proper cover constructing.

**Action – Committee Clerk**

**South Gate** – There is some plastic sheeting and rubbish next to CH134, it is assumed that it belongs to the tenant and the Committee Clerk has been asked to write to the tenant and ask for its removal.

**Action – Committee Clerk**

**1104.1 Cemetery****1104.1.1 WPC Reports**

No report has been received and there was no representation from Cemetery Allotments.

**AL/19/1105 TO DISCUSS AND AGREE QUOTES RECEIVED FOR PATHWAY ON HIGHDALE AVENUE ALLOTMENT SITE**

The Committee **AGREED** to use Company A.

**Action – Committee Clerk**

**AL/19/1106 TO DISCUSS AND AGREE QUOTES RECEIVED FOR DIP TANK LIDS ON MOOR LANE SITE**

The Committee **AGREED** to use Company B on the proviso that part of the lid will be bolted on to the tank for safety reasons but could still be removed for maintenance purposes. The budget for this was increased to £200 for the 3 lids.

**Action – Committee Clerk**

**AL/19/1107 TO DISCUSS AND AGREE QUOTES RECEIVED FOR WORKS TO CONIFER TREE ON MOOR LANE SITE**

The Committee **AGREED** to use Company B to take down the trees completely but

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we need to ensure the stumps are not removed in order to avoid damage to the concrete driveway but that they are cross hatched instead. The trees will also need to be counted and 2 trees planted elsewhere to compensate for each one removed.

**Action – Committee Clerk**

**AL/19/1108 TO DISCUSS AND AGREE QUOTE FOR BORDER ON MOOR LANE SITE**

It was confirmed that wildflowers and herbs will be planted and requested that Company A be asked to amend their quote as they have quoted for gravel and not topsoil.

**Action – Committee Clerk**

**AL/19/1109 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED**

**CH108** – The Committee **AGREED** to defer the six monthly tenancy until the next meeting as not enough work was being carried out due to illness with Tenant's family.

**CH112A** – The Committee **AGREED** to full tenancy agreement being awarded.

**ML05A & CH113B** – The Committee **AGREED** to send a letter saying we intend to terminate the tenancy at the end of December if no improvement is made.

**Action – Committee Clerk**

**AL/19/1110 TO REQUEST RETROSPECTIVELY £5.00 PRIZE FOR FLOWER SHOW AND £105.00 FOR BGA VOUCHERS**

The Committee **AGREED** retrospectively their permission for the £5.00 prize for the Flower show stall and the £105.00 for Best Gardens Award Vouchers.

**AL/19/1111 TO RECEIVE, DISCUSS AND AGREE ANY ISSUES RESULTING FROM THE RISK ASSESSMENT REPORTS FOR ALL SITES AND DECIDE BUDGETS FOR ANY WORKS**

**MOOR LANE** – Concern was raised from the Risk Assessment regarding the trees that have grown over from public land (Yeo Moor grass open space). The Committee Clerk was asked to write to Jason Cox at NSC requesting the removal of overhanging branches and also some rubbish that has been fly tipped in this area.

**Action – Committee Clerk**

**VICTORIA ROAD** – A Risk Assessment report was carried out and sent in from the Tenant Rep and read out by the Committee Clerk. The Tenant Rep had detailed any problems and offered to resolve them by talking to the tenants concerned and also with the help of another tenant. The only issue was the two water tank lids that need the wooden surround renewing. The Town Clerk offered the services of the Caretaker to have a look and see if he can replace the wood and make the lids safe for tenants to use.

**Action – Committee Clerk**

**CHURCH HILL** – The Risk Assessment report was read out by the Cllr Rep and the only issue was the path at the bottom of CH119 and going around CH120, this is uneven and slippery. Quotes were requested for the path to be levelled and a budget of £200 was agreed.

**Action – Committee Clerk**

**HIGHDALE AVENUE** – A Risk Assessment report had not been carried out and the Cllr Rep was not at the meeting. The Town Clerk stressed that this was a legal obligation and needed to be carried out annually. The Chairman agreed to visit the site and conduct the Risk Assessment in the following days and send in to the office for discussion at the next Allotment meeting in March 2020.

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**CEMETERY** – A Risk Assessment report had not been carried out and the Cllr Rep was not at the meeting. The Chairman also agreed to visit this site and conduct the Risk Assessment in the following days and send in to the office for discussion at the next Allotment meeting in March 2020.

**WESTBOURNE AVENUE** – A Risk Assessment report had not been carried out and the Cllr Rep agreed to carry this out and any issues would now be dealt with at the next Allotment meeting in March 2020.

**AL/19/1112 TO DISCUSS APPEALS FROM ML33 AND ML44 REGARDING THE BANNING OF HOSEPIPES**

The letters from the tenants of ML33 and ML44 were read out to the Committee who **AGREED** that they would stand by the decision of the hosepipe ban. The Committee Clerk was asked to write to the two tenants to say their appeals were not upheld.

**Action — Committee Clerk**

**AL/19/1113 TO RESPOND TO QUESTIONS FROM THE ATM REGARDING DEER ON SITE AND ALSO THE BADGER ISSUE**

Since the ATM the Committee Clerk had researched the issue regarding the badgers and had sent an email to all tenants on Church Hill and Cemetery sites asking tenants to pass this remedy on to any of their neighbours that do not have email addresses. Only time will tell next season if this has worked for anyone. With regard to the Deer on site at Church Hill, it was mentioned that they do not like garlic and this information should be passed on to all tenants having issues to plant wild garlic next season. The Committee Clerk to email this information on to any tenants with email addresses on Church Hill site. The fence adjoining CH100 needs to be investigated as to ownership and possibly repaired as badgers are digging their way underneath.

**Action – Committee Clerk**

**AL/19/1114 TO DISCUSS AND AGREE TO THE PURCHASE OF SPEED LIMIT SIGNS ALONG THE DRIVE OF THE MOOR LANE SITE**

It was **AGREED** that a 5mph sign should be purchased and attached to the main gate with the Committee Clerk obtaining quotes.

**Action – Committee Clerk**

**AL/19/1115 TO DISCUSS AND AGREE THE REFUND OF THE SHED AND HOLDING DEPOSITS FOR ML25B, ML28A, ML48A AND VR78A**

Proposed, seconded and **AGREED** by the Committee to refund the Shed and Holding deposit for ML25B, the Holding deposit for ML28A, the Holding deposit for ML48A and the Holding deposit for VR78A.

**Action — Committee Clerk**

**AL/19/1116 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

There were no items reported to the Allotment Watch.

**AL/19/1117 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – ML25B, ML28A, ML28B, ML48A, VR78A, CH120, CH124A, CH126 and CH134A

Allocation of Tenancy – ML25B, ML28A, ML48A, VR78A, CH120, CH124A and CH126

Waiting List — The waiting list is 57 @ 30 October 2019

Still to Allocate — ML28B and CH134A

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**AL/19/1118 CHAIRMAN ITEMS FOR INFORMATION ONLY**

The Committee Clerk had received a message from DM Events requesting permission to erect a banner on Moor Lane boundary railings advertising St Nicholas Christmas Fayre in Hill Road on 5 December 2019, as they have done in previous years. The Committee **AGREED** to this on the proviso that it is removed within 7 days of the Fayre taking place.

**AL/19/1119 TO DETERMINE PART I AND PART II ITEMS**

There were no Part 1 items

The meeting closed at 8.56pm

APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....

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