

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 24 NOVEMBER 2014 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Hall, Knott & McNeill
 Tenant Representatives, W Rowlinson (ML), J Clark (VR), A Baker (WA), P Cornock (CH) & N Foster (CEM).
 Mrs S Howard (Committee Clerk)

IN ATTENDANCE: Mr Moucher (VR88)

PUBLIC SESSION:

The Tenant of VR88 addressed the Committee with concerns about the boundary fence on the Victoria Road Allotment site and wanted to establish the Committee's intentions for this fence.

AL/14/455 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Bussey (CH), Cllr Hatch (CEM), R Cheek (HA) & A Stephens (CH).

PART 2

AL/14/456 TO DISCUSS THE PUBLIC SESSION MATTERS

The Committee Chairman advised that the Committee has already established the boundary fence on Victoria Road needs to be replaced. The Committee intended to complete this project in the Summer 2014. Unfortunately an unexpected water leak meant the monies allocated for the fence project were used to rectify the issue. The Committee is to set their budget for 2015/16 and the fence will be replaced in the new financial year 2015. In the meantime, the fence will be monitored and minor repairs made where required until the fence is replaced.

AL/14/457 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/14/458 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 15 SEPTEMBER, ANNUAL TENANT MEETING AND 23 OCTOBER 2014

The minutes were **AGREED** as correct. The 15 September 2014 minutes have been ratified at Full Council on 22 October 2014. The 13 October 2014 minutes were the Annual Tenant Meeting and the minutes were noted. The minutes of 23 October will be ratified on 17 December 2014.

AL/14/459 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

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

AL/14/460 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 15 SEPTEMBER 2014 MEETING

460.1 Moor Lane

460.1.1 WPC Reports

WPC1 – It was **AGREED** to send a WPC1 letter to ML2 and also for the rubbish to be cleared. **Action – Committee Clerk**

It was **AGREED** to send a WPC1 warning letter to ML12 also request for the tenant to remove the polytunnel as it is causing a nuisance to other tenants as the plastic covering has come off a couple of times.

Action – Committee Clerk

Path warning letters – It was **AGREED** to send letters to Tenants asking them to tidy their paths to – ML11A, ML12, ML23B & ML24B.

Action – Committee Clerk

460.1.2 General

Return of Holding Deposit

The tenant of ML5B has terminated their tenancy. It was **AGREED** to refund the holding deposit of £20.00 paid. **Action – Committee Clerk**

461.1 Highdale Avenue

461.1.1 General

The Councillor Representative confirmed there are no matters to report.

The Committee Clerk advised that a new Tenant Representative is required for this site. A poster will be displayed in the site noticeboard asking if anyone is interested.

Action – Committee Clerk

462.1 Victoria Road

462.1.1 General

VR85A – The Tenant has installed a 6'x4' shed on a 2.50 perch plot without permission from the Committee. It was **AGREED** to write to the tenant asking for the removal of the shed from the site. **Action – Committee Clerk**

462.1.2 Return of Holding Deposit

The tenant of VR75 has terminated their tenancy. It was **AGREED** to refund the holding deposit of £20.00 paid. **Action – Committee Clerk**

463.1 Westbourne Avenue

463.1.1 WPC Reports

Letter of Concern – It was **AGREED** to send a Letter of Concern to WA91. The chicken coup and chickens have been removed from this plot by the tenant.

Determination letter – WA90 – A letter of appeal was received by the tenant following the determination letter issued. A Special Committee meeting was

held on 23 October 2014 and the Committee has **AGREED** to allow the tenant to continue with the plot. This is on the understanding that the garden is continually monitored by the Councillor Representative. If the garden becomes untidy again, then the tenancy of this plot will be terminated immediately.

Action – Councillor Representative

464.1 Church Hill

464.1.1 WPC Reports

Determination letter – It was **AGREED** to send a final determination letter to CH118.

464.1.2 General

Shed and Tyres – The Tenant Representative advised that a shed and two tyres have appeared on CH124A on 23 November 2014. This plot has just been re-allocated to a new tenant on 21 November 2014. The Committee Clerk will contact the new tenant to advise that the shed and tyres need to be removed.

Action – Committee Clerk

Footpaths – The Councillor Representative advised that the paths on the allotment site are overgrown. It was **AGREED** to write to those Tenants to ask them to maintain their borders. A list of plot numbers concerned will be supplied by the Tenant Representative.

Action – Tenant Representative & Committee Clerk

Weed spraying – The car park area and behind the cottages needs to be sprayed. The Committee **AGREED** to contact the local firm who spray Moor Lane Allotments to spray both Moor Lane and Church Hill Allotments and this will be taken from the current year's budget.

Action – Committee Clerk

Return of Holding Deposit

The tenants of CH110, CH124A & CH133 have terminated their tenancies. It was **AGREED** to refund the holding deposits paid.

Action – Committee Clerk

465.1 Cemetery

465.1.1 WPC Reports

Letter of Concern – It was **AGREED** to send a letter to CEM141.

WPC1 – It was **AGREED** to send a WPC1 letter to CEM140 and for tools to be stored away and CEM145.

AL/14/466 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.

ML32, WA91 & CH100B.

Action – Committee Clerk

AL/14/467 TO AGREE THE BUDGET FOR 2015/16 FOR FUTURE ALLOTMENT PROJECTS AND THEIR COSTINGS FOR SUBMISSION TO TOWN COUNCIL

Victoria Road – Boundary fence

The installation of a new boundary fence either side of the main gate to be in a picket style, 6ft in height and with rails along the top to deter the deer from entering the site.

Boundary fence on Church Hill, along Hack's Way

To repair the boundary fence along Hack's Way.

Main gate on Cemetery Allotment Site.

To replace the black gate on site with the silver gate also on site, swap them over. To rebuild the stone wall where the silver gate was located, therefore only allowing one entrance onto the allotment site.

Or another option is to erect a 5ft wooden fence on the inside of the stone boundary wall, to remove the silver gate and reposition where the black gate is currently.

Weed spraying on Moor Lane and Church Hill

For a contractor to weed spray the boundary areas of the allotment sites, three times a year on both sites.

It was **PROPOSED** and **AGREED** to request a budget of £6,000 for next year's Allotment budget for the projects that have been suggested by the Committee in 2015/16.

AL/14/468 TO DISCUSS AND AGREE THE PRICE INCREASE FOR THE ALLOTMENT RENT IN 2015/16

The Committee Clerk advised that the allotment rent has not had an increase since 2009 and is currently 0.10p per perch per week. This equates to a cost of £26.00 per year for a 5.00 perch plot. The Committee **AGREED** that the price increase for 2015/16 should be raised to £30.00 per year for a 5.00 perch plot and is calculated on a pro-rata basis for the other sized plots.

Vote: FOR – 5 AGAINST – 0

AL/14/469 TO AGREE ALLOTMENT COMMITTEE MEETING DATES FOR 2015

The Committee have **AGREED** to the following dates for the Allotment Committee meetings in 2015

Garden Inspections

w/c 9 February 2015

w/c 6 April 2015

w/c 8 June 2015

w/c 13 July 2015

w/c 14 September 2015

w/c 9 November 2015

Allotment Committee Meeting

Monday 16 February 2015

Monday 13 April 2015

Monday 15 June 2015

Monday 20 July 2015

Monday 21 September 2015

Monday 12 October 2015 – **ATM**

Monday 16 November 2015

The Best Garden Award Judging dates were also set. The first judging to be mid-May, second judging at the end of June and the final judging at the end of July 2015.

AL/14/470 TO RECEIVE TENANTS REQUESTS

CH100B – Shed request, a 4'x4' shed on a 2.50 perch plot. The Committee **AGREED** to the Tenant request.

AL/14/471 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that the tenant of CEM147 has suffered a theft of some butternut squash.

AL/14/472 TO NOTE THE FOLLOWING INFORMATION

The Committee Chairman advised of the following:-
 Termination of Tenancy – ML5B, VR88, CH109 & CH133
 Allocation of Tenancy – VR72, VR88, WA95A, CH109, CH113B, CH133 & CEM136
 Waiting List – The waiting list is 91 @ 11 November 2014.
 Still to Allocate – ML3B & CH124A

AL/14/473 CHAIRMANS ITEMS FOR INFORMATION ONLY**Future sites**

The Committee was asked would the Committee consider purchasing more land for allotment use; the Committee confirmed that they would be interested.

Clevedon Flower Show 2015

The Tenant Representative for Westbourne Avenue asked if the Committee would consider sharing the trade stand in 2015 so that children could come to the Allotment stand and sow seeds etc. This item will be discussed further in the February 2015 Allotment Committee meeting.

Deputy Tenant Representative for Moor Lane Allotments

The Committee Clerk asked the Committee if they wished to hold a ballot to elect a Deputy Tenant Representative or to interview the three candidates. It was **AGREED** that the Chairman of the Committee, Councillor Representative for Moor Lane and another Councillor Representative will interview the candidates.

Duties of the Allotment Tenant Representatives

The Vice-Chairman advised the Committee that the Duties of the Tenant Representative have been revised and updated. A copy of the revised document will be sent to all Tenant Representatives. The document to be presented to the next Committee meeting.

AL/14/474 TO DETERMINE PART I and PART II Items

Part I item - Agenda Item 7, the budget figure to be agreed for 2015/16.
 All other items are Part II items.

The meeting closed at 9.35pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

25.29 square metres = 1 perch

10/12/2014

Subject to Ratification by Full Council