

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 25TH FEBRUARY 2013 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Giles-Townsend, Hall, Hatch & Knott
 Tenant Representatives, A Baker (WA), J Clark (VR), R Cheek (HA),
 P Cornock (CH), N Foster (CEM), A Stephens (CH)
 Mrs S Howard (Committee Clerk)

AL/13/214 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr McNeill, W Rowlinson (ML) and K Santo (ML).

AL/13/215 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest.

AL/13/216 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 26 NOVEMBER 2012

The minutes were **AGREED** as correct and have been ratified at Full Council.

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| PART 1 |
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AL/13/217 TO RECEIVE REPORT OF SITE MEETING HELD ON 20 FEBRUARY 2013 CONCERNING MOOR LANE GATES

The Chairman, Vice Chairman, Tenant Rep for Moor Lane and the Committee Clerk met with Bristol Railings & Gates to discuss the work required to the main entrance gate and new side pedestrian gate to be located closest to garden no. ML11A which is on the main roadside. The meeting was to ensure that the planned works to the new gates was conducted correctly due to the issues we have experienced with the current main gate which is too heavy and difficult to open and close. As soon as the order for the gate is placed it will take between 3-5 weeks for the work to begin. It was Proposed, Seconded and **RECOMMENDED** that the changes to the entrance gate at Moor Lane will change from a single gate to a double gate at a cost of £2450.00 and the installation of a side pedestrian gate at a cost of £550.00.

Action – Committee Clerk

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| PART 2 |
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AL/13/218 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members NOTED the financial report.

The Tenant Rep for Highdale Avenue enquired as to why the water rates for Highdale Avenue showed as a zero balance. The Committee Clerk explained that the Council receives water bills from the water company on a half yearly

basis and therefore some months will show a zero balance. We also switch the water off during the winter which gives a zero usage.

AL/13/219 TO RECEIVE A THANK YOU CARD FROM CLEVEDON FOODBANK

The Committee Clerk read a Thank You card that had been received from the Foodbank. This was following a £20.00 donation given by the Allotment Tenants following a raffle of a giant Cornish cabbage, donated by the Church Hill Tenant Representative at the Annual Tenant Meeting in October 2012.

AL/13/220 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 26 NOVEMBER 2012 MINUTES

220.1 Moor Lane

220.1.2 WPC Reports

ML2

The Councillor Representative advised that around 75% of the garden has now been dug over following the WPC2 letter that was sent to the tenant. The Tenant has also been unwell and has received help to correct the state of the garden. Photographs will be taken on a monthly basis and the garden will be monitored.

Action – Councillor & Tenant Representatives

221.1 Highdale Avenue

221.1.1 WPC Reports

HA67

The bay tree is still on the allotment garden and the Committee have asked for a letter to the Tenant is sent asking them to remove.

Action – Committee Clerk

221.1.2 General

The Tenant Representative advised that good progress has been made with digging already on site and the whole site is in good shape.

222.1 Church Hill

222.1.1 WPC Reports

CH131

The plot is like a field. WPC1 letter to be sent to the Tenant.

Action – Committee Clerk

222.1.1 CH121A Shed

The Tenant Reps advised that the CH121A shed is very unsafe and needs immediate attention. A letter to the Tenant will be sent asking for the shed issue to be rectified.

222.1.1 General

The Tenant Reps confirmed that the middle path is looking good following the installation of the wooden sleepers.

The Councillor Rep advised that at the back of CH102 the hedge is making the area look really untidy. There are also various items of rubbish within the allotment site. It was **AGREED** that we would hire a skip and the Tenant Reps will supervise with individual tenants that can place their rubbish into the skip only. The Tenant Rep will obtain the garden numbers that will need a letter asking them to assist with the rubbish clearance and we are looking to do this at the end of April 2013.

The Councillor Rep advised that there are still water butts without lids and asked for a supply of pink slips asking Tenants to put lids on them.

The Committee Clerk advised that the old noticeboard on site has been removed and recycled on the Moor Lane Allotment site. A new noticeboard for Church Hill will be ordered and installed during March 2013.

The Tenant Reps reported that the new tenants on site are doing well with their gardens.

The Committee Clerk advised that the Tenant of CH118 had terminated their garden with immediate effect on 25 February 2013 and did not wish to have their rent paid back. They also do not wish to take any items from the garden so the plot can be re-allocated straight away. The garden is in a good condition and therefore the holding deposit will be refunded to them.

Action – Councillor Rep, Tenant Rep & Committee Clerk

222.1.2 Church Hill Car Park

The Councillor Rep advised that he would obtain some prices for membrane for the car park and that the prices that were obtained for the stone for Moor Lane could also be approached for prices for the car park project on Church Hill.

Action – Councillor Rep & Committee Clerk

223.1 Westbourne Avenue

223.1.1 Wooden borders on plots

The Tenant Rep has established that garden nos. WA91, WA92 and WA95 need to have wooden borders installed. A working party organised by the Tenant Rep will be formed to finish this project.

Action - Tenant Representative

223.1.2 Dip Tanks

The Tenant Rep asked if a price had been obtained for a water butt on Westbourne Avenue to replace the one remaining tap on site. The Committee Clerk advised that this will be obtained for the next meeting.

Action – Committee Clerk

223.1.3 WPC Reports

The Tenant Rep advised that WA93A was beginning to look untidy. The Tenant is a member of the Police force and works shifts and the garden will be monitored.

Action – Tenant Representative

223.1.4 Site Noticeboard

The Committee Clerk asked the Tenant Rep if the Westbourne Avenue Tenants would make use of a noticeboard on site? The Tenant Rep felt that there was no need to spend money on this and is happy to continue placing notices on the back of the Allotment door.

224.1 Victoria Road**224.1.1 WPC Reports**

The Tenant Rep is monitoring VR73 as the site is beginning to look untidy and not much work has started yet this year.

Action – Tenant Representative

224.1.2 General

The Tenant Rep advised that following the six monthly inspection of VR70, being a new Tenant on a six monthly agreement, has shown that the tenant is cultivating the garden and the Committee has **AGREED** to award the Tenant with a full Tenancy Agreement.

Action – Committee Clerk

224.1.3 Lump of concrete

The Tenant Rep from Cemetery advised that the concrete lump that had been left following the installation of the new gate post has now been moved inside the allotment garden. The concrete will be broken up into pieces and removed from site. This will be done by the YMCA group. The Committee thanked the Tenant Rep with their assistance in this matter.

225.1 Cemetery**225.1.1 General****CEM135**

The new tenants have worked hard on this garden and are looking really good.

CEM139

The tenant has a new shed which is plastic and not within the Committee's policy of choice of colour. The Committee have **AGREED** to change the policy and wording on those Tenants who are granted sheds. It will state that that plastic sheds are allowed on site as long as the colour is conducive of the surrounding environment and is of natural tones.

CEM145

The garden has been allocated to a new Tenant who has not paid and has been chased for payment. There has been no work on the allotment and the new tenant has not been seen on site. The Tenant will be terminated from this garden and re-allocated.

CEM148

The tenant has terminated and the garden is to be re-allocated. The garden is in an untidy state and the holding deposit will not be refunded.

CEM152

The tenant has done lots of work on this garden but the raspberries need to be pruned.

Overhanging trees

The Tenant Rep advised that the trees have now been cut back within the Cemetery.

AL/13/226 TO RECEIVE REPORT OF SITE MEETING HELD ON 11 FEBRUARY 2013 AT 21 HIGHDALE AVENUE

The Councillor Rep for Moor Lane advised that a site meeting was held on 11 February 2013 concerning a planning application for a garage and garden room extension to the property that may have an impact on the Allotment site.

The site meeting established that the boundary wall will be demolished and rebuilt to allow for firmer foundations for the garden room and garage. Following the site meeting it was felt that the extension will not affect the allotment garden or boundary wall.

AL/13/227 TO DISCUSS AND AGREE JUDGING DATES FOR THE BEST GARDEN AWARDS 2013

The Committee has **AGREED** the Judging dates for 2013 will be –

First Judging – May 2013
Second Judging – June 2013
Final Judging – August 2013

As the weather was very wet in 2012, this made judging difficult in a restricted period of one week, therefore the judging can take place at any time during the month.

AL/13/228 CLEVEDON FLOWER SHOW

The Committee has **AGREED** that they would like to have a stall at this year's Flower Show. The Committee Clerk advised that more support would be needed by the Councillors with manning the stall as the staff cannot be expected to run the stall alone as they are not paid for time during weekends and out of normal working hours.

AL/13/229 TENANT REQUESTS

ML3B – A wooden 4x4 shed on a 2.60 perch plot. The Committee **AGREED** to this request.

ML32 – A wooden 6x4 shed on a 5.00 perch plot. The Committee **AGREED** to this request.

WA97 – A polytunnel 4x2 metres on a 5.00 perch plot. The Committee **AGREED** to this request but the tenant must be advised that the structure must be temporary.

AL/13/230 ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that there had been no incidents reported.

AL/13/231 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – CH118 & CEM148

Allocation of Tenancy – ML35, CH104, CH121B & CH132. Currently an offer has been given to someone on the waiting list for WA95 and we are awaiting a response.

Waiting List – The waiting list is now 129 @ 7 February 2013. Since the waiting list re-opened in August 2012, 22 people have been added to the waiting list.

AL/13/232 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items

AL/13/233 TO DETERMINE PART I and PART II Items

The Chairman advised that the Moor Lane gate and costs need to be recorded as a Part I item.

All other items are Part II items.

The meeting closed at 9.05pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date