

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 15TH AUGUST 2011
AT 7.30 pm.

Present: Cllr C Wring (Committee Chairman) Cllr J Middleton (Vice Chairman)
Cllrs C Arnold, L Knott, M Hime & P McNeill
Committee Clerk – S Howard
Tenants Reps: D Beynon (WA), R Cheek (HA), N Foster (CEM),
D Holladay (VR), P Cornock (CH), K Santo (ML), A Stephens (CH)

AL 11/51 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr C Hall, Cllr N Pennycott & W Rowlinson (ML).

AL 11/52 DECLARATIONS OF INTEREST

Cllr Wring declared an interest in the Clevedon Flower Show.

AL 11/53 RECEIVE MINUTES OF ALLOTMENT COMMITTEE MEETING HELD ON 18 JULY 2011

AL/11/46 – it was confirmed that Moor Lane no longer require the assistance of J Roberts and Sons on site, as they will manage their own grass cutting etc.

AL 11/54 RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

Members NOTED the financial report.

AL 11/55 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 18 JULY 2011 MINUTES

55.1 Moor Lane

55.1.1 Gate – work to install the jockey wheel and drop bolt will commence in August 2011.

55.1.2 Moor Lane Boundary fence – The weeds are starting to come back so the boundary fence will be sprayed again. **Action W Rowlinson & K Santo**

55.1.3 WPC Reports

ML1 – Work has been done on the garden since a letter of concern to the tenant has been issued.

ML2 – The garden is still looking untidy and 50% of the garden is grass. The garden will be inspected again on 2 September 2011, when WPC1 comes to an end.

ML6 – The garden is untidy. It was **AGREED** for a WPC1 letter to be sent.

ML11 – The garden is untidy. It was **AGREED** for a WPC1 letter to be sent.

ML11A – The garden is starting to look untidy again. It was **AGREED** for a WPC1 letter will be sent.

ML12 – The garden is looking untidy. The tenant rep will speak with the tenant, whose occupation means they work nights.

ML15 – No work has been done on site following the WPC1 being issued. The garden will be inspected again on 2 September 2011 when the WPC1 comes to an end.

ML28 – Tenants have a greenhouse that has glass windows. A letter will be sent to the tenants concerning the no glass rule.

ML41 – The chippings have now been moved to the tenant's garden.

ML48 – It was AGREED to split the garden and to re-allocate to two people on the waiting list.

ML55 – The garden has been worked since the WPC1 has been issued and is looking tidier.

Action – Committee Clerk

55.2 Highdale Avenue

55.2.1 Shed Guttering – The Tenant Rep advised that garden no. 59 would like some guttering for their shed to connect to their water butt. The annual allotment newsletter will provide details to tenants as to how to obtain the free supply from the Committee Clerk.

55.2.2 The boundary wall needs re-pointing, especially near the ground by garden no. HA60. The Committee Chairman advised that it is North Somerset Council's responsibility to maintain this. It was **AGREED** to contact them to ask them inspect the wall.

Action – Committee Clerk

55.2.3 WPC Reports – HA67 - The Tenant Rep advised that no further work has commenced on site and the garden will continue to be monitored.

Action – R Cheek

55.3 Church Hill

55.3.1 Badgers – The Tenant Rep advised that the badgers are still around.

55.3.2 Central Path – The Tenant Reps provided a measurement of 160ft and it was suggested these be in lengths of 8ft each. Prices need to be obtained before the work can be started in September/October 2011.

Action – Committee Clerk

55.3.3 Dip Tanks – The Tenant Rep advised that a tap had been left on overnight which caused flooding on site. Therefore, the need for dip tanks becomes more apparent. Committee Clerk advised that the price for 4 dip tanks that is a complete unit including the service box and a ball valve is £405.64 inc.VAT for a 3 foot unit. To have a 4 foot unit, would be an additional £12.00 each ex. VAT. It was **AGREED** that we would go ahead and proceed with the purchase of the dip tanks for the Church Hill site.

Action – Committee Clerk

55.3.4 Overhanging shrubs – The Tenant Rep has advised that there is now a new owner of the property connected to the shrubs. The property owner has advised that the shrubs are to be removed. **RESOLVED.**

55.3.5 Marker pegs – During the annual judging it was felt that there are some marker pegs are missing on some gardens. Tenant Reps to check gardens on site.

Action – A Stephens & P Cornock

55.3.6 Gate – A price for a new gate and installation will be provided at the next Allotment Committee Meeting.

Action – A Stephens

55.3.7 WPC Report – No gardens to report.

55.4 Westbourne Avenue

55.4.1 Entrance gate – The Tenant Rep advised that the gate is now falling apart. The Tenant Rep has **AGREED** to fix this himself.

55.4.2 WPC Report

WA91 – The Tenant has done some work to the garden and will continue to be monitored. **Action – D Beynon**

WA93A – garden tools have been left out on the garden. The Tenant Rep will contact the tenant. **Action – D Beynon**

55.5 Victoria Road

55.5.1 WPC Report

VR73 – It was reported that no further work has been done to the allotment garden, there is a pane of glass on site, paths are untidy and an Ash tree on site. Garden to be monitored.

VR77 – The Tenant Rep advised that only 25% of the garden is being cultivated. It was **AGREED** for a WPC1 letter to be sent.

VR78B – Garden is starting to look untidy. The Tenant Rep will monitor the garden.

VR87 – A sapling holly tree and sycamore tree need removing from the garden. A letter will be sent to the tenant asking them to remove. The Tenant Rep advised that some work has been done to the garden.

Action – Committee Clerk

55.5.5 Overhanging trees – There are trees along the donkey path that are overhanging the allotment site and the street lights. The Chairman advised that this is North Somerset Council's responsibility. It was **AGREED** to send a letter to North Somerset Council to advice of the situation.

Action – Committee Clerk

55.5.6 – The main gate to the allotment site is in need of maintenance, repair and painting.

56.6 Cemetery

56.6.1 Cemetery Gate – The Councillor Rep and the Tenant Rep provided information showing how the gate could be re-sited along the boundary wall. As the wall is quite low, it was suggested that fencing is erected to deter badgers. Prices to be obtained for fencing.

Action -

56.6.2 WPC Reports

CEM152 – Tenant rep advised that there are still on-going issues with the garden, i.e. that the garden is too big. It was suggested that the garden be split horizontally.

CEM157 – it was advised that some work has been done but the garden needs to be cultivated. It was AGREED to send a WPC2 letter to the tenant.

There are fruit trees on garden numbers CEM135 and CEM153 and it was **AGREED** to write to the tenants to ask for this to either be placed in pots or removed from the allotment at the end of the growing season.

Action – Committee Clerk

The Councillor Representative for Church Hill asked the Tenant Rep for Cemetery if the young offenders that carried out work to the back wall of the allotments, could also do some work to the boundary wall with the Cemetery. The Tenant Rep confirmed that this could be arranged.

AL 11/56 ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that ML12 has had a theft of a plastic owl that was used to deter pigeons. The tenant has offered to use his air rifle on the allotment site when no tenants are around to deter the birds. The Committee has refused the tenant's offer due to the site being in a residential area.

AL 11/57 ALLOTMENT RISK ASSESSMENTS

The Councillor Reps and Tenant Reps provided the results of their Risk Assessments on site. A report will be produced showing the results and any actions needed at the next Allotment Committee meeting in October 2011.

AL 11/58 PERIOD OF TIME BETWEEN WPC1 AND WPC2 WARNING LETTERS

The Tenant Rep for Moor Lane felt that the period of time between the WPC1 warning letter being issued and the WPC2 was too long. The Committee confirmed that the period of six weeks between the two letters is a requirement of the Allotment Act and could not be changed.

AL 11/59 ANNUAL TENANT MEETING AND SPEAKER

The Committee Clerk advised that she had obtained prices for speakers to come and talk at the Annual Tenant Meeting in October.

Mr Anthony Lyman-Dixon from Arne Herbs would charge £200.00 for a talk on Medieval Poisoning.

Ms Ann Freeman, Herbalist would charge £50.00 plus petrol costs from Bristol for a talk on Medicinal Herbs and their uses.

The Committee agreed that as the theme at the Flower Show this year was Medicinal Herbs that it would be more appropriate to continue the theme.

AL 11/60 BEST GARDEN AWARDS 2011

The Chairman of the Allotment Committee advised that the judging was now complete and the Chairman of the Council was very impressed with the overall standard of the allotment gardens. Results from the judging will be declared at the Annual Tenant Meeting in October 2011.

AL 11/61 CLEVEDON FLOWER SHOW AND ROTA

The Committee Clerk had produced a booklet of James Wong's Grow Your Own Drugs recipes from his book. The Committee advised that due to copyright we would not be allowed to have the recipes in this format, so it was agreed to have them on the display table as posters only. The rota has now received sufficient

volunteers for the weekend and offers of potted herbs for the table display to be arranged with the Committee Clerk.

AL 11/62 TO NOTE THE FOLLOWING INFORMATION

Members noted the following information -
Termination of Tenancy – ML48, plot to be split into two gardens.
Allocation of Tenancy – ML57
Waiting list - 172 @ 15 August 2011, waiting list closed on 6 June 2011

AL 11/63 CHAIRMAN'S ITEMS

There were no Chairman's items for information.

AL 11/50 DETERMINE PART I AND PART II ITEMS

There were no Part I or Part II items.

APPROVED AS A TRUE RECORD CHAIRMAN.....

Meeting finished at 8.55pm. DATE: