

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 10 APRIL 2017 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Barton, Cllr Fone, Cllr Hale, Cllr Hatch, Cllr Hill, Cllr Norton-Sealey & Cllr O'Brien
 J Pilsworth (ML), W Rowlinson (ML), A Cunningham (HA), J Clark (VR) & C Robinson (CEM)
 Mrs S Howard (Committee Clerk)

AL/17/766 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Starr & A Stephens (CH)

PART 1

AL/17/767 TO RECEIVE CLLR FONE'S REQUEST TO BECOME A MEMBER OF THE ALLOTMENT COMMITTEE

The Chairman advised that Cllr Fone had requested to become a member of the Allotment Committee. All members **AGREED** to Cllr Fone's request. It was also **AGREED** that Cllr Fone to become the Councillor Representative for Highdale Avenue and Cllrs Barton & O'Brien to be the Councillor Representative's for Westbourne Avenue.

PART 2

AL/17/768 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest

AL/17/769 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 13 FEBRUARY 2017

The Committee **AGREED** the minutes of the 13 February 2017 as being correct and were ratified at Full Council on 5 April 2017.

AL/17/770 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The members of the Committee **NOTED** the Financial report.

AL/17/771 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 13 FEBRUARY 2017 MEETING

771.1 Moor Lane

771.1.1 WPC Reports

ML2 – It was **AGREED** to send the tenant a path warning letter

ML5A – Very little cultivation to the plot, **AGREED** for a WPC1 and path warning letter

ML5B – Little amount of work completed since WPC1 warning letter, **AGREED** for a WPC2 and path warning letter

ML7, ML11A – Gardens becoming untidy, **AGREED** for Letter of concern and ascertain their plans for the season

ML10, ML42B & ML53 – No work started on the allotment gardens, **AGREED** for WPC1 warning letters

ML12 – Work has begun and the rubbish is starting to be removed, it was **AGREED** to keep the tenant's plot under the warning system and send a WPC1 letter

ML15 – Very little cultivation to the plot, **AGREED** for a WPC1 and ascertain their plans for the season

04/05/2017

Minutes subject to ratification at Full Council

ML40 – Shed base is still unsafe, the Councillor Representative advised that he has spoken to tenant who is to rectify the matter.

ML41 – Committee Clerk to contact 1 in 4 to arrange a site meeting to rectify the paths on the plot.

ML43 – Shed roof needs attention. Letter to tenant.

771.1.2 General

Container for the Lions Club

The Tenant Representative advised that there is still clutter stored against the fence next to the new storage container on site and it needs to be removed or stored in the container. It was **AGREED** to write to the Lions to resolve the matter.

Action – Committee Clerk

Allotment Access

A neighbouring resident that backs onto the allotment site is renovating their back garden. They have submitted a request to have a skip on the car park area of the allotment site and a delivery of hard core to enable them to complete the work to their garden. Concern was raised by the Councillor and Tenant Representatives that there could be damage to tenant's crops on their plots with the transfer of materials and hard core.

It has been **AGREED** that we will allow the resident to use the allotment site for their delivery of hard core and materials, but a deposit of £250.00 to be paid in full to the Allotment bank account before work commences. This payment will be retained until the work is complete and any damage caused on the allotment site will be deducted from this amount. Photographs to be taken by the Tenant Representative before and after the job has been done as evidence and condition of the tenants plots as we are now into the growing season.

772.1 Highdale Avenue

772.1.1 General

HA64B – Concern has been raised by tenants about the amount of children that are on this plot and have been causing a disturbance to other tenants on site. Also, the path between HA64A & HA64B that was carpet has been pulled up in part and replaced with wobbly paving slabs that are not safe. It was **AGREED** to write to the tenant to ascertain what plans they have for the path and also ask for their children to be considerate to other tenants on site.

Action – Committee Clerk

773.1 Victoria Road

773.1.1 WPC Reports

VR75 – The tenant has installed brick paths. A disclaimer is required to be signed by tenant to support end of tenancy requirements.

VR78A – Due to lack of cultivation it was **AGREED** to send a letter of concern.

VR84B – Plastic sheeting has been down on the plot for over six months. It was **AGREED** to send a WPC1 warning letter.

VR86A – There has been no work to the allotment plot since the WPC1 letter. It was **AGREED** to send a WPC2 warning letter.

773.1.2 Sycamore tree in the Hawthorns estate

There is a sycamore tree adjacent to plot no. VR83 outside of the boundary wall which is causing a nuisance to many plots on site with seeds dropping onto the allotment gardens, which then grow as seedlings and need to be removed as soon as possible. It was **AGREED** to contact the Hawthorns to ask if work can be affected to the tree to help reduce this issue.

Action – Committee Clerk

774.1 Westbourne Avenue

774.1.1 General

The Councillor Representative advised that the entrance door frame is rotten and needs attention. There are also concerns with the locking mechanism on the door that needs attention. It was **AGREED** to contact Alliance Homes to resolve the matter.

Action – Committee Clerk

775.1 Church Hill

775.1.1 General

Wood & Metal

Wood and metal stored by the site entrances is being removed by tenants to use on their plots. In an effort to reduce the need for a skip in the future, arrangements have been made with local recycling companies to collect the wood/metal. The Committee Clerk to produce laminated signs asking for the tenants to not remove the items stored.

Action – Committee Clerk

776.1 Cemetery

776.1.1 WPC Reports

CEM142 – The garden is looking untidy and tools have been left out on site. It was **AGREED** to send a WPC1 warning letter.

CEM147 – The garden is looking untidy, it was therefore **AGREED** to send a letter of concern to the tenant.

CEM137, CEM142, CEM150 & CEM158 – The gardens are not being cultivated fully. It was therefore **AGREED** to send a WPC1 warning letter.

CEM152 – Work has begun on the plot. However, immediate work to the fruit bushes needs to be done. It was **AGREED** to keep the tenant's plot under the warning system and send a WPC1 letter

CEM149 – Bright orange paint plot numbers have been painted onto the compost bins which look unsightly and very visible on site. It was **AGREED** to ask the tenant to paint over the numbers with black paint.

Action – Committee Clerk

776.1.2 General

Communal Garden area

During a recent site meeting, it was commented that the communal area is becoming overgrown and untidy with plastic bottles, rotting wooden structures and weeds. It was **AGREED** to write to the tenant who has been supporting and maintaining this area to ask for the work to be done to rectify the matter.

Action – Committee Clerk

Retrospective payment for a new wooden post

The tenant representative has replaced a rotten upright post by the entrance gate. The Allotment Committee **AGREED** to the retrospective payment of £15.84 for the items required to replace the post. The Committee Chairman reminded the Committee members that all payments for items on any allotment site must have prior Committee approval before any purchase is made.

04/05/2017

AL/17/777 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 **ML29, HA59A, VR84A, VR88, CH112B, CH129 & CEM139** being awarded full tenancy agreements.

The Committee did not agree to a full tenancy agreement for **HA64A**. It was **AGREED** to contact the tenant to ask for path between HA64A & HA64B to be made safe due to the new tenant installing loose, uneven paving slabs. **Action – Committee Clerk**

AL/17/778 TO DISCUSS AND AGREE WHETHER TO REFUND HOLDING AND STRUCTURE DEPOSITS TO THE FOLLOWING TENANTS

The Committee **AGREED** to refund the holding deposit to **CH123**.

The Committee **REFUSED** to refund the holding deposits to **CH100B, CH112A** due to the rubbish left and the condition of the plot. **Action – Committee Clerk**

AL/17/779 TO DISCUSS THE FINDINGS OF THE SITE MEETING ON CEMETERY SITE CONCERNING THE STEEP SLOPE BY CEM152/CEM156

The recent site meeting concluded that the slope was steep and when wet could cause a tenant to have an accident. Therefore, the Committee Clerk will obtain prices to install a picket style fence between plot numbers, CEM152 and CEM156 and a sign placed on the fence advising tenants to not keep away from the sloped area that has been fenced off for Health & Safety reasons. **Action – Committee Clerk**

AL/17/780 TO DISCUSS THE ISSUES WITH THE BADGER SETTS AND BOUNDARY WALL WITHIN THE CEMETERY GRAVEYARD

The Councillor and Tenant Representative advised the Committee that there is a substantial badger sett within the Cemetery graveyard with badgers coming up and over the wall into the allotment site. Someone is also feeding the badgers from the Cemetery graveyard side. The Committee **AGREED** that they would bring this to the attention of Dignity who maintain the graveyard site, but do not expect any action to be taken due to the badgers being a protected species. **Action – Committee Clerk**

AL/17/781 TO DISCUSS AND DECIDE ON A THEME AND WORKING PARTY FOR THIS YEAR'S STAND AT THE CLEVEDON FLOWER SHOW

The Committee Chairman asked for Committee members to think of some ideas for this year's stand at the Flower Show. The Committee Clerk also advised that she is awaiting a price for the stand from the Flower Show Committee.

Action – Councillor & Tenant Representatives

AL/17/782 TO RECEIVE IDEAS FOR A SPEAKER AT THE ANNUAL TENANT MEETING IN OCTOBER 2017

The Tenant Representative for Cemetery knows someone who works at The Ethicurean, Wrington, a walled garden whose produce is used in their restaurant and they may provide a speaker.

The Councillor Representative for Highdale Avenue knows someone who produces Pukka Teas and may be able to provide a talk about their product and travels.

The Councillor Representative for Cemetery visited Thatcher's Cider where they provided a talk on their product and they too may be able to provide a speaker.

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Minutes subject to ratification at Full Council

The Committee Clerk asked that any potential speaker contacted be advised of the date of the ATM meeting – 9 October 2017, the length of the talk to be no more than 20 minutes and whether they charge a fee for their talk and any travelling costs.

Action – Councillor Rep for Highdale Avenue, Councillor & Tenant Rep for Cemetery

AL/17/783 TO RECEIVE AND DISCUSS THE JUDGING FORMS FOR ASSESSING THE ALLOTMENTS IN MAY 2017 FOR THE BEST GARDEN AWARDS

The Committee Clerk provided all Councillor Representatives with their judging packs for 2017. This included judging sheets with the plots numbered on each sheet and a current up to date site map. The first round of judging to be conducted at the end of May 2017.

Action – Councillor Representatives

AL/17/784 TO RECEIVE TENANT REQUESTS

ML28 – The Committee **REFUSED** the tenant to keep four chickens on the allotment as the allotment is not being fully cultivated and maintained. To be reviewed in September 2017.

HA65 – to split the 5.00 perch plot into two 2.50 perch plots. The Committee **AGREED** to this request. The Tenant Representative for Moor Lane to support the Tenant Representative for Highdale Avenue with marking out the plots.

VR76 – It was **AGREED** to allow a 4'x4' shed on the allotment plot.

CH128 – It was **AGREED** to allow a 12'x15' polytunnel on the 5.00 perch plot

Action – Committee Clerk & Tenant Representatives

AL/17/785 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were NO items to report

AL/17/786 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – CH100B & CH112A

Allocation of Tenancy – CH106 & CH112A

Waiting List – The waiting list is 63 @ 3 April 2017

Still to Allocate – CH100B & CEM156

AL/17/787 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Committee Chairman advised he had received a tree report from the Chairman of the Oaklands Board, Victoria Road with regards to the overhanging trees onto the Victoria Road Allotment garden. The report has shown that NSC has refused the application and that an application may be considered again in 12 months' time.

AL/17/788 TO DETERMINE PART I AND PART II ITEMS

Part 1 items – Agenda Item 5 – To receive Cllr Fone's request to become a member of the Allotment Committee.

All other items were Part II.

The meeting closed at 9.08pm
APPROVED AS A TRUE RECORD

CHAIRMAN Date

04/05/2017

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