

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 29 NOVEMBER 2010
AT 7.30 pm.

Present: Cllr C Wring (Committee Chairman)
 Cllrs J Middleton, C Arnold, L Knott & N Pennycott.
 Town Clerk – Ms P Heath Committee Clerk – Mrs S Howard

Tenants Reps: A Stephens (CH), D Beynon (WA), R Thackery (VR), W Rowlinson (ML),
 K Santo (ML), P Cornock (CH), R Cheek (HA) & C Owens (CEM).

PUBLIC SESSION

In attendance, Mr & Mrs Eabry, new tenants on garden no. Moor Lane,18; They submitted a request for a shed on their garden.

AL 10/01 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr C Hall & Cllr P McNeill.

AL 10/02 DECLARATIONS OF INTEREST

There were no items of interest.

AL 10/03 MINUTES

The minutes of the Allotments Committee meeting held on 27 September 2010 were APPROVED as a TRUE RECORD and SIGNED by the Chairman.

AL 10/04 UPDATES AND ACTIONS

Church Hill – The Tenant Representative from Moor Lane has agreed to arrange for the spare gate on the Moor Lane site to be moved to the Church Hill site. However, arrangements will need to be made to install the gate once on site. The Town Clerk will obtain quotes for the work to be done. **Action – Town Clerk**

A hard standing area on Church Hill site is needed at the North end. It was agreed that a plastic honeycomb base would be the best option. The Town Clerk will obtain quotes for the price of the flooring. **Action – Town Clerk**

Highdale Avenue - The Council are still in discussion with the Avon and Somerset Fire Brigade concerning the party wall. The Town Clerk has taken photographs of the wall and the footpath. Tenants that are at the far end of the site will receive a letter asking for their assistance in clearing the footpath. The Town Clerk is to send the photos to the Fire Brigade. **Action – Town Clerk**

Victoria Road – The Tenant Representative reported that the tenant on garden number VR73 has received a letter from the Council advising that the plot cannot be split. It was explained during the meeting that the quota for half plots has been reached. The Council will contact some 2.5 plots to see if a garden swap is possible.

The Tenant Representative also reported that there may be a water leak on site. The Council may have to pay for replacing pipes on site, but needs to establish if there is a leak.

Moor Lane - There was concern about the state of garden ML6. The Tenant Representative advised that the garden is now tidy.

Cemetery - There was concern about the state of garden CEM140. The Tenant Representative advised that some work has started on this garden; the garden will be monitored.

Westbourne Avenue - It was agreed that a tin of paint will be provided so that the Tenant Representative can paint the site gate.

Can all Tenant Representatives, please ensure that they carry out periodic checks of the water meters during the Winter months.

PART 2

AL 10/05 FINANCIAL REPORT OF ALLOTMENTS COMMITTEE ACCOUNTS

Members NOTED the financial report, containing the current budget and the annual rents received to date.

AL 10/06 BUDGET FOR 2011 AND THE TENANT'S WISH LIST

Members discussed projected budget forecast to 2013/14. It was agreed at the meeting to ask Council to increase the allotment enhancement budget for 2011/12 by £1,000 to £6,000.

A list of all the Tenant's wishes was given to Committee Members at the meeting. The members noted that the Site Boundary maintenance contract is due to expire in May 2011 and a number of tenants have expressed, in the past, that they would carry out some of the grass cutting etc, themselves.

There are items that need to be considered in the 2011/12 allotment budget.

- Work to trees on sites.

Church Hill

- Dip tanks to be on site. The Tenant Representatives would provide a list of dip tanks required and suitable locations.
- Repair to the back fence.
- Repairs to path ways, the Tenant Representatives to provide measurements.

Victoria Road

- To re-do the central path on site.
- Reinforce the fence by the donkey path to help keep the badgers out.

Westbourne Avenue

- Timber the edges of the gardens. The Tenant Representative to provide measurements.

AL 10/07 NOTIFICATION OF TERMINATION LETTERS DUE TO NON PAYMENT OF RENT

The Town Clerk reported that three gardens had not paid their annual rent for 2010/11, despite reminders being sent. The last communication stated that the tenant was in breach of the terms of agreement and giving a deadline date for payment of rent by 30 November 2010. It was proposed, seconded and resolved that they would be sent a termination of allotment letter by recorded delivery on 1 December 2010.

Following a discussion, it was proposed, seconded and resolved that as sufficient time had elapsed and notifications had been sent, that no late payment of rent would be accepted and the three gardens will be offered to new tenants from 1 January 2011.

AL 10/08 BOUNDARY CONTRACT MAINTENANCE REPORTS

Latest site visit was 5 November 2010. Tenant Representatives confirmed that the work has been completed. No issues to report.

AL 10/9 SITE MAINTENANCE REPORTS

Church Hill

- Garden no. 106 – wooden pallets that need to be removed. The Tenant would be informed and the Tenant Representative instructed to remove.
- Garden no. 112 - Structure has broken glass. It was advised at the meeting that the structure is currently being dismantled.
- Garden no. 114 - Carpets on the garden and broken glass window on the shed. A letter would be sent to the tenant.
- WPC1 has been requested for garden no. CH121b, as the Tenant Representative has helped to support the tenants during the year, but tenants have not been on site.
- There are three water butts on site with no lids. A letter would be sent to the tenants.
- The notice board at the North end needs a new back board; as you cannot attach notices at present.

Action – Committee Clerk

Highdale/Cemetery/Westbourne/Victoria and Moor Lane sites – Nothing to report.

AL 10/10 COMPLETED TENANCY AGREEMENT

The Committee asked for a couple of changes to be made. The new agreement will come into being from 1 January 2011. Existing allotment tenants will receive the new agreement for signature when they have their next bill in September 2011.

AL 10/11 ALLOTMENT WATCH

The Committee Clerk reported that there had been another incident on Church Hill site. The Tenant Representative had reported to the office that a person had been seen on site with a torch and some vegetables had been stolen. The matter was reported to the Police. Notices have also been placed on the two notice boards on site to make tenants aware and requested they report incidents to the Police.

AL 10/12 ALLOTMENT COMMITTEE MEETING DATES FOR 2011

Dates have been agreed as follows, to be on a Monday evening as before.

7 March, 18 April, 6 June, 18 July, 15 August, 3 October – Annual Tenant Meeting, 10 October and 28 November 2011.

AL 10/13 TENANTS REQUESTS

A polytunnel request for HA65. The Committee have agreed to the structure for a season, but with the understanding that it is taken down at the end of the growing season.

A polytunnel request for VR77. The garden is only 2.5 and the polytunnel would take up a lot of this space. It was agreed to write to the tenant to see if they wish to swap with VR73 which is a 5.0 perch garden.

A shed request for ML18. The Committee have agreed to this.

There is still concern with garden no. ML48, as not all of the garden has been worked on. This will be monitored.

AL 10/14 CHAIRMANS ITEMS

The Committee Clerk advised that she will become more 'visual on site' in 2011, with Tenant Representatives, to highlight any areas of concern earlier.

AL 10/15 DETERMINE PART I AND PART II ITEMS

There were no Part I items.

APPROVED AS A TRUE RECORD CHAIRMAN.....

Meeting finished at 9.55pm. DATE: