

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

PRESENT: Chairman - Cllr A Gardner

Councillors: N Barton, A Everitt, A Goodliffe & R Westwood

IN ATTENDANCE: V King – Allotments Clerk

Tenant Reps: J Pilsworth (ML), J Ivens (ML), S Murtagh (WA),
S Latcham (CH) & B Evans (CEM)

AL/24/1478 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from A Cunningham (HA)

**AL/24/1479 TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE
AGENDA**

There were no Declarations of Interest for items on the agenda.

**AL/24/1480 TO RECEIVE THE MINUTES OF THE ALLOTMENT COMMITTEE
MEETING HELD ON 30TH OCTOBER 2023 & 11TH DECEMBER 2023**

Proposed, Seconded and **AGREED** to the minutes of the Allotment Committee meeting held on 30th October 2023 & 11th December 2023.

**AL/24/1481 TO RECEIVE AND AGREE THE UPDATED ALLOTMENT TENANTS'
INFORMATION BOOKLET**

The committee members considered the updated booklet and a suggestion was put forward to provide further information to tenants regarding Composting. Discussions were also had about the council's bee-keeping policy and it was agreed that the council will not allow bee-keeping on any site for safety reasons. There are no tenants keeping bees currently so this decision won't have a direct impact on anyone at this point in time.

Action – Committee Clerk

AL/24/1482 MOOR LANE

**AL/24/1482.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM
30TH OCTOBER 2023**

The tenant representatives reported a broken fence belonging to a residential property adjacent to the allotment site.

Action – Committee Clerk

The tenant representatives reported another large delivery of wood chipping to site. It was explained that a previous tenant had an arrangement with a local tree surgeon to drop off wood chippings for tenants to make use of it. It was discussed that it's unlikely to be used by the tenants and not something needed going forward.

Action – tenant rep to try to obtain contact details for the Committee Clerk

RATIFIED AT FULL COUNCIL ON 24th April 2024

The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B

It was **AGREED** for the first warning letter to be issued due to non-cultivation for the following plots:

ML3B, ML4A, ML7, ML15A, ML24A, ML48A & ML53 **Action – Committee Clerk**

AL/24/1482.2 TO AGREE TO EITHER A WORKING PARTY OR TO OBTAIN QUOTES FOR THE INSTALLATION OF THE DIP TANKS

The committee members **AGREED** for quotes to be obtained for the installation of the dip tanks due to the nature of the work. Quotes to be presented at the next committee meeting.

Action – Committee Clerk

AL/24/1482.3 TO AGREE TO EITHER A WORKING PARTY OR TO OBTAIN QUOTES TO CLEAR AND TIDY THE BORDER OF THE DRIVEWAY

The tenant representatives offered to clear and tidy the border of the driveway and hope to start within the next couple weeks.

Action – Tenant Representatives

AL/24/1482.4 ML11A – APPROVAL OF GREENHOUSE 2' X 2.5' (2,5 PERCH GARDEN)

Committee members **AGREED** to a greenhouse 2' x 2.5' on ML11A.

Action – Committee Clerk

AL/24/1483 HIGHDALE AVENUE

AL/24/1483.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 30TH OCTOBER 2023

It was **AGREED** for the first warning letter to be issued due to non-cultivation for the following plots: HA60B & HA68

Action – Committee Clerk

AL/24/1483.3 TO RECEIVE A REPORT FROM THE COMMITTEE CLERK FOLLOWING THE COMPLETION OF REMEDIAL WORK IN ORDER TO COMPLY WITH WATER REGULATIONS

The Committee was informed that necessary remedial works has now been completed. An inspection has since been carried out by Bristol Water (27 January 2024), which has confirmed that no infringements of the Water Supply (Water Fittings) Regulations 1999 were identified.

AL/24/1483.4 TO RECEIVE AN UPDATE ABOUT THE DIVISION OF HA66

The committee clerk explained that a temporary divide has been created between the two gardens on HA66, which should make it easier in the short term for both tenants when they are working on their respective gardens. There are some spare paving slabs on site that could be used by the tenants to create a more permanent pathway. The committee clerk will continue to liaise with the tenants concerned until the division has been completed.

Action – Committee Clerk

RATIFIED AT FULL COUNCIL ON 24th April 2024

The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B

AL/24/1484 VICTORIA ROAD**AL/24/1484.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 30TH OCTOBER 2023**

The committee clerk advised that there hasn't been a site report received ahead of the meeting. The Councillor Representative to co-ordinate with the Tenant Representative and Allotment Clerk to arrange a site meeting and discuss any site issues and working together going forward.

Action – Committee Clerk

It was raised by the Chair that no tree works have been completed regarding the overhanging tree from the residential property adjacent to the allotment site. The committee members discussed that the council has taken appropriate steps to contact the home owner and request for advice to be sought if any tree work is required in order to resolve concern for users of the path and the allotment site, and that the matter is for the owner to resolve.

AL/24/1484.2 TO DISCUSS AND APPROVE COSTING FOR A REPLACEMENT POST AT THE ENTRANCE OF THE SITE

The committee clerk provided the committee with two quotes for a replacement post of the entrance of the site. It was explained that attempts were made to obtain a third quote, however this was unsuccessful. The committee members **AGREED** the spend of £350.54 + vat for Company B to complete the work.

Action – Committee Clerk

AL/24/1485 WESTBOURNE AVENUE**AL/24/1485.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 30TH OCTOBER 2023**

The tenant representative advised that the new tap box isn't working but is hoping to be able to resolve the matter in due course.

Action – Tenant Representative

It was shared that the tenants have drawn up a rota for the grass cutting on site and started implementing.

The tenant representative requested approval for a spend of up to £350.00 for some gravel boards for the site. The spend was **AGREED** by the committee.

Action – Tenant Representative & Committee Clerk

AL/24/1486 CHURCH HILL**AL/24/1486.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 30TH OCTOBER 2023**

The tenant representative informed the committee there were no issues except for the grass cutting, which hasn't been done by the contractor for a number of months and is now overgrown as a result.

Action – Committee Clerk

RATIFIED AT FULL COUNCIL ON 24th April 2024

The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B

AL/24/1486.2 CH102 – APPROVAL OF SHED 6'X4' (5.0 PERCH GARDEN)

Committee members **AGREED** to a shed 6' x 4' on CH102.

Action – Committee Clerk

AL/24/1486.3 TO RETROSPECTIVELY APPROVE A REQUEST FOR A GARDEN TRANSFER FROM CH116A TO CH120

Committee members **AGREED** the retrospective request for a garden transfer from CH116A to CH120.

Action – Committee Clerk

AL/24/1486.4 TO DISCUSS AND APPROVE COSTINGS FOR THE REMOVAL OF ASBESTOS SHEETING FROM CH112A.

The council were informed about some potential asbestos sheeting being used by a previous tenant to create some boundary lines for their allotment garden. As a result of this concern, a sample of the sheeting was tested by an approved asbestos consultancy service and white asbestos was detected in the sample. Due to the health and safety implications this needs to be removed by a specialist company and attempts have been made to obtain quotes, only one company has responded. The committee **AGREED** the spend of £180.00 plus VAT.

Action – Committee Clerk

AL/24/1487 CEMETERY**AL/24/1487.1 TO RECIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 30TH OCTOBER 2023**

It was **AGREED** for the first warning letter to be issued due to non-cultivation for the following plots: CEM140, CEM152 & CEM153

Action – Committee Clerk

Cllr Westwood reported that the boundary wall to the church Cemetery needs repair work. It was discussed that this is the responsibility of the company (Dignity) who manage the site on behalf of North Somerset Council.

Action – Committee Clerk

AL/24/1487.2 TO RECEIVE A REPORT FROM THE COMMITTEE CLERK FOLLOWING THE COMPLETION OF THE GABION BASKETS INSTALLATION

The Committee Clerk advised the gabion baskets installation had gone well and committee members were shown photographs of the completed project.

AL/24/1487.3 TO CONSIDER A FENCE OPTION TO SUPPORT THE RECENTLY INSTALLED GABION BASKETS

This was considered by the committee; however, it was agreed that some further discussion was needed to decide on the most suitable option.

Action – Committee Chair, Tenant Representative & Committee Clerk

AL/24/1487.4 TO DISCUSS AND APPROVE COSTINGS FOR A REPLACEMENT GATE

The committee clerk advised that quotes are still being sought and will be provided at the next allotment committee meeting.

Action – Committee Clerk

RATIFIED AT FULL COUNCIL ON 24th April 2024

The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B

AL/24/1487.5 TO DISCUSS AND APPROVE COSTINGS TO REPAIR THE WALL AT THE FRONT OF THE SITE

The committee clerk advised that quotes are still being sought and will be provided at the next allotment committee meeting. **Action – Committee Clerk**

AL/24/1488 TO DISCUSS AND DECIDE WHETHER TO HAVE A STAND AT THE CLEVEDON FLOWER SHOW (AUGUST 2024) AND IF THIS IS TO GO AHEAD TO AGREE TO £120.00 TO HAVE A STAND AT THE SHOW

Committee members discussed having a stall, however there wasn't enough support to substantiate it this year.

The inter site competition would be shared with tenants. **Action – Committee Clerk**

AL/24/1489 TO DISCUSS AND AGREE ON THE ANNUAL ALLOTMENT INVOICE RATES AND WATER CHARGES FOR 2024/25

The committee clerk advised that water charges have been reviewed against the water bills and the current charge of £7.60 will suffice to cover the forecasted billing charges for 2024/25. Therefore, the committee **AGREED** there would be no need to increase the water rates.

With regards to the annual rent, the committee discussed that the council has a duty to keep the allotment sites in good repair and can't rely on working parties to complete the work, particularly with some maintenance work requiring a professional/approved contractor which come at a cost. Therefore, committee members **AGREED** to an increase of 5%, inline with inflation rates.

AL/24/1490 TO RETROSPECTIVELY AGREE THE DATE FOR SWITCHING ON THE WATER FOR ALL SITES

Councillor and tenant representatives confirmed that the water was turned on across all sites on 17th March 2024 and meter readings taken.

AL/24/1491 TO DISCUSS PERSONAL SAFETY AND WELLBEING OF ALLOTMENT HOLDERS

The Committee Chair explained that a female tenant has reported a member of the public becoming a nuisance when she was working on her allotment garden. It escalated to the point that the member of the public ascertained her address. Committee members were reminded to report any issues of concerns to the council who can liaise with Police Community Support Officers. Tenants should report such incidents to the Police via 101.

AL/24/1492 TO RETROPECTIVELY AGREED DATES FOR THE ALLOTMENT COMMITTEE MEETINGS FOR THE REST OF 2024, INCLUDING THE ANNUAL TENANTS MEETING (ATM)

RATIFIED AT FULL COUNCIL ON 24th April 2024

The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B

Committee members retrospectively **AGREED** dates for the allotment committee meetings for the rest of the 2024. Dates are as follows: 25th March, 20th May, 24th June, 5th August, 16th August, 16th September, 18th November. ATM – 14th October 2024.

AL/24/1493 TO RECEIVE AN UPDATE REGARDING THE 'BRING & SWAP ALLOTMENT SHOP' EVENT TO BE HELD IN THE COUNCIL CAR PARK IN APRIL 2024

The Committee Clerk informed the committee that posters for the event (on the 27th April, 10-12) have been circulated to tenants.

AL/24/1494 TO AGREE A BUDGET OF £100.00 TO SUPPORT THE MARKER PEG RENEWAL PROJECT ON ALL SITES

Committee members **AGREED** to a budget of £100.00 to support the marker peg renewal project across all sites.

AL/24/1495 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

Six-month tenancy agreements were **AGREED** for the following plots: VR75A, VR75B & VR85A

Extensions were **AGREED** for the following plots: HA66B

Action – Committee Clerk

AL/24/1496 TO NOTE THE FOLLOWING FOR INFORMATION

AL/24/1496.1 Termination of Tenancy – ML4B, ML6, ML27, ML28B, ML45B, CH112A, CH120, CH122, CH128 & CEM136

AL/24/1496.2 Allocation of tenancy – ML2, ML4B, ML6, ML27, ML28B, ML45B, HA65A, CH112A, CH120, CH122A, CH122B, CH128, CH131, CEM136 & CEM151B

AL/24/1496.3 Waiting List – 107 @ 14th March 2024

AL/24/1496.4 Still to allocate – N/A

AL/24/1497 CHAIRMAN'S ITEMS FOR INFORMATION ONLY

There were no Chairman's Items for information only.

AL/24/1498 TO DETERMINE ANY PART I AND PART II ITEMS

There were no Part I items, all other items are Part II.

Meeting closed at 21:10

APPROVED AS A CORRECT RECORD

CHAIRMAN..... DATE.....

Date of next Allotment Committee Meeting – 20th May 2024

RATIFIED AT FULL COUNCIL ON 24th April 2024

The Council must adhere to Insurance policy endorsement regulation number - FG02 - Specific Person Exception, policy wide, Section 5, Fidelity Guarantee, Exclusions & Section 8, Officials Indemnity, Exclusions: A & B