

**CLEVEDON TOWN COUNCIL MINUTES OF THE ALLOTMENTS COMMITTEE
MEETING HELD IN THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON, ON
MONDAY 3RD JUNE 2024 AT 10:00am**

PRESENT: Acting Chairman - Cllr R Westwood

Councillors: N Barton, A Everitt & A Goodliffe

IN ATTENDANCE: V King – Allotments Clerk

Tenant Reps: J Pilsworth (ML), A Cunningham (HA), S Latcham (CH) & B Evans (CEM)

AL/24/1499 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr A Gardner, J Ivens (ML), M Butler (VR), S Murtagh (WA) & A Stephens (CH)

AL/24/1500 TO RECEIVE DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/24/1501 TO RECEIVE THE MINUTES OF THE ALLOTMENT COMMITTEE MEETING HELD ON 25TH MARCH 2024

Proposed, Seconded and **AGREED** to the minutes of the Allotment Committee meeting held on 25th March 2024 and were signed as a true record.

AL/24/1502 MOOR LANE

AL/24/1502.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 25TH MARCH 2024

The committee clerk shared an email of a complaint from a tenant regarding plots ML7 & ML15A and the lack of cultivation. It was noted that these plots are currently under review as part of the council's warning procedure for non-cultivation.

The tenant representative reported the broken fence belonging to a residential property adjacent to the allotment site has been repaired, however the broken fence that Alliance Homes is responsible for is awaiting action. **Action – Committee Clerk**

It was **AGREED** for the first warning letter to be issued due to non-cultivation for the following plots: ML10, ML24B, ML31, ML42A, ML47A, & ML51 **Action – Committee Clerk**

It was **AGREED** for the second warning letter to be issued due to non-cultivation for the following plots: ML7, ML15A, & ML53 **Action – Committee Clerk**

RATIFIED AT FULL COUNCIL ON 26th June 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/24/1502.2 TO RECEIVE AN UPDATE ON QUOTES FOR THE INSTALLATION OF THE DIP TANKS

The committee clerk advised that efforts are being made to obtain quotes for the installation of the dip tanks, however this remains ongoing. It is hoped that quotes can be presented at the next committee meeting.

Action – Committee Clerk

AL/24/1502.3 TO RECEIVE AN UPDATE REGARDING THE WORK TO TIDY THE BORDER OF THE DRIVEWAY

The committee members agreed for quotes to be obtained to clear and tidy the border of the driveway due to the amount of work to be done. Quotes to be presented at the next committee meeting.

Action – Committee Clerk

AL/24/1503 HIGHDALE AVENUE

AL/24/1503.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 25TH MARCH 2024

Six month tenancy agreement, HA66B: Committee members recommended termination of the allotment garden due to non-cultivation.

Action – Committee Clerk

AL/24/1504 VICTORIA ROAD

AL/24/1504.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 25TH MARCH 2023

It was **AGREED** for the first warning letter to be issued due to non-cultivation for the following plots: VR83

Action – Committee Clerk

AL/24/1504.2 TO RECEIVE AN UPDATE REGARDING A REPLACEMENT POST AT THE ENTRANCE OF THE SITE

The committee clerk informed the committee members that the work has been completed and no issues have been reported since.

AL/24/1505 WESTBOURNE AVENUE

AL/24/1505.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 25TH MARCH 2024

The committee clerk informed the committee members that the tenant representative has reported no site issues.

AL/24/1506 CHURCH HILL

AL/24/1506.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 25TH MARCH 2024

The tenant representative informed the committee the grass hasn't been cut by the contractor.

Action – Committee Clerk

It was **AGREED** for the first warning letter to be issued due to non-cultivation for the following plots: CH124A, CH130 & CH133

Action – Committee Clerk

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AL/24/1506.2 CH115B – APPROVAL OF METAL SHED 7’X4’ (2.0 PERCH GARDEN) TO REPLACE EXISTING SHED

Committee members **AGREED** to a metal shed 6’ x 4’ rather than 7’ x 4’ on CH115B in accordance with the size of the garden.

Action – Committee Clerk

AL/24/1506.3 CH118 – APPROVAL OF SHED 6’X4’ (3.0 PERCH GARDEN)

Committee members **AGREED** to a shed 4’ x 4’ on CH118

Action – Committee Clerk

AL/24/1506.4 TO RECEIVE AN UPDATE REGARDING THE REMOVAL OF ASBESTOS SHEETING FROM CH112A.

The committee clerk informed the committee members that the work has been completed and no issues have been reported since.

AL/24/1507 CEMETERY

AL/24/1507.1 TO RECEIVE UPDATES ON ALL SITE REPORT ACTIONS FROM 25TH MARCH 2024

It was **AGREED** for the second warning letter to be issued due to non-cultivation for the following plots: CEM153

Action – Committee Clerk

AL/24/1507.2 TO RECEIVE AN UPDATE REGARDING A FENCE OPTION TO SUPPORT THE RECENTLY INSTALLED GABION BASKETS

Some further discussion regarding the most suitable option to support the recently installed gabion baskets took place. It was **AGREED** that a two-rail fencing to act as a fall protection barrier along the top of the gabion baskets, offers the most cost effective and low maintenance option as well as taking into consideration the site environment. The committee **AGREED** to a spend of £1007.69 plus VAT to complete the work.

Action – Committee Clerk

AL/24/1507.3 TO RECEIVE AN UPDATE REGARDING 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

AL/24/1507.4 TO RECEIVE AN UPDATE REGARDING THE REPAIR TO 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. It was **AGREED** to make the replacement gate and the repair to the wall at the front of the site a combined project.

Action – Committee Clerk

RATIFIED AT FULL COUNCIL ON 26th June 2024

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AL/24/1508 TO DISCUSS AND DECIDE WHETHER TO SPONSOR A CLASS AT THE CLEVEDON FLOWER SHOW (AUGUST 2024)

Committee members **AGREED** to a £50.00 spend to support a sponsorship of classes at the Flower Show.

Action – Committee Clerk

AL/24/1509 TO DISCUSS AND AGREE WHETHER ANY SITES WILL PARTICIPATE IN THE INTER-SITE COMPETITION AT THE CLEVEDON FLOWER SHOW (AUGUST 2024)

It was **AGREED** Tenant Representatives will share details of the inter site competition with respective tenants and inform the committee clerk if there is interest.

Committee members **AGREED** to cover the costs of 6 x schedules (£6.00) so that each allotment site can enter the inter-site allotment competition.

Action – Tenant Representatives

AL/24/1510 TO RECEIVE AN UPDATE REGARDING THE ‘BRING & SWAP ALLOTMENT SHOP’ EVENT HELD IN THE COUNCIL CAR PARK IN APRIL 2024

The committee clerk advised that the event went well and there was positive feedback from tenants who attended. One tenant said it would be good to have more of them, which the committee members thought was a good suggestion. Committee members **AGREED** to another “Bring & Swap Allotment Shop” being held at the Annual Tenants Meeting in October 2024, as well as an annual event in the Spring.

Action - Committee Clerk

AL/24/1510 TO DISCUSS THE MARKER PEG RENEWAL PROJECT ON ALL SITES

Committee members **AGREED** to put this project on hold until the winter season and will be added as an agenda item for the meeting on 18th November 2024.

Action – Committee Clerk

AL/24/1511 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: ML3A, ML28A, HA66B & VR74.

Extensions were **AGREED** for the following plots: ML35, VR77 & CEM140

Action – Committee Clerk

AL/24/1512 TO NOTE THE FOLLOWING FOR INFORMATION

AL/24/1512.1 Termination of Tenancy – CEM152A

AL/24/1512.2 Allocation of tenancy – CEM152A

AL/24/1513.3 Waiting List – 121 @ 23rd May 2024

AL/24/1514.4 Still to allocate – N/A

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AL/24/1513 CHAIRMAN’S ITEMS FOR INFORMATION ONLY

There were no Chairman’s Items for information only.

AL/24/1514 TO DETERMINE ANY PART I AND PART II ITEMS

Agenda item 1507.2 is a Part I item and will need to be discussed at the next Full Council Meeting on 26th June 2024. All other items are Part II.

Meeting closed at 11:10am

APPROVED AS A CORRECT RECORD

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

Date of next Allotment Committee Meeting – 24th June 2024

RATIFIED AT FULL COUNCIL ON 26th June 2024

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