

CLEVEDON TOWN COUNCIL  
44 Old Street, Clevedon, BS21 6BU



## **ALLOTMENTS COMMITTEE**

**Members:** Committee Chairman – Vacant  
Cllrs K Amor, N Barton, R Brown, C Farrell, A Goodliffe,  
C Griffiths, J Van Bleurk & R Westwood  
Tenants' Reps: J Pilsworth (ML) J Ivens (ML)  
A Cunningham (HA), M Butler (VR), S Murtagh (WA),  
S Latcham (CH), A Stephens (CH) & B Evans (CEM)

Dear Member,

11<sup>th</sup> November 2024

You are hereby summoned to attend the Allotments Committee of Clevedon Town Council, which will be held on Monday 18<sup>th</sup> November 2024 at 19:30pm at Council Offices, 44 Old Street, Clevedon, BS21 6BU

  
Signed Mr Tony Jay  
Town Clerk

**PUBLIC PARTICIPATION** - Not exceeding 20 minutes, with no more than 5 minutes per individual, dependent on the number wishing to speak, for members of the public to make comment or ask questions.

### **AGENDA**

1. To receive apologies for absence
2. To elect a Chairman of the Committee
3. To receive Declarations of Interest for items on the agenda
4. To receive the minutes of the Allotment Committee meeting held on 24<sup>th</sup> June 2024.
5. Moor Lane
  - 5.1 To receive updates on all site report actions from 24<sup>th</sup> June 2024.
  - 5.2 To receive an update on the dip tank works.
6. Highdale Avenue
  - 6.1 To receive updates on all site report actions from 24<sup>th</sup> June 2024.
7. Victoria Road
  - 7.1 To receive updates on all site report actions from 24<sup>th</sup> June 2024.
8. Westbourne Avenue
  - 8.1 To receive updates on all site report actions from 24<sup>th</sup> June 2024.
9. Church Hill
  - 9.1 To receive updates on all site report actions from 24<sup>th</sup> June 2024.
10. Cemetery
  - 10.1 To receive updates on all site report actions from 24<sup>th</sup> 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*

- 10.2 To discuss and approve costings to repair the wall and the gate at the front of the site.
  
11. To discuss and review current allocation of councillor representatives to allotment sites.
12. To discuss and decide the frequency of the allotment committee meetings for 2025, including the Annual Tenants Meeting.
13. To discuss and agree for a contractor to carry out regular maintenance visits to the allotment sites.
14. To agree a date for switching the water off for all sites.
15. To discuss and agree on the annual allotment invoice rates for 2025/26 and payment methods.
16. To consider recommendations to be taken to the Finance & General Policy Committee regarding the Terms of Reference for the Allotments Committee.
17. To discuss and agree with those Tenants on a six-monthly tenancy agreement and whether a full tenancy agreement can be awarded – ML6, ML4B, ML27, ML28B, ML45B, HA65A, HA66B, VR77, CH112A, CH116A, CH122A, CH122B, CEM140 & CEM152A.
18. To note the following for information
  - 18.1 Termination of Tenancy – ML15A, ML35, ML42A, ML53, VR74A, VR84B, WA95B, CH105, CH113A, CH126, CH131, CEM136 & CEM139
  - 18.2 Allocation of tenancy – ML15A, ML51B, ML53, VR74A, VR83 A/B, VR84B, WA95B, CH105, CH113A, CH119A, CH119B, CH126, CH131, CEM136 & CEM139.
  - 18.3 Waiting List – 131 @ 11<sup>th</sup> November 2024
  - 18.4 Still to allocate – ML35 & ML42A
19. Chairman's Items for information only
20. To determine any Part I and Part II items

**Date of next Allotment Committee Meeting – TBC**

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