

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 3RD OCTOBER 2011
AT 7.30 pm.

Present: Cllr C Wring (Committee Chairman) Cllr J Middleton (Vice Chairman)
Cllrs N Pennycott, M Hime & P McNeill
Committee Clerk – S Howard
Tenants Reps: D Beynon (WA), R Cheek (HA), N Foster (CEM),
D Holladay (VR), K Santo (ML) & A Stephens (CH)

AL 11/51 APOLOGIES FOR ABSENCE

Apologies for absence were received and approved from Cllr C Hall, Cllr C Arnold, Cllr L Knott & P Cornock (CH).

AL 11/52 DECLARATIONS OF INTEREST

There were no declarations of interest

AL 11/53 RECEIVE MINUTES OF ALLOTMENT COMMITTEE MEETING HELD ON 15 AUGUST 2011

AL/11/55, 56.6 Cemetery – The Tenant Rep advised that the minutes were incomplete and did not have an action name by item 56.6.1. The Committee Clerk advised that she will action this item. **Action – Committee Clerk**

56.6.2 – WPC Reports – The Tenant Rep advised that it was not young offenders that carried out work to the back wall on Cemetery site, but members of the YMCA group.

AL 11/54 RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

Members NOTED the financial report and the Chairman confirmed that we have £6,000 in the budget available.

AL 11/55 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 15 AUGUST 2011 MINUTES

55.1 Moor Lane

55.1.1 Gate – The Tenant Reps reported that the gate is still causing issues. The Committee Clerk advised that the company to install the jockey wheel had advised that it was of no added benefit and therefore we would be wasting our money. As the gate is injuring tenants who close the gate, it was agreed to meet with PA Fencing to ask for their advice as to what would be best to make the gate safer and easier to open. **Action – Committee Clerk**

55.1.2 WPC Reports

ML1 – Work has been done on the garden recently.

ML2 – Work has been done on the garden recently.

ML6 – Work has been done on the garden recently following the WPC1 letter.

ML11B – The garden is untidy. It was **AGREED** for a WPC1 letter to be sent. Currently the tenant has not paid their 2011/12 annual rent.

ML11A – Work has been done on the garden following the WPC1 letter.

ML12 – Work has been done on the garden recently.

ML15 – The Committee Clerk advised that the tenant has confirmed that he wishes to terminate the allotment garden. The Tenant Reps will split the large garden into three gardens and will be re-allocated when done. Wood and soil needs to be purchased to make good of the paths. A price of £144.00 including VAT from Staddons has been obtained for the wood. It was PROPOSED, SECONDED and AGREED to purchase the wood. Soil from Church Hill allotments may be used for the garden.

Action – W Rowlinson & K Santo

ML33 – The garden is looking very untidy. It was agreed for a WPC1 letter to be sent.

Action – Committee Clerk

55.1.3 Shed Numbering – The Tenant Rep asked if we could encourage more tenants to number their sheds on site. The Committee Chairman confirmed that this would be mentioned at the Annual Tenants Meeting.

Action – Committee Chairman

55.2 Highdale Avenue

55.2.1 Concern was raised by the Tenant Rep that the boundary wall needs re-pointing, especially near the ground by garden no. HA60. The Committee Clerk advised that North Somerset Council will be contacted to ask them to inspect the wall.

Action – Committee Clerk

55.2.2 Collection of tools – The Tenant Rep advised that someone has left a collection of tools by the gate. It was agreed to give these tools to St Andrew's Church who are collecting these goods for charity.

Action – R Cheek

55.2.3 WPC Reports

HA63 – The Tenant Rep advised that the garden was looking untidy. It was agreed for a WPC1 letter to be sent.

Action – Committee Clerk

HA67 - The Tenant Rep advised that still no further work have commenced on site and the garden will continue to be monitored until the end of October 2011. If no work has been done by the end of the month, then we will arrange to see the tenant on site to discuss further.

Action – R Cheek

55.2.4 Trees

The Tenant of HA59B has removed the apple tree that was on the allotment garden. It was agreed to mention at the Annual Tenant Meeting about the planting of trees on allotment gardens.

Action – Committee Chairman

55.3 Church Hill

55.3.1 Central Path – The Tenant Rep confirmed that he had spoken with Staddons and the 9 by 3 inch wood planks would be ideal for the path. A price had not been obtained for this by the Tenant Rep. The Committee Clerk will contact Staddons to obtain a price for the wood.

Action – Committee Clerk

55.3.2 Dip Tanks – It was discussed that the total cost of installing the dip tanks would be £50.00 per tank. It was proposed, seconded and agreed to the price for the work to be done. The dip tanks will now be ordered, each one being the 4 foot unit.

Action – Committee Clerk

55.3.3 Overhanging shrubs – The Tenant Rep has advised that work has started on the shrubs by the new resident. **RESOLVED**

55.3.5 Marker pegs – The Tenant Rep has checked all gardens on site and has located a marker peg for each garden. **RESOLVED**

55.3.6 Gate – The Tenant Rep advised that he had not agreed to obtain the price for the new gate on site. Therefore the Committee Clerk will now obtain this information and will be provided at the next Allotment Committee Meeting in November. **Action – Committee Clerk**

55.3.7 WPC Reports

CH121 The garden is looking untidy and currently the tenant has not paid their 2011/12 annual rent. It was agreed for a WPC1 letter to be sent.

Action – Committee Clerk

55.4 Westbourne Avenue

55.4.1 Entrance gate

The Tenant Rep advised that the gate is now falling apart. The Tenant Rep has **AGREED** to fix this himself.

55.4.2 WPC Reports

WA93A – The Tenant Rep has not been successful in trying to speak to the tenant, he will continue to try and speak to the them regarding the garden tools being left out on the garden.

Action – D Beynon

Letter of concern – It was discussed and agreed at the Committee meeting on 15 August 2011 that a letter of encouragement could be written to those tenants that had received a warning letter and had done some work to their garden, but needed that extra encouragement to continue to cultivate the garden. The Tenant Rep has drafted a letter and this will be considered by the Town Clerk and Committee Clerk and will be issued to Tenants when it is felt that they need to receive the letter.

Action – Town Clerk and Committee Clerk

55.5 Victoria Road

55.5.1 WPC Reports

VR73 – The Tenants have terminated their allotment garden. The garden needs to be cleared and it was discussed about splitting the garden before re-allocating. The outgoing tenants need to be contacted to ask them to remove the polytunnel from site as soon as possible.

Action – Committee Clerk

VR78B – The garden is looking very untidy and it was **AGREED** for a WPC1 letter to be sent. They have currently not paid their annual rent for 2011/12.

Action – Committee Clerk

VR87 – The Tenant Rep confirmed that work to tidy the front section of the garden has been done and it is looking better. The tenant has been asked to remove the sapling trees.

Action – Committee Clerk

55.5.2 Gate – The Councillor Rep and Tenant Rep advised that the allotment site gate is very rusty and would be best to install a new gate. It was **AGREED** to obtain prices for installing a new gate on site.

Action – Committee Clerk

56.6 Cemetery

56.6.1 Cemetery Gate – The Committee Clerk confirmed that she was still awaiting prices for the gate and fencing required to re-site the gate and the work to the boundary wall. It was AGREED to hold a special meeting on Monday 10 October 2011 to discuss the prices obtained.
Action – Committee Clerk

56.6.2 WPC Reports

CEM152 – Tenant rep advised that there are still on-going issues with the garden, i.e. that the garden is too big. It was suggested that the garden be split horizontally. The Committee Clerk will write to the tenant with the proposal.

Action – Committee Clerk

CEM146 – The garden is looking untidy. It was AGREED for a WPC1 to be sent to the tenant.
Action – Committee Clerk

CEM145 – The tenant of the garden has been into the Council office and as the tenant has bad knees, therefore finds it difficult to garden and has the support of friends to cultivate the plot. The tenant has asked if the garden can be split so that the garden is smaller and more manageable. It was also **AGREED** that we write to the tenant to advise that if the garden is split that it is YOU as tenant that must cultivate the garden and that the Tenant Rep would be pleased to meet them on site. It was Proposed, Seconded and **AGREED** to split the garden.

Action – Committee Clerk

AL 11/56 QUOTES FOR CAR PARKING AREA ON CHURCH HILL ALLOTMENTS

The Committee Clerk confirmed the following:

Travis Perkins had been contacted to obtain a price for chippings and membrane. They quoted £18.85 per tonne and advised that we would need 16 tonnes. The membrane would be £50.00 for 50 square metres. The Committee Clerk also asked Travis Perkins if their lorry would be able to transport the chippings up the drive way to the allotment site. Upon further investigation by them they confirmed that it would not be possible.

The Tenant Rep for Moor Lane provided details of Shaun Jones from Congresbury that has a skip lorry and would be able to get up the drive way to the allotment site. The cost of the chippings would be £144.00 inc VAT and the membrane is £100.00 for metres of the product. The Committee AGREED to the price of materials and work will commence on site to clear the ground ready for the chippings and membrane.

Action – A Stephens & P Cornock

AL 11/57 QUOTES FOR WALL AND FENCE ON CEMETERY ALLOTMENTS

This was discussed under the Cemetery site reports, 56.6.1

AL 11/58 MOOR LANE GATE

This was discussed under the Moor Lane site reports, 55.1.1.

AL 11/59 ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that the tenant on CEM142 has reported that the sheds on CEM139, 145 and 148 have been broken into, but nothing has been taken. The Councillor Rep for Victoria Road asked that details of this incident be given to him so that he can report this matter to the PACT Meeting on 4 October 2011.

Action – Committee Clerk

AL 11/60 ALLOTMENT RISK ASSESSMENTS

The Committee Clerk advised that she is still awaiting the Risk Assessment report for Church Hill site. Once all reports are completed, a special meeting will be arranged to discuss the results. **Action – Church Hill Councillor & Tenant Reps**

AL 11/61 TENANT REQUESTS

The Tenant of ML8 would like a tool shed of 3ft by 4ft. The Committee **AGREED** to the request.

The Tenant of CH124 has written to the Council asking if the garden can be split. The Committee **AGREED** to the request.

The Tenant of ML44 has asked if they can have chickens on their allotment garden. The Committee **AGREED** to the request.

AL 11/62 TO NOTE THE FOLLOWING FOR INFORMATION

Members noted the following information –
Termination of Tenancy – WA95 & VR73
Allocation of Tenancy – CEM142, ML48A & ML48B
Waiting list - 170 @ 26 September 2011

AL 11/63 CHAIRMAN'S ITEMS

There were no Chairman's items for information.

AL 11/64 DETERMINE PART I AND PART II ITEMS

There were no Part I or Part II items.

APPROVED AS A TRUE RECORD CHAIRMAN.....

Meeting finished at 9.05pm. DATE: