

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 24TH JUNE 2013 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Giles-Townsend, Hatch, Knott & McNeill
 Tenant Representatives, A Baker (WA), J Clark (VR), R Cheek (HA) &
 A Stephens (CH).
 Mrs S Howard (Committee Clerk)

AL/13/261 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall, W Rowlinson (ML), P Cornock (CH) &
 N Foster (CEM).

AL/13/262 TO ELECT A VICE CHAIRMAN OF THE ALLOTMENT COMMITTEE

The Chairman of the Committee advised the Committee that we needed to
 re-elect a Vice Chairman for the Allotment Committee. It was **PROPOSED,**
SECONDED and AGREED to re-elect Councillor Middleton.

AL/13/263 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest.

AL/13/264 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 29 APRIL 2013

The minutes were **AGREED** as correct.

PART 2

AL/13/265 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members **NOTED** the financial report.

AL/13/266 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 29 APRIL 2013

266.1 Moor Lane

266.1.1 WPC Reports

ML2 – There has been some work to the garden whilst the tenant was on holiday and a friend was looking after the garden. Now the tenant is back the work has slipped again. It was **AGREED** to send the tenant a warning letter. The Councillor and Tenant Reps to continue to monitor this garden.

Action – Committee Clerk, Councillor and Tenant Representatives

ML18 – Minute number – 245.1.2 – 29 April 2013. The grass has now been cut around the plot following a letter sent to the Tenant.

ML22A – This is a new allocation and a new Tenant started on 21 June 2013.

ML24A – 70% of the plot is covered in plastic sheeting. It was **AGREED** to send a WPC1 warning letter. **Action – Committee Clerk**

ML24B – Minute number 245.1.2 – 29 April 2013. The garden is now being worked with a small area covered in membrane. The garden will continue to be monitored. **Action – Tenant Rep**

ML28 – Minute number 245.1.2 – 29 April 2013. Some work has started on the garden following a letter of concern sent to the Tenant. The Tenant Rep will continue to monitor. **Action – Tenant Rep**

ML32 – There has been no signs of work on the garden. It was **AGREED** to send a Letter of Concern to the Tenant. **Action – Committee Clerk**

ML36 – The Tenants have removed the dangerous metal compost bin and has been replaced with two plastic bins.

ML47B – The garden has not been worked. It was **AGREED** to send a WPC1 warning letter. **Action – Committee Clerk**

ML55 – The garden is covered in a lot of plastic and very little work done. It was **AGREED** to send a WPC1 warning letter. **Action – Committee Clerk**

266.1.2 Tap Post by ML32

The tap post by this plot is in need of replacement. It was **AGREED** to send a letter to the Tenant of this garden to advise that a dip tank will be installed on the corner of their plot. There is also a metal pole that is keeping the tap post in place at present that will need to be removed. **Action – Committee Clerk**

266.1.3 Gutter area on Moor Lane Allotment site

The Tenant Representative advised that the gutter area on Moor Lane between the allotment fence and pavement has been cleared to the best of his ability. The bind weed has also been painted with weed killer.

266.1.4 Repairing Pot Holes in driveway

The Committee Clerk advised that some of the stone that was delivered to site has been taken and used to fill the pot holes on the main driveway. It has been established that a Tenant took it upon themselves to fill the holes in for the Council. The Committee Clerk advised that she has spoken to the Tenant and asked them to stop as a Contractor has been instructed to do these works and not the Tenant.

As the driveway has been improved to a sufficient level, it was felt that it would not be of any added benefit to use the rest of the stone at the top of the driveway. It was suggested that the tenant on ML11A is having tenants walk across the garden following the installation of the new site gate, whether the money allocated for the driveway project could be re-allocated and used to

install a new pathway by ML11A. It was **AGREED** to contact the Contractor to see if they would accept this change in the project.

Action – Committee Clerk

266.1.5 Replace the lid after watering sign

The Tenant Rep has placed a sign on the water trough by ML34 as tenants were leaving the trough lid open. The sign does not appear to be having an effect and tenants are forgetting to replace the lid. The Committee Clerk suggested that if another laminated sign was added to the other side of the lid in a bright colour that tenants will still see the sign when the lid is open. It was **AGREED** to see if this would resolve the problem. **Action – Committee Clerk**

266.1.6 Water bill for Moor Lane

The Committee Clerk advised that she had asked Tenant Reps to switch the water off on site for the Winter on 5 November 2012 and to switch back on 5 April 2013. The latest water bill received from Bristol Water for the period – 31 October 2012 to 31 May 2013 was for an amount of £90.21 which is high seeing as though the water should have been switched off for five months during this period. The Committee Clerk advised that this charge will now need to be passed onto the Tenants on site.

267.1 Highdale Avenue

267.1.1 WPC Reports

HA59A – Minute number – 246.1.2 – 29 April 2013. The Tenant Rep advised that the allotment garden has been worked and is looking a lot better. The garden will continue to be monitored.

HA67 – The bay tree has now been removed and there has been no damage to the path. However, the Tenant Rep advised that there is still the apple tree on the garden that needs to be removed. A letter will be sent to the Tenant offering them the help of the YMCA to see if the tree can be re-located somewhere else that the YMCA can make use of.

Action – Committee Clerk

267.1.2 Pointing on outside boundary wall

The Committee Clerk advised that the Streets and Open Spaces Officer is due to hold his surgery on Friday 28 June 2013 and the Committee Clerk will show the Officer the boundary wall and what work that needs to be done.

Action – Committee Clerk

267.1.3 Tap on site

The Tenant Rep advised that the tap is still okay, although the water flow is low on this tap. No complaints have been received from Tenants. The tap will continue to be monitored.

Action – Tenant Representative

268.1 Church Hill

268.1.1 WPC Reports

CH100A – The Councillor Rep advised that the shed on this garden has a glass window and thinks it may be broken. The Committee Clerk advised that this was broken during the vandalism issues over a year ago and the Tenant was asked to replace the window with plastic. It was **AGREED** that the Committee Clerk will write to the Tenant again to ask for this to be done.

Action – Committee Clerk

CH109 – The Councillor Rep advised that the garden was looking untidy. It was **AGREED** to send the Tenant a WPC1 letter. **Action – Committee Clerk**

CH124A – The Tenant Rep advised that the garden is looking very poor with long grass and lots of weeds. It was **AGREED** to send the Tenant a WPC1 letter.

Action – Committee Clerk

CH124B – The Committee Clerk advised that the Tenant has terminated the allotment and a new tenant will now be allocated the plot.

CH131, CH133 & CH134 – The gardens are now being worked.

268.1.2 Badger Problems

The Tenant Rep advised that the area of land behind garden number CH125 is still experiencing problems with badgers entering the site from underneath the badger fence. The Tenant Rep has put some stone etc., into the hole to try and stop the badger entering, but now the badger has gone to the side of this barrier. The Committee Chairman advised of the chicken wire that is spare on the Cemetery site that could be used to assist with installing more badger protection.

Action – Tenant Reps on Cemetery and Church Hill sites

268.1.3 Use of weed killer on gardens

The Councillor Rep advised that she does not like the amount of weed killer that is being used on gardens to remove weeds as it is causing damage to grass borders and neighbouring plots. It was advised that we cannot stop Tenants from using weed killer on their gardens but if it can be shown that damage to grass or plots is being done then we can write to the Tenants concerned.

269.1 Westbourne Avenue

269.1.1 WPC Reports

WA90 – The Tenant Rep advised that the Tenant has not been seen on site for several weeks and the plot is looking very untidy and weedy. It was **AGREED** to send the Tenant a WPC1 letter. **Action – Committee Clerk**

WA91 – The Tenant Rep advised that the Tenant has advised that he will be terminating the allotment garden in September 2013. In the meantime no work is being done to the garden and the plot is very untidy and weedy. As several warning letters have been sent to the Tenant, it was **AGREED** to send the Tenant a WPC2 warning letter, together with an offer of a refund of the

remaining part of the annual rent, i.e. July to September 2013.

Action – Committee Clerk

WA93A – The Tenant has now terminated the allotment garden. The plot will now be re-allocated.

Action – Committee Clerk

269.1.2 Charge for Holding Deposits

The Tenant Rep asked if the price for the holding deposits paid by new Tenants could be increased to ensure that when new Tenants are coming onto the Allotment gardens that they appreciate the hard work and commitment that is needed for an Allotment garden. The Committee Chairman asked if this suggestion be deferred and to be discussed at a Committee meeting just before the next Budgets are decided.

269.1.3 WA95 now split

The Committee Clerk has now confirmed that the Allotment garden has now been split and there are now two new Tenants on the gardens. The previous Tenant Rep has assisted with the marking out of the plot and the Tenants on WA95B are doing a good job.

270.1 Victoria Road

270.1.1 WPC Reports

VR88 – The Tenant Rep advised that the only work that has been done is that the borders have been strimmed but so have the strawberries, rhubarb and complaints are now being received from other Tenants on site as to state of the garden. It was **AGREED** to send the Tenant a WPC2 letter.

Action – Committee Clerk

271.1 Cemetery

271.1.1 WPC Reports

CEM144 & CEM156 – The allotment tenants have terminated the plots and new tenants have been re-allocated and started work.

CEM150 – The Councillor Rep advised that there was a dog loose on the site that belongs to the Tenant of CEM150. The Councillor Rep to monitor the situation.

Action – Councillor Representative

271.1.2 General

CEM145 – The Councillor Rep advised that weed killer has been used on most of the plot and does not look good. The garden will be monitored.

Action – Councillor Representative

CEM152 – The Tenant is making progress with their garden but it is still overgrown. The garden will continue to be monitored.

Action – Councillor Representative

CEM156 – The marker peg has no number on it and needs painting on.

Action – Tenant Representative

CEM157 – There is a nail in a piece of wood that is at eye level and needs to be removed. It was **AGREED** to write to the Tenant to ask them to remove.

Action – Committee Clerk

CEM158 – The Tenant does not have a marker peg.

Action – Tenant Representative

271.1.3 Boundary wall – The Councillor Rep advised that the boundary wall has now been repaired in places and looks a lot better.

AL/13/272 TO DISCUSS A THEME FOR THIS YEARS FLOWER SHOW

The Committee Clerk advised that she had researched the internet and had the idea of, 'The Magic of Growing'. This would be aimed at showing children who attend the show the life cycle of vegetable plants. The Councillors who will be manning the show would be happy to promote this stand. The other table will be to promote what each Committee within the Council does and the Committee Clerk was asked to ask for each of the Committee Chairman to provide her with some information that can be used on the stand.

Action – Committee Clerk and Councillors

AL/13/273 TO DECIDE ON A ROTA FOR THIS YEARS FLOWER SHOW

The Committee Clerk circulated the revised rota for this year's show with longer time slots to reduce down the need for so many Councillors or Tenant Representatives. The Committee Clerk will distribute the rota to all Councillors to gain support for manning the stand.

The Committee Clerk also advised that only two trade passes have been given to the Council this year which makes it difficult to pass them on to the next Councillors who will be on the stand. The Clevedon Flower Show Committee have offered to allow us to have more passes at a discounted price of £2.00 each and the Committee **AGREED** to buy another four passes for this year's show. It has also been **AGREED** with the Clevedon Flower Show Committee that Clevedon Town Council will be making a donation of £20.00 for the two tables for the show.

Action – Committee Clerk

AL/13/274 TO RE-ARRANGE THE DATE OF THE 12 AUGUST 2013 ALLOTMENT COMMITTEE MEETING

The Committee **AGREED** a new Committee Meeting date of Monday 29 July 2013, Room 2 at 7.30pm.

AL/13/275 TO DISCUSS WHETHER TO DO A MAIL SHOT FOR THOSE ON THE ALLOTMENT WAITING LIST TO CONFIRM NEED OF AN ALLOTMENT GARDEN

The Committee Clerk advised that for several months it has proved difficult to re-allocate allotment gardens to those people on the Allotment waiting list. This is done by either contacting prospective tenants by phone or in writing, with very little response to offers made. Currently the Committee Clerk is allocating to those who have been on the list since 2009. It was suggested about contacting the North Somerset Times to run an article to highlight the issues the Committee Clerk has raised. The Councillor Rep for Church Hill

advised that as this was a busy time for the Allotment Committee with the newsletter and invoices due to be prepared soon, that this item is deferred to a Committee meeting later in the year.

AL/13/276 TO RECEIVE AN UPDATE ON THE CHURCH HILL ALLOTMENT SITE CAR PARK PROJECT

The Tenant Rep advised that he has now obtained the membrane from the Councillor Rep and is looking to commence the project on Saturday 29 June 2013 to level the ground, install the wood and lay the membrane. The following weekend they would look to have the stone delivered to site and make this level and compacted down. The Tenant Rep to keep the Committee Clerk notified of when to place the order for the stone and compactor plate. Notices will be placed on the site gate to ask for Tenants not to drive onto the site during these works.

Action – Committee Clerk, Councillor and Tenant Reps

AL/13/277 TO RECEIVE INFORMATION WITH REGARDS TO A SIGHTING OF JAPANESE KNOTWEED ON CHURCH HILL ALLOTMENT SITE

The Tenant Rep for Church Hill confirmed that he has found Japanese Knotweed growing in a resident's garden that is adjacent to the allotment site. The knotweed is around the back of the residents shed and has just started to grow on the Allotment site. The Tenant Rep confirmed that he would fence off the area and notices put up so that when Contractors come on site to cut the grass then the knotweed is not cut too as this encourages the plant to spread. Prices are being obtained by the Committee Clerk for a Contractor to come in and look at the knotweed on the allotment site only and what can be done.

Action – Tenant Rep and Committee Clerk

AL/13/278 TO DISCUSS AND DECIDE ON A SPEAKER FOR THE ANNUAL TENANTS MEETING – 14 OCTOBER 2013

The Committee Clerk advised the Committee that she had approached Transition Clevedon to be a speaker at this year's Annual Tenants Meeting. Transition Clevedon have advised that they are very keen and have accepted our offer. The Committee Clerk will meet with the group and discuss with them about what is required at the Annual Tenant Meeting in October 2013.

AL/13/279 TO DECIDE ON A TOKEN FOR THE OUTGOING MOOR LANE TENANT REPRESENTATIVE

The Committee Chairman advised that the Tenant Rep for Moor Lane had resigned his position after being a Rep for the site for the last 17 years. The Vice Chairman advised that we have not purchased a token for other outgoing Tenant Reps and therefore it was **AGREED** to send a card only and be signed from all of the Committee to thank the Tenant Rep for his support over the years.

AL/13/280 TO DISCUSS WEED SPRAYING OF DRIVEWAY ON MOOR LANE ALLOTMENT SITE

The Committee Clerk advised that the Tenant Rep had requested for the driveway on Moor Lane to be sprayed with weed killer to alleviate the weed

problem. The Committee Clerk has obtained one price by a Contractor that holds the relevant PA6 certificate and third party insurance allowing them to spray in a public place. The price is £80.00 to spray the whole driveway. The Committee have asked that further quotes be obtained for this project.

Action – Committee Clerk

AL/13/281 TO RECEIVE TENANT REQUESTS

VR70 – The Committee **AGREED** to the Tenants request of a 6'x4' shed on a 5.00 perch plot.

CH126 – The Committee **AGREED** to the Tenants request of a 4'x4' shed on a 2.50 perch plot.

WA95B – The Committee **AGREED** to the Tenants request of a 4'x4' shed on a 2.50 perch plot.

CEM145 – The Committee **AGREED** to the Tenants request of a 4'x3' shed on a 4.10 perch plot.

AL/13/282 ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that there had been no incidents reported.

AL/13/283 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML22A, HA64A, WA93A, CEM144 & CEM156

Allocation of Tenancy – HA64A, VR78A, WA95B & CEM145.

Waiting List – The waiting list is now 127 @ 17 June 2013.

AL/13/284 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items

AL/13/285 TO DETERMINE PART I and PART II Items

There are no Part I items.

All other items are Part II items.

The meeting closed at 9.25pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date