

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 8TH OCTOBER 2012 AT 7.30 pm.**

**PRESENT:** Cllr C Wring, Committee Chairman  
 Cllr J Middleton, Committee Vice Chairman  
 Cllrs Knott, Hatch, McNeill & Hall  
 Tenant Representatives, K Santo (ML), R Cheek (HA) & J Clark (VR).  
 Mrs S Howard (Committee Clerk)

**PUBLIC SESSION:**

The Tenant of VR88 advised the Committee that she would like to keep two chickens on the Victoria Road site. The coop would be sited by the boundary wall with a metal base at the bottom with chicken wire around the sides to protect against foxes etc.

The Tenant of HA67 advised the Committee that she has been asked to remove the bay tree on the allotment garden. Before work commences to remove the tree, the tenant raised concern that the bay is quite close to the nearby path. If the path is damaged with the extraction of the tree would she be held responsible?

**AL/12/176 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Giles-Townsend, W Rowlinson (ML), A Stephens (CH), P Cornock (CH) & N Foster (CEM).

The Chairman of the Allotment Committee introduced, welcomed and thanked Mr John Clark for becoming the new Tenant Representative for Victoria Road Allotment site.

**AL/12/177 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest.

**AL/12/178 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 3 SEPTEMBER 2012.**

The Committee Chairman wanted to record a vote of thanks to the Council office staff that give their time so freely to support the Clevedon Flower Show stand.

**AL/12/179 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

Members NOTED the financial report.

**AL/12/180 TO DISCUSS THE PUBLIC SESSION MATTERS**

**VR88**

The Committee advised the Tenant that it would agree to the chickens being on site if the Tenant agrees to sign a disclaimer which absolves the Committee from any loss or theft of either the chickens or their eggs and that

full responsibility for the upkeep of the chickens is with the Tenant only. The Tenant has **AGREED** to signing the disclaimer.

**Action – Committee Clerk**

#### **HA67**

The Tenant would like to try and save the tree and it has been **AGREED** that the tree needs to be removed from the plot. If the tenant needs help removing the tree, then the Committee Clerk will contact the Tenant Representative for Cemetery Allotments who has kindly offered help with removal.

### **AL/12/181 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 3 SEPTEMBER 2012 MINUTES**

#### **181.1 Moor Lane**

##### 181.1.2 WPC Reports

#### **ML2**

The Councillor Representative advised that very little work has been done on the garden plot. There are lots of wooden structures but nothing much growing. It was **AGREED** to send a WPC2 letter to the tenant.

**Action – Committee Clerk**

#### **ML48B**

The Committee Clerk advised the Committee that an appeal has been received from the Tenant as he has suffered an injury to the calf of his leg. He has asked for an extension to the expiry date of the warning letter which is 16 October 2012. The Committee has **AGREED** the appeal and will continue to monitor the allotment garden.

#### **ML51**

The garden is looking very weedy and it was agreed to send the Tenant a Letter of Concern.

**Action – Committee Clerk**

#### **181.1.3 Ash Trees**

The Vice Chairman of the Committee advised that the Ash trees that are outside of the allotment boundary situated closest to garden numbers ML12 & ML27 are the responsibility of North Somerset Council and are going to be cut and tidied by them.

#### **182.1 Highdale Avenue**

##### 182.1.1 WPC Reports

**HA63B** – The garden has now been cleared, but has not been dug over. The Tenant Representative will continue to monitor the garden.

**Action – Tenant Representative**

**HA59A** – The pane of glass that was on site has now been removed from site.

### 182.1.2 - Trees from neighbouring house

The Tenant Representative advised that the trees from the neighbour's garden is hanging over the allotment wall and needs cutting back. The Tenant Representative will speak with the occupier of the house to ask for permission to cut back the trees on the allotment side.

**Action – Tenant Representative**

## 183.1 Church Hill

### 183.1.1 WPC Reports

CH99, CH126, CH127 & CH130 have very long grass on the paths. It was AGREED to send a letter to the tenants asking them to cut the borders.

**Action – Committee Clerk**

CH107 & CH127 have water butts that are not covered. It was AGREED to send a letter to the tenants asking them to cover the water butts.

**Action – Committee Clerk**

CH124A, the garden is very untidy. The Committee Clerk advised that the garden is under a WPC1 warning which expires on 16 October 2012.

CH118 & CH122, the gardens are becoming untidy. Tenant Representatives to monitor this garden.

**Action – Tenant Representatives**

CH116, the new tenants would like help clearing the non-compostable rubbish from the allotment plot left by the previous tenant.

**Action – Committee Clerk**

### 183.1.2 Price of for a new Noticeboard

The Councillor Representative asked if a price had been obtained for a new noticeboard on the Allotment site. The Committee Clerk apologised that a price had still not been obtained due to the annual rent workload for the Allotment gardens. A price will be obtained for the next Committee Meeting in November 2012.

**Action – Committee Clerk**

### 183.1.3 Church Hill Car Park

The Committee Clerk advised that membrane only has been ordered for the allotment car parking area and will be collected from the supplier by the Tenant Representative.

## 184.1 Westbourne Avenue

There were no reports for Westbourne Avenue.

### 184.1.1 Allotment Door

The Councillor Representative has now been given a key to the entrance door for the site.

### 184.1.3 Tenant Representative

The Councillor Representative will speak with tenants on site to see if someone wishes to become the new Tenant Representative.

### **185.1 Victoria Road**

#### 185.1.1 Entrance Gate

The Councillor Rep advised that the refurbished gate on site is working well and looks fabulous. The larger gate to the side of this gate needs the same treatment and this will be done when funds are available.

### **186.1 Cemetery**

#### 186.1.1 WPC Reports

**CEM152** – The Tenant has been active on site and is maintaining the plot which has been cleared. A lot of work needs to be done around the fruit bushes and the tenant has asked for help from the Tenant Representative.

**Action – Tenant Representative**

### **AL/12/187 TO DISCUSS THE ANNUAL TENANTS MEETING ON 15 OCTOBER 2012**

The Committee Clerk advised that the prize vouchers have been ordered and all cups returned. It was AGREED to present the speaker with a garden voucher to the value of £25.00 as a thank you for this year's speaker at the ATM meeting.

#### **187.1 To discuss whether the prize values for the Best Garden Awards should be increased.**

The Committee **AGREED** that the prize value of £3.00 for the lowest prize that is awarded should be increased to £5.00 starting from the Best Garden Awards in 2013. This will be discussed in more detail when we set the budget for 2013/14.

#### **187.2 To thank Craig Owens for his work on the Clevedon Allotments website**

The Committee AGREED to present Craig Owens with a thank you gift to the value of £10.00 at the ATM Meeting with a letter of thanks.

The Committee would like to continue with the Allotments website and work will be done to incorporate the Allotments information over to the Clevedon Town Council website.

The Committee Chairman asked for the Committee Clerk to contact Craig Owens to establish if any money is owed to Craig for the upkeep of the allotment website.

**Action – Committee Clerk**

**AL/12/188 TO RECEIVE TENANTS REQUESTS**

**ML48A** – The Committee **AGREED** to the shed request for a 4'x4' shed on a 2.50 perch plot. The Committee asked that the shed be sited by the car park side of the plot.

**ML3** – To Committee **AGREED** to split the 5.00 perch plot in half. The Committee advised that if both tenants on this plot terminate from the garden in the future, then the plot could be reverted back to a 5.00 perch garden.

**VR88** – It was **AGREED** that the Tenant could keep a maximum of two chickens on the 5.00 perch garden and for the Tenant to sign a disclaimer as **AGREED** under agenda item **AL/12/180**.

**ML6** – The Committee **AGREED** to the Tenant keeping chickens on this 4.50 perch plot.

**ML54** – The Committee **AGREED** to the Tenant increasing the size of his polytunnel to a 20'x12' on his 5.00 perch plot.

**CEM139** – The Committee **AGREED** to the Tenant having a plastic 4'x4' shed on the 3.10 perch plot.

**Action – Committee Clerk**

**AL/12/189 TO RECEIVE ITEMS REPORTING TO ALLOTMENT WATCH**

The Tenant Representative for Highdale Avenue asked if it was possible to have a bin on the outside of the Allotment wall to replace the one that was destroyed recently. The Rep is now seeing that rubbish is being dumped over the wall and onto the allotment gardens.

**Action – Committee Clerk**

**AL/12/190 TO NOTE THE FOLLOWING FOR INFORMATION**

Members of the Committee noted –  
Termination of Tenancy – ML25B, ML32, ML33, ML43, VR74, CH104, CH106, CH114, CH116, CEM135, CEM139 & CEM145.  
Allocation of Tenancy – VR70, CH106 & CEM145.  
Waiting List – 146 @ 1 October 2012.

**AL/12/191 CHAIRMANS ITEMS FOR INFORMATION ONLY**

Moor Lane Gate – The gate is far too heavy and the post is leaning and there is concern that we could see an injury if we do not carry out works to replace the gate with two gates to match with the fencing boundary. Quotes to be obtained for these works.

**Action – Committee Clerk**

The Vice Chairman asked if prices could be obtained for a small gate closest to garden number ML11A as there is a section of fence that could be replaced with a gate and have a combination lock added.

**Action – Committee Clerk**

The Committee Clerk advised that when allocating new gardens to those on the waiting list has become difficult recently. On some occasions there has been no response to letters issued with garden offers. The Committee **AGREED** that when a garden offer is made that we allow three weeks in which to respond. If no response is received then that person will be removed from the waiting list. The offer letter will be worded to notify the proposed tenant of the timescale and action taken if no response received.

**Action – Committee Clerk**

The Tenant Representative for Moor Lane advised that the tenant of ML43 has terminated her allotment garden and would like to receive the holding deposit money back.

**Action – Committee Clerk**

The Committee Clerk advised the Committee that a tenant had added a name plate to the Best Garden Award Allotment trophy. The Committee **AGREED** and advised that if future prize winners wanted to add a name plate and have their name engraved on the plate, that they do so at their own expense.

**AL/12/192 DETERMINE PARTS I AND PART II ITEMS**

There were no Part I items, only Part II items.

The meeting closed at 9.00pm

APPROVED AS A TRUE RECORD

CHAIRMAN ..... Date .....