



## **ALLOTMENTS COMMITTEE**

**Members:** Committee Chairman - Cllr J Middleton  
Committee Vice Chairman – Cllr B Hatch  
Cllrs Flint, Geldart, Hale, Hall, Hill & Norton-Sealey  
Tenants' Reps: W Rowlinson & J Pilsworth (ML) A Cunningham  
(HA), J Clark (VR), A Baker (WA), A Stephens & P Cornock (CH)

Dear Member

10 November 2015

You are hereby summoned to attend the **Allotments Committee** meeting of Clevedon Town Council which will be held in the Committee Room, 44 Old Street, and Clevedon on **Monday 16 November 2015 at 7.30pm**

Signed Ms P J Heath, MILCM

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 receive Declarations of Interest for items on the agenda
3. To receive minutes of the Allotments Committee meeting held on 21 September 2015 and the Annual Tenant Meeting on 12 October 2015
4. To receive the Financial report of the Allotments Committee Accounts
5. To receive Cllr Barton's request to become a member of the Allotment Committee
6. To receive Site Maintenance Reports from Tenant Representatives for information and to receive updates on actions from 21 September 2015 meeting
  - 6.1 Moor Lane
  - 6.2 Highdale Avenue
  - 6.3 Victoria Road
  - 6.4 Westbourne Avenue
  - 6.5 Church Hill
  - 6.6 Cemetery
7. To discuss and agree with those Tenants on a six monthly Tenancy agreement and whether a full tenancy agreement can be awarded
8. To agree the budget for 2016/17 for future Allotment projects
9. To discuss the Committee's policy of dogs on Allotment sites following a question raised by a tenant
10. To discuss and decide whether to still offer the 25% discount given to tenants on certain benefits on Annual rents
11. To discuss and decide whether future Allotment newsletters and invoices can be sent via email instead of by post
12. To discuss and agree to the costings for the work to the Cemetery Allotment site gate
13. To discuss and agree to the costings for the work to the trees on the Moor Lane Allotment site
14. To receive tenants requests
  - VR82B – 4'x4' shed on a 2.50 perch plot
  - CEM145 – transfer a 5'x3' shed from CEM153 to CEM145
15. To receive any items reporting to Allotment watch

*Members are reminded they must declare a prejudicial or personal interest as soon as it becomes apparent in the course of the meeting.*

*Members are reminded that under Standing Orders they are required to switch their mobile phones/devices off.*

16. To note the following information
    - 16.1 Termination of Tenancy – ML14, ML42,
    - 16.2 Allocation of Tenancy – ML2, ML24A, HA63B, HA64A, HA67, CH116A & CH118
    - 16.3 Waiting List - 79 @ 6 November 2015
    - 16.4 Still to allocate – ML14, ML42, WA95B, CEM146 & CEM153
  17. Chairman Items for information only
  18. To determine Part I and Part II items.  
Part I item - Agenda item 5 – Cllr Barton becoming a member of the Allotment Committee
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### Quotes for Projects

Works to Cemetery Allotment site gate

**Reasons for project** – The gates are not hung correctly, as both sides have dropped. The metal latch gate is a lethal opening for tenants gaining access to the allotment site. Metal latches are only suitable for wooden gates, not metal.

**Solution** –

To remove both large and small silver gates and posts.

To move the gates across about 2 foot, so that access can be gained on site by the small gate only.

To secure the large gate with a post at both ends so that this gate is fixed and can no longer open.

To install a spring bolt lock to the small gate.

**Company A** – For taking the gate down and moving across approx. 2ft to gain access from the small gate to the allotment site. Installing three new posts and a spring bolt lock.

Material costs - £140.00, Labour costs - £200.00 – **TOTAL COSTS - £340.00**

*If it is found that the two existing posts can be re-used, then this will reduce the price of the project. Unable to quote until further findings and observations are made, if given the job.*

**Company B** – To take down the gates, kango out old concrete, move the gates over and re-hang the gates using the old posts. Close off the big gate with a new post. Put a bolt on the smaller gate to use as the main 'in and out' gate. – **TOTAL COST - £560.00**

**Company C** – To move the existing gate across 1-2 feet so the small gate starts from the beginning of the wall. 1 extra galvanised post (secured), large gate not being able to open, small gate being the only access. 6 bags of post crete/cement, 1 round galvanised post, plus labour, supply and fit. **TOTAL COST - £275.00**

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