

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL**  
**OFFICES, 44 OLD STREET, CLEVEDON, ON MONDAY, 7 MARCH 2011**  
**AT 7.30 pm.**

**Present:** Cllr C Wring (Committee Chairman)  
Cllrs L Knott, J Middleton, C Arnold, P McNeill & N Pennycott.  
Town Clerk – Ms P Heath      Committee Clerk – Mrs S Howard

**Tenants Reps:** A Stephens (CH), P Cornock (CH), D Beynon (WA), W Rowlinson (ML),  
K Santo (ML) & R Cheek (HA).

**Guests:** Mr N Foster

**AL 11/01 APOLOGIES FOR ABSENCE**

Apologies for absence were received and approved from Cllr C Hall & Mrs D Holladay.

**AL 11/02 DECLARATIONS OF INTEREST**

There were no items of interest.

**AL 11/03 MINUTES**

The minutes of the Allotments Committee meeting held on 29 November 2010 were APPROVED as a TRUE RECORD and SIGNED by the Chairman.

**AL 11/04 UPDATES AND ACTIONS**

**Church Hill** – The Tenant Representative from Moor Lane has delivered the spare gate to Church Hill site. Arrangements will need to be made to install the gate. The Town Clerk will obtain quotes for the work to be done.      **Action – Town Clerk**

A hard standing area on Church Hill site is needed at the North end. It was agreed that a plastic honeycomb base would be the best option. The Town Clerk has obtained a price of £22.95 per square metre.

**Cemetery** – The Tenant Representative for Cemetery reported that mesh is needed at the bottom of the gate to try and stop badgers from entering the site.

There were no reports of any issues with the water meters on sites during the winter months.

**PART 2**

**AL 11/05 FINANCIAL REPORT OF ALLOTMENTS COMMITTEE ACCOUNTS**

Members NOTED the financial report, containing the current budget and the allotment deposits received to date. it was proposed, seconded and agreed to purchase timber to edge around each garden on Westbourne Avenue up to a budget cost of £550.

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**AL 11/06 WELCOME AND APPOINT NEW TENANT REPRESENTATIVES FOR VICTORIA ROAD AND HIGHDALE AVENUE**

The Chairman introduced, welcomed and appointed the new tenant representatives for Cemetery site and Victoria Road. Mr N Foster – Cemetery and Mrs D Holladay - Victoria Road.

**AL 11/07 UPDATE ON POTENTIAL ALLOTMENT SITE AT HITHER GREEN**

The Vice Chairman raised concern about the undulating drainage on the proposed allotment site following advice given by the Tree Warden that if the land was levelled then we could have problems in the future. The Town Clerk advised that the land was originally used for traditional farming and that soil tests would be required on the site, which may cost up to £1,000. The test involves twelve samples being taken and the samples tested for their contents. Following a discussion, it was proposed, seconded and agreed that soil tests would be arranged in conjunction with North Somerset Council the landowner and the cost for doing this would be taken from this year's budget.

**AL 11/08 DISCUSS WATER METER READINGS TAKEN ON SITE IN FEB 2011**

All sites have provided meter readings for February 2011 and no issues were reported at the meeting.

**AL 11/09 RECEIVE BRISTOL WATER REPORT REGARDING VICTORIA ROAD ALLOTMENTS AND POTENTIAL LEAK**

The Committee Clerk advised that she had met a Bristol Water inspector on site on 3 March 2011. When the water meter was turned back on, both the Clerk and the inspector noticed that the dial started turning. A check was made of both dip tanks one of which was filling, when the water stopped, the meter was checked and the dial had stopped turning. The inspector informed the Clerk that there is not a leak and the Bristol Water report will confirm this. Periodic checks of the meter will be done throughout the year.

**Action – Tenant Representative**

**AL 11/10 RESULTS OF THE ALLOTMENT WALKABOUT**

The Committee Clerk advised she had visited all sites in January 2011 with the Tenant Representative from Moor Lane. A report for each site has been sent to the Tenant Representatives for their information and action. The main items picked up in reports were glass on site, water butts not covered, ponds with no covers and an increasing number of tyres, which will be monitored. The Committee Clerk will conduct another walkabout in April and will meet with tenant representatives and tenants on site.

**AL 11/11 RESULTS OF DEPOSIT AGAINST ACTUAL SHEDS & STRUCTURES**

The Town Clerk advised that research had been undertaken to see if all permissions and deposits due for any shed or structure on site had been received. It was reported that 34 gardens do not have permission or a deposit paid. Some garden structures may be from a long time ago and therefore did not need permission at the time. All Tenant Representatives are requested to check for those sheds/structures erected since 2006 as to whether they are new or replacements of those inherited from previous tenants. If new, then the tenant would be contacted for retrospective approval and any deposit due.

**Action – Tenant Representatives**

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**AL 11/12 DISCOUNT CARD SCHEMES WITH FOCUS DIY AND ROUNDTREES**

The Committee Clerk has advised that the Clevedon Town Council has been offered discount schemes with both Focus DIY and Roundtrees Garden Centre. Posters providing more details for the tenants were given to Tenant Representatives to display on site notice boards. Tenant Representatives were asked to keep the Committee Clerk informed on how the scheme is working for Tenants.

**Action – Tenant Representatives**

**AL 11/13 CLEVEDON FLOWER SHOW 2011**

The Chairman declared a personal interest at the meeting as the president of the Flower Show. Members discuss having a table at this years show and agreed to a theme of 'Herbs and their medicinal purposes', which had been Mrs Blackmore suggestion in 2010. It was proposed, seconded and agreed to sponsor the children's seed tray class again this year. Tenant Representatives were asked if they might like to supply some grown herbs for the display.

**AL 11/14 UPDATE ON REPAIRS TO HIGHDALE AVENUE PARTY WALL WITH THE FIRE BRIGADE**

The party wall has been repaired by a Contractor with the Avon and Somerset Fire Brigade. It was suggested that the ivy on the wall be cut from the bottom and left to die away naturally, this should avoid further damage to the wall. A letter of thanks will be sent to the Fire Brigade for the work that has been done.

**Action – Town Clerk**

**AL 11/15 BOUNDARY MAINTENANCE WORK**

The Committee Clerk advised that the next contract work on site will be 25 March 2011. Any comments to the office by 1 April 2011.

**Action – Tenant Representatives**

**AL 11/16 ALLOTMENT WATCH**

The Committee Clerk advised that no incidents had been reported during the Half Term holiday this year which is good news. The Tenant Representative for Cemetery advised that it appears that the contractors on the Cemetery site are bulldozing soil up to the boundary wall and this could cause problems with the party wall. There are also holes along the wall that need to be repaired. The office will contact North Somerset Council.

**Action – Town Clerk**

**AL 11/17 UPDATE CONCERNING NS HOUSING GARDEN SCHEME**

The Committee Clerk advised that a lot of time and expense had been given to facilitating the possible garden share scheme by NS Housing. Clevedon Town Council has felt very disappointed with the lack of communication from NS Housing and therefore have withdrawn from the scheme. A letter of complaint is with NS Housing as a result.

**AL 11/18 SHED NUMBERING ON SITE**

The Tenant Representative from Moor Lane made a suggestion about numbering sheds on site to make identification of sheds to gardens a lot easier. The Committee agreed this was a good idea and would adopt this approach on their sites.

**Action – Tenant Representatives**

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**AL 11/19 SITE MAINTENANCE REPORTS****Moor Lane**

ML18 has installed 3 fruit trees and has glass on site. A letter will be sent to the tenants.

**Action – Committee Clerk**

ML15 – Concern has been expressed as the tenant has not been seen on site for sometime. The Committee Clerk will contact the tenant to check if things are okay.

**Action – Committee Clerk**

**Victoria Road**

VR87 – a holly tree is on the front section of the garden. The Councillor Representative will investigate further.

**Highdale Avenue**

A rusty oil drum has been placed near the entrance to the allotment site by a tenant. It is full of rubbish and needs removing. Investigation via photographs on site will be made by the office to see if we can ascertain the owner of the oil drum and ask them to remove.

**Action – Town Clerk**

HA64B – The tenant has complained about the recent installation of the polytunnel on HA65. Tenant advises that her garden is now being shaded by polytunnel. A site inspection was conducted on 7 March 2011 at different times of the day and we will continue to monitor. A letter will be sent to HA64B tenant to advise.

**Action – Committee Clerk**

**Church Hill**

CH99 – Concern has been shown that the garden is becoming untidy. This will be monitored.

CH121 – Concern that no work has been done on site. Tenant has been sent a WPC1 in December 2010 and it was agreed that a WPC2 should now be sent.

**Action – Committee Clerk**

**Westbourne Avenue**

WA91 – Concern about tools on the garden. Agreed that a WPC1 should be sent.

**Action – Committee Clerk**

WA92 – The glass on site will be reported to the Tenant by the Tenant Representative.

**Cemetery**

CEM140 – Concern that the garden is very untidy and whether the garden has trees on site? Will be investigated further. Also, agreed that a WPC1 should be sent.

**Action – Committee Clerk**

CEM143 – Concern that the garden is very untidy, agreed that a WPC1 should be sent.

**Action – Committee Clerk**

CEM147 – Concern that the garden is untidy. Agreed that a WPC1 should be sent.

**Action – Committee Clerk**

**AL 11/20 TENANT REQUESTS**

The Tenant Representative for Cemetery site agreed that CEM153 could have a shed on site.

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**AL 11/21 ALLOTMENT INFORMATION**

- 14.1 There were 3 garden determinations in January 2011 due to non payment of rent. The gardens have all now been reallocated.
- 14.6 We have received 4 more residents wanting to be on the allotment waiting list this year to date, bringing our waiting list to 167, with an estimated 32 month wait.

**AL 11/22 CHAIRMAN'S ITEMS**

There were no Chairman's Items

**AL 11/23 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 9.40pm.      DATE: .....

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