

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE SPECIAL ALLOTMENTS COMMITTEE MEETING HELD IN**  
**THE COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON THURSDAY, 23 OCTOBER 2014 AT 7.30pm.**

**PRESENT:** Cllr C Wring, Committee Chairman  
 Cllr J Middleton, Committee Vice-Chairman  
 Cllrs Hall, Hatch & Knott  
 Mrs S Howard, Committee Clerk

**IN ATTENDANCE:**

Mr G Lyle (WA90)

**PUBLIC SESSION:**

The tenant of WA90 attended the meeting to appeal against the final determination letter he had received. The tenant had waited five years for an allotment garden and when offered the plot in July 2013 they had just moved house. The tenant had a gardener initially clear the plot on two occasions and the tenant then continued to work the plot preparing it for the winter. The tenant's wife is now pregnant and they have received support from family to assist with the plot.

The tenant has felt inflicted with the warning letters received and it has upset his family as they felt that they were doing enough to the garden.

The tenant would like to continue with the allotment plot.

**AL/14/450 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Bussey (CH) & Cllr McNeill (VR).

<b>PART 2</b>
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**AL/14/451 TO DISCUSS THE PUBLIC SESSION MATTERS – WA90**

The Committee Chairman showed the Committee members photos of the allotment plot during a site visit on 22 October 2014. The Committee Chairman advised that she felt the allotment plot was now taking good shape following recent work by the tenant.

Each of the Committee members provided their views on the plot and agreed that the tenant has worked the garden and can see preparations in place now for this coming winter, i.e. weed suppressing material beneath the fruit bushes and they are adding nutrients by way of manure to the soil.

All Committee members **AGREED** that the tenant be given an opportunity to continue with the allotment garden, but that this is reviewed and the plot inspected during the week commencing 17 November, which is one week before the Allotment Committee meeting on Monday 24 November 2014. The termination letter will be suspended pending this review and a decision taken at that meeting whether the termination letter is rescinded.

25.29 square metres = 1 perch

Subject to ratification by Full Council

10/12/2014

**AL/14/452 TO DISCUSS AND AGREE THE TERMS OF REFERENCE FOR THE ALLOTMENTS COMMITTEE 2014/15**

The Committee Chairman advised the Committee that a review of the Terms of Reference for the Allotment Committee was now due.

The Committee members addressed each point on the Terms of Reference and have made some small alterations that will now be discussed at the next F&GP Committee Meeting to be held on 12 November 2014.

**AL/14/453 TO DISCUSS THE ALLOTMENT TENANCY AGREEMENT AND MAKE ANY CHANGES**

The Committee Chairman advised the Committee that a review of both the six monthly and full tenancy agreements was required due to an issue that was raised by a Tenant.

The Committee Chairman advised that following the Annual Tenant Meeting in October, it was vital to state within the Tenancy Agreement that 'no dogs' are allowed on site, except assistance dogs.

The Committee members addressed each point on both Tenancy Agreements and have made alterations that will be discussed with the Tenant Representatives at the next Allotment Committee meeting in November 2014.

**AL/14/454 TO DISCUSS THE POLICY CHANGES TO DATA PROTECTION REGULATIONS**

The Committee Chairman advised the Committee that the Town Clerk has received new guidance and information concerning how the office treats and deals with information with regards to Data Protection regulations.

The Committee Clerk advised that as the office holds a significant amount of sensitive data for the Allotment tenants, i.e. name, address and contact telephone numbers, the storage and access to the information will need to be changed.

The meeting closed at – 9.15pm

APPROVED AS A TRUE RECORD

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