

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 23RD JULY 2012 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Knott, Giles-Townsend, Hatch & McNeill
 Tenant Representatives, W Rowlinson (ML), P Cornock (CH),
 A Stephens (CH), R Cheek (HA) & D Beynon (WA).
 Mrs S Howard (Allotment Clerk)

AL/12/124 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall, K Santo (ML), D Holladay (VR) & N Foster (CEM).

AL/12/125 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

The Committee Chairman declared a personal interest in the Clevedon Flower Show.

AL/12/126 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING AND CONFIDENTIAL MEETING ON 23 APRIL 2012.

The minutes were **AGREED** and **SIGNED** as correct.

AL/12/127 TO RECEIVE THE MINUTES OF THE ALLOTMENTS SPECIAL COMMITTEE MEETING ON 31 MAY 2012.

The minutes were **AGREED** and **SIGNED** as correct.

AL/12/128 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members NOTED the financial report. The Councillor Representative for Cemetery Allotments asked what way leave means under the Victoria Road site heading. The Town Clerk has confirmed that this is a token payment made by utility companies for having their pipework across our land.

AL/12/129 TO RE-APPOINT COUNCILLOR SITE REPRESENTATIVES FOR ALL SITES

It was **AGREED** with the following Councillors for each site.

Moor Lane – Cllr Middleton
 Highdale Avenue – Cllr Hall
 Victoria Road – Cllr McNeill
 Westbourne Avenue – Cllr Hall
 Church Hill – Cllr Knott & Cllr Giles-Townsend
 Cemetery – Cllr Hatch

AL/12/130 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 23 APRIL 2012 MINUTES

130.1 Moor Lane

130.1.1 WPC Reports

ML2 – the garden has a number of wooden raised beds, some of which have soil in, some do not. The tenant has done some work to the garden. The garden will continue to be monitored.

Action – Tenant Representatives

ML25B – the tenant has now been on site and the garden is a lot tidier. The garden will continue to be monitored.

Action – Tenant Representatives

ML43 – the garden has now been re-allocated. The garden will be monitored to ensure the new tenant starts to clear and cultivate the garden.

Action – Tenant Representatives

131.1.2 Conifer Trees

All of the conifer trees have now been cut and debris removed from site and the trees are now the same height and away from the power cables.

132.1.4 Jockey Wheel on the Moor Lane gate

The Committee Clerk reported that a nearby resident in Moor Lane has telephoned the office to complain about the noise the wheel is making when the gate is being open and closed on site. A price for a rubber wheel is being sought from a local company.

Action – Committee Clerk

133.1.5 Weeds around boundary fence

The Tenant Representative advised that the weeds around the boundary fence need spraying.

Action – Committee Clerk

134.1 Highdale Avenue

134.1.1 New tenant on HA67

The new tenant has started work on the allotment garden and is starting to look wonderful. The Tenant will be reminded that the bay and apple trees do need to be removed from the garden.

Action – Allotment Clerk

134.1.2 WPC Reports

HA63B – The new tenant has telephoned the office and advised that they have children and find it hard to get to the allotment. Following the recent site inspection, very little work has been done to the garden and it was **AGREED** for a WPC1 letter to be sent to the tenant.

Action – Committee Clerk

HA59A – The garden is looking very untidy and it was **AGREED** for a WPC1 letter to be sent to the tenant.

135.1.3 HA65

The Committee Clerk has inspected the location of the new shed and confirmed that the shed has been erected as per the tenant's instructions given to the office. No further complaints have been received from neighbouring tenants.

136.1 Church Hill

136.1.1 WPC Reports

CH103 – The Tenant has a glass cold frame on their allotment garden. A letter will be sent to ask them to remove the glass from site.

Action – Committee Clerk

CH112 – Following the recent site inspection, there is concern that there may be a pair of apple trees planted on the allotment garden. The Tenant Representative advised he will investigate and speak to tenant.

Action – Tenant Representative

CH114 - The Tenant's shed has glass windows. Windows need to be plastic. A letter will be sent to the tenant to ask for this to be changed.

Action – Committee Clerk

CH121A - The Tenant Representatives advised that some work has been done to the garden, but it was **AGREED** for a letter of concern to be sent.

Action – Committee Clerk

CH121B – It was **AGREED** for a WPC1 letter to be sent to the tenant as the garden is looking very untidy.

Action – Committee Clerk

CH124A – Letter of concern required for tenant to clear weeds amongst the fruit bushes.

Action – Committee Clerk

137.1.2 Combination lock

The Tenant Representative confirmed that a new padlock had been purchased and will be reinstalled on the gate.

Action – Tenant Representative

138.1.3 Weeds behind White Cottages

The Tenant Representative advised that the weeds behind the White Cottages on Old Church Road need attention. The Tenant Representative on Moor Lane will be asked if he can spray the weeds and whether there is a cost for the work. It must also be established if the weeds are on our land.

Action – Committee Clerk

139.1.4 Noticeboard

The Councillor Representative asked if a price had been obtained for a new noticeboard on the Allotment site. The Committee Clerk to obtain a price and report to the next Committee Meeting.

Action – Committee Clerk

140.1.5 Church Hill Car Park

The Committee Clerk advised that due to the weather being so bad this has caused a delay to the installation of the new car park. When the work starts, the Tenant Representative advised they would like to receive the membrane first, so the membrane and wooden surround can be installed. Then the stone can be received and wacker plate to flatten down the stone. The Committee Clerk will contact the company concerned to see if this can be arranged.

Action – Committee Clerk

141.1 Westbourne Avenue

141.1.1 WPC Reports

WA91 – The Tenant has done some work to the garden, but will continue to be monitored.

Action – Tenant Representative

WA95 – The Tenant Representative reported that the garden may be being sub-let. One family on one half and the tenant on the other. The garden is also looking untidy. The Committee Clerk will contact the tenant concerning the sub-letting query. It was also **AGREED** for a letter of concern to be sent.

Action – Committee Clerk

141.1.2 Repair to Tap

The Tenant Representative advised that the water tap has been fixed to the wall with a canopy over the top.

142.1 Victoria Road

142.1.1 WPC Reports

VR88 – The garden is in a very bad state. It was **AGREED** for a WPC1 letter to be sent.

Action – Committee Clerk

143.1.2 Trees on site

The Committee Clerk confirmed that all trees on Allotment gardens have now either been removed or placed into pots.

144.1.3 Entrance Gate

The Committee Clerk advised that the gate has been removed from site and has been galvanised and is to be powder coated. It was also **AGREED** at the meeting to instruct Company C, LG Fencing to install a new gate post on the site in readiness for the reinstallation of the gate in the next couple of weeks.

Action – Committee Clerk**145.1 Cemetery**

145.1.1 WPC Reports

CEM135 & CEM137 – Both gardens have no marker pegs. The Committee Clerk has plastic marker pegs that can be used to mark the plot.

Action – Committee Clerk & Tenant Representative

CEM139 – The garden is still looking untidy. It was **AGREED** for a WPC1 to be sent to the tenant.

Action – Committee Clerk

CEM144 & CEM156 – The tenant has two gardens due to being small plots. However, the gardens are looking untidy and it was **AGREED** to send a WPC1 warning letter.

CEM145 – The garden is looking very untidy. The Committee Clerk advised that a letter has been received from the tenant requesting to split the garden. The person who is currently assisting is at the top of the waiting list for a garden on Cemetery site and would be happy to take half a plot. The Committee **AGREED** that the garden should not be split and that the person on the waiting list should be offered the next garden that is made available on Cemetery site. The Committee advised not to split the garden and to issue a WPC1 to the tenant.

Action – Committee Clerk

CEM152 – Following the WPC2 letter and recent site inspection, it was noted that the garden has not been worked. The Committee Clerk also advised she has received complaints regarding the state of the garden. It was **AGREED** to terminate the tenancy of the tenant.

Action – Committee Clerk

146.1.2 Cemetery Wall

The Committee Clerk advised that North Somerset Council have conducted a site inspection of the Cemetery wall. A report is to be produced and we have asked North Somerset Council for the results of the report to be given to us.

AL/12/147 TO RETROSPECTIVELY AUTHORISE PAYMENT OF CLEVEDON DIY INVOICE FOR CEMETERY FENCING

The Allotment Committee **AGREED** to the payment of the chicken wire fencing for the bottom of the allotment gate to deter rabbits and badgers etc. The Committee Clerk advised that if Tenant Representatives are obtaining prices, that this information is given and agreed with the office before anything is purchased

AL/12/148 TO RETROSPECTIVELY AUTHORISE PAYMENT OF SAMS GARDENING SERVICES FOR THE MOOR LANE TAP

The Allotment Committee **AGREED** to the payment of the repair to the Allotment tap.

AL/12/149 TO DISCUSS NEW TENANTS HAVING A SIX MONTH CONTRACT WHEN THEY FIRST START

The Allotment Clerk advised that following the Allotment Forum held at the Clevedon Town Council offices, it was discussed about new tenants only having a six month contract when they first start their allotment plots. This way it ensures that tenants are committed to their garden. If after the six month period it has shown that the tenant has not cultivated their garden that well during that period then the tenancy can be terminated straight away. It was **AGREED** that the holding deposit should stay at £30.00. The Committee **AGREED** that we should put this idea into practice with our allotment gardens.

Action – Committee Clerk

AL/12/150 TO DISCUSS THE CLEVEDON FLOWER SHOW – 25 & 26 AUGUST 2012

The Committee Clerk advised that we have two tables at the Clevedon Flower Show as last year. One table to promote the Clevedon Town Council room hire, what Clevedon Town Council controls in the town, i.e. MUGA, Skate park, Herbert Gardens etc., and the other table to promote the Clevedon Allotments. A volunteer rota was handed out to the Committee Members asking for help on the stall over the weekend.

Action – Committee Chairman and Committee Clerk

AL/12/151 TO RECEIVE TENANT REQUESTS

ML15 – Shed request, 6'x3'8" on a 5.0 perch plot. The Committee **AGREED** to this request.

CH99 – Shed request, 6'x4' on a 5.0 perch plot. The Committee **AGREED** to this request.

CH107 – Shed request, 6'x4' on a 5.0 perch plot. The Committee **AGREED** to this request.

AL/12/152 TO RECEIVE ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that she had been notified by the Tenant Representative for Moor Lane of a theft of produce and a garden tool on garden no. ML45. The produce was inside the tenant's polytunnel.

AL/12/153 TO NOTE THE FOLLOWING FOR INFORMATION

Members of the Committee noted –
Termination of Tenancy – ML43.
Allocation of Tenancy – ML11A, ML43, HA67, CH99 & CH107.
Waiting List – 142 @ 10 July 2012.

AL/12/154 TO DISCUSS WHETHER THE WAITING LIST SHOULD BE RE-OPENED

The Committee Clerk advised that at the Allotment Forum in May 2012, other Councils found it useful to keep their allotment waiting lists open so that you can still see how much need of Allotments there is in the town. The Committee Clerk also advised that to date she has received 8 requests by email for residents to be put onto the waiting list, this does not include any telephone calls received from residents.

The total number of gardens the Committee Clerk has re-allocated this year is also significantly higher than last year.

With these factors in mind, the Committee has decided to reopen the waiting list now and also due to the list being reduced to 142.

AL/12/155 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

AL/12/156 DETERMINE PARTS I AND PART II ITEMS

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

The meeting closed at 9.15pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date