

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 29TH JULY 2013 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Giles-Townsend, Knott & McNeill
 Tenant Representatives, A Baker (WA), J Clark (VR), P Cornock (CH)
 & A Stephens (CH).
 Mrs S Howard (Committee Clerk)

AL/13/286 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall, Cllr Hatch, W Rowlinson (ML), R Cheek (HA) & N Foster (CEM).

AL/13/287 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest.

AL/13/288 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 24 JUNE 2013

The minutes were **AGREED** as correct and have been ratified at Full Council on 10 July 2013.

PART 2

AL/13/289 TO RETROSPECTIVELY AGREE TO THE PRICE FOR THE INSTALLATION OF THE PATH WAY BY THE NEW SIDE GATE ON MOOR LANE ALLOTMENTS

The Vice-Chairman advised that 10 tonnes of stone to dust had been purchased for the purpose of filling in the pot holes on the driveway of Moor Lane. As a Tenant had filled in some of the pot holes without permission by the Allotment Committee, it was agreed to use the remaining 4 to 5 tonnes of stone for another project. The new site gate entrance requires a pathway and a price was obtained of £425.00 to complete the works. The Vice-Chairman has received written agreement from five Councillors on the Committee to proceed with this project. The Committee **AGREED** retrospectively to this project at the meeting. The Committee Clerk advised that work is due to commence at the beginning of August 2013.

AL/13/290 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members did not receive a copy of the financial report as the Town Clerk is out of the office and therefore could not be printed.

AL/13/291 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 24 JUNE 2013

291.1 Moor Lane

25.29 square metres = 1 perch

28/08/2013

Subject to ratification by Council and Committee

291.1.1 WPC Reports

ML2 – The Tenant is currently in hospital and a friend is working the allotment plot and is looking tidy.

ML15 & ML24A – The grass borders have not been cut and maintained. It was **AGREED** to send a letter to both Tenants. **Action – Committee Clerk**

ML33 – The Tenant understands that a dip tank will be installed on ML32 to replace the existing tap. The Tenant has submitted a request for a tee connection to be installed onto the existing tap by the side of the dip tank so that he can still use a hose to fill his water containers for his polytunnel. The Committee advised that this arrangement is not in place for other Tenants on site who have polytunnels and therefore his request was **REFUSED**. The Committee Clerk to write to Tenant. **Action – Committee Clerk**

ML55 – The Tenant has submitted a verbal appeal with regards to the WPC1 letter received. Tenant is working the allotment plot and has vegetables that are being grown at home to transfer to the allotment garden. The Tenant has also received verbal comments from other Tenants that he is too young to have an allotment plot which he has found upsetting. The Tenant has been asked that if these comments continue to report to either the office or the Tenant Representative. The garden will continue to be monitored.

Action – Tenant Representative

291.1.2 General

The Tenant Representative advised that there are various items of rubbish around the car park and surroundings which he will remove over the next couple of weeks. A laminated sign will be installed in the car park area to ask for Tenants to not leave rubbish on site. **Action – Committee Clerk**

The Tenant Representative has asked for some small laminated signs that can be placed on sheds to remind Tenants to have their plot number on their shed. **Action – Committee Clerk**

The Tenant of ML33 asked if there was a possibility of obtaining compost from the local Council as happens with Bristol City Council? The Committee advised that normal practice is for the Tenants to arrange for a large delivery of compost themselves or to obtain from local farms as advertised by posters on site noticeboards.

Return of holding deposit – ML11A

The outgoing Tenant of ML11A wishes to have the holding deposit money donated to a children's hospice. The Committee advised that we cannot provide a cheque for the charity, the tenant would need to receive a refund from us and then they can donate this money to the charity of their choice.

Action – Committee Clerk

292.1 Highdale Avenue

292.1.1 Marker Pegs

The Vice-Chairman has noticed that the numbering of some of the marker pegs on site need attention.

Action – Tenant Representative

293.1 Church Hill

293.1.1 WPC Reports

CH100A – The Committee Clerk advised that a letter has been sent to the Tenant asking them to remove the very dangerous broken glass in the shed windows. The Tenant Rep advised that he would speak to the Tenant about this matter.

Action – Tenant Representative

CH111 – The allotment plot is looking untidy and it was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

CH112 – The Committee Clerk advised that the plot is looking untidy. As the Tenant has been unwell the Committee Clerk phoned the Tenant and has been advised that the Tenant wishes to terminate this plot at the end of September 2013 and retain garden no. CH113 only.

CH114 – The Tenant Rep advised that there are small self-seeded tree saplings at the bottom of this allotment garden that need to be removed. It was **AGREED** to write to the Tenant.

Action – Committee Clerk

CH121A – The Councillor Rep advised that there is glass on the plot which needs removing. It was **AGREED** to write to the Tenant to ask for removal.

Action – Committee Clerk

CH124A – The Tenant Rep advised that there is still a glass cold frame on the tenants plot and still covered in plastic with no work done. The Tenant has also agreed to purchase the shed from CH124B and this currently has not been moved which is causing problems with the new tenant on CH124B. It was **AGREED** to notify the Tenant of CH124A that there is no permission for a 6'x4' shed and the maximum for a 2.50 perch plot is a 4'x4' size. We need to notify the past tenant on CH124B that the shed has to be removed within an agreed timescale by 31 August 2013. If not removed the Council will reserve the right to sell the shed to cover costs. Also need to contact the tenant of CH124B to explain action taken. To continue to monitor the WPC1 warning letter that has been sent to the tenant of CH124B and issue a WPC2 warning letter once WPC1 has expired if garden has not been cultivated.

Action – Committee Clerk

CH131 – The garden is looking untidy again and it was **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

293.1.2 Badger Problems

The Tenant Rep advised that the area of land behind garden number CH125 is still experiencing problems with badgers entering the site from underneath the badger fence and has taken a lot of her produce which is upsetting. The Tenant Representative suggested about dropping the barrier fence at the back of the allotment site into the ground to stop badgers from digging under the fence, this may stop future problems. The Committee Chairman advised that we would add this item to the agenda when discussing the budget for next year.

293.1.3 Marker Pegs

As the Tenant of CH113 is terminating this garden, there needs to be a marker peg for this plot.

Action – Tenant Representatives

294.1 Westbourne Avenue

294.1.1 WPC Reports

WA91 – The Committee Clerk advised that the Tenant wishes to transfer to the Moor Lane site as this is closer to where they live. The Tenant has **AGREED** to a transfer to ML23B from 1 August 2013. The allotment garden on Westbourne was offered to the next person on the waiting list who does not wish to have a 5.00 perch plot and asked if this garden could be split. The Tenant Rep advised there are now five split plots and as the site is small it would not be good to split another plot. The plot will therefore be offered to the next person on the waiting list who wishes to have a 5.00 perch garden.

Action – Committee Clerk

WA95A – The Tenant Rep advised that he has not seen the new Tenant on this plot and very little work has been done. The plot will be monitored.

Action – Tenant Representative

295.1 Victoria Road

295.1.1 WPC Reports

VR78B – The Councillor and Tenant Rep advised that the garden has been cultivated but has now been left to become untidy again. This happens every year and the garden will continue to be monitored.

Action – Tenant Representatives

VR88 – The Tenant Rep advised that garden has now been rotavated following the WPC2 warning letter. A small amount of crops have also been planted.

295.1.2 Marker Pegs

The Councillor Rep advised that some of the marker pegs need attention. The Committee Chairman suggested purchasing some stick on numbers to help with identification of the gardens. The Vice-Chairman also advised that there is a permanent marker pen that can be used and will try and obtain one.

Action – Committee Clerk and Vice-Chairman

296.1 Cemetery

As the Councillor and Tenant Representatives were not at the meeting there were no reports for this site.

AL/13/297 TO RECEIVE AN UPDATE ON BOTH CLEVEDON FLOWER SHOW STAND AND ROTA

The Committee Clerk showed the Committee the posters and information that have been produced for this year's Flower Show stand under the theme of 'The Magic of Growing'. The Committee Clerk also thanked all Councillors and Tenant Reps for their support by the manning of the stand over the bank holiday weekend. The Committee Clerk advised that she has received the invoice for the stand, sponsoring of seed trays and the additional trade passes required. The total of the invoice is £39.25. The Tenant Rep for Church Hill will also provide another Cornish cabbage to the Flower Show that will be raffled off over the weekend.

AL/13/298 TO RECEIVE AN UPDATE ON THE CHURCH HILL ALLOTMENT SITE CAR PARK PROJECT

The Committee Chairman congratulated and thanked both Tenant Representatives for Church Hill on the magnificent amount of work that has been given to the car park project. The car park is now completed and looks wonderful.

AL/13/299 TO RECEIVE A REPORT WITH REGARDS TO THE JAPANESE KNOTWEED SITE VISIT ON CHURCH HILL BY TWO CONTRACTORS WHO DEAL WITH THE INVASIVE PLANT

The Committee Clerk advised that Councillor Reps and the Committee Clerk has attended meetings with two Contractors who treat Japanese Knotweed. Both residents who also have knotweed in their gardens had been informed of the site meetings but were not in attendance on the day of the visit.

The Committee Clerk advised the Committee of the details of quotes received.

It was **AGREED** to ask Somerset Wood Recycling to treat the Japanese Knotweed in Spring 2014. In the meantime, the Tenant Representative will spray round up on the knotweed on site to keep it under control.

Action – Committee Clerk and Tenant Representative

AL/13/300 TO RECEIVE TENANT REQUESTS

ML20 – The Committee **REFUSED** to the Tenants request of a 3m x 2 metre structure due to the location of the allotment plot in that it's in the North side of the allotment plot and we cannot allow structures on this section of the allotment site. A letter will be sent to the Tenant. **Action – Committee Clerk**

ML23A – The Tenant Rep advised in his report that he has spoken with the Tenant about the size of the shed and it has been agreed to allow for a 6'x4' shed to replace the 5'x7' shed currently on the allotment garden. The Committee also advised that we cannot support the Tenants request of helping to remove the old shed; this would be for the Tenant to dispose of.

ML39 – The Committee **AGREED** to the Tenants request of having two chickens on the allotment garden.

Action – Committee Clerk

CH124B – Please refer to minute no. 293.1.1. – The new tenant has requested a 4'x4' shed but currently there is a 6'x4' shed on the allotment site that has been bought by the tenant on CH124A. If the shed is not moved from CH124B then the tenant can purchase this shed from the out-going tenant.

Action – Committee Clerk

WA93A – The Committee **AGREED** to the Tenants request of a 4'x4' shed on a 2.50 perch plot.

Action – Committee Clerk

AL/13/301 ITEMS REPORTING TO ALLOTMENT WATCH

ML3A – The Tenant Rep advised in his reported that the Tenant had suffered the theft of some carrots from his plot.

ML12 - The Committee Clerk advised the Tenant had reported the theft of a galvanised bucket that used to belong to his grandfather, two watering cans and a blue tub with soil in it.

CH99 – The Committee Clerk advised that the Tenant had reported the theft of the whole of her gooseberry bush and was suggesting it was another tenant on the site that was taking the produce but with no evidence to support this.

AL/13/302 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – WA90, WA91 transferred to ML23B

Allocation of Tenancy – WA90

Waiting List – The waiting list is now 124 @ 23 July 2013.

The Tenant Rep for Westbourne Avenue feels that we must try to contact all those people that are on the allotment waiting list to see if they still wish to wait for an allotment garden up to a cut-off date of the end of 2011. The Tenant Rep feels that to be still allocating gardens to people who have been on the waiting list since 2009 is creating a lot of work and time spent contacting people who may no longer require an allotment garden. The Councillor Rep for Victoria Road has provided one idea that can assist with the allocation of gardens in that the electoral roll held in the Council Offices is checked before writing to the person to see if they still live at the same address.

Still to Allocate – WA91

AL/13/303 CHAIRMANS ITEMS FOR INFORMATION ONLY

The Committee Clerk advised the Committee that the installation of the new noticeboard for Church Hill can now take place as the work to the car park has been completed. Also, the Committee Clerk will contact Keith Santo with regards to the installation of the old noticeboard from Church Hill to be

reinstalled on Moor Lane Allotment site. Orders relating to these works are, 2013-10, 2013-13 and 2013-14.

AL/13/304 TO DETERMINE PART I and PART II Items

There are no Part I items.
All other items are Part II items.

The meeting closed at 9.15pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date