

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 14 JULY 2014 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Knott & McNeill
 Tenant Representatives, W Rowlinson (ML), J Clark (VR) & A Baker (WA).
 Mrs S Howard (Committee Clerk)

IN ATTENDANCE:

Mr M Templar & Ms D Wilcox (HA68)

AL/14/408 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Bussey (CH), Cllr Hall (HA & WA), Cllr Hatch (CEM), R Cheek (HA), A Stephens (CH), P Cornock (CH) & N Foster (CEM).

AL/14/409 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda.

AL/14/410 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 19 MAY 2014

The minutes were **AGREED** as correct and have been ratified at Full Council on 2 July 2014.

PART 2

AL/14/411 TO RETROSPECTIVELY AGREE THE PRICE FOR THE ADJUSTMENT TO THE CEMETERY ALLOTMENT GATES

The Committee Chairman advised the Committee that adjustments were made to the Cemetery gates due to the black gate being broken. The cost was a total of £75.00 and was **AGREED** at the meeting. A site meeting will be arranged to discuss the essential maintenance required to the entrance gates.

Action – Committee Chairman and Committee Clerk

AL/14/412 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The Member of the Committee **NOTED** the Financial Report.

AL/14/413 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 19 MAY 2014 MEETING

413.1 Moor Lane

413.1.1 WPC Reports

ML3B – The Councillor Representative would like a WPC1 letter and to arrange a meeting on site with the tenant to discuss basic requirements of Allotment gardening.
Action – Committee Clerk

ML7 – Brambles and dog roses are protruding through boundary fence onto the public footpath. A member of the public has also complained about this issue. It was **AGREED** to send a letter to the Tenant asking for the brambles and dog roses to be cut back.
Action – Committee Clerk

ML12 – The polytunnel has been erected by Tenant even though a letter revoking the structure was sent to the Tenant. It was **AGREED** to write to the Tenant to ask for the removal of the polytunnel with immediate effect.

ML29 & ML40 – The path between the two plots has been reinstated by the Tenant.

ML31 – There has been no response to the WPC1 letter and the garden is still not cultivated. It was **AGREED** to send a WPC2, warning letter.
Action – Committee Clerk

A Tenant has complained that users of the dip tank do not replace the cover after use. It was **AGREED** to place a lock on the dip tank to highlight the issue.
Action – Tenant Representative

413.1.2 General

Tenant Representative

The Tenant Representative, Mr Regan has stepped down due to personal reasons.

ML21 & ML43 – The Tenant of ML43 has terminated the plot verbally to the Tenant Representative. The garden is now very overgrown. The Tenant of ML21 is happy to transfer to ML43 on a rolling take over basis. A letter will be sent to the Tenant of ML21 to agree this move and ML21 will be offered to the next person on the waiting list under the proviso of the rolling take over.

414.1 Highdale Avenue

414.1.1 General

It was **PROPOSED, SECONDED** and **AGREED** to suspend standing orders to enable the Tenant of HA68 to address the Committee

The Tenant explained to the Committee his proposal for water butts to be installed on the terraced area of the allotment garden.

It was **PROPOSED, SECONDED** and **AGREED** to reinstate standing orders.

The Committee **PROPOSED, SECONDED** and **AGREED** in principle to the Tenant installing water butts on the terraced area of the allotment garden. A site meeting is to be arranged to discuss the positioning and number of water butts to be installed.
Action – Committee Clerk

415.1 Victoria Road**415.1.1 WPC Reports**

VR82B – The garden is not being cultivated fully. The Tenant has appealed to the six months letter of determination which was read to members. The Committee **AGREED** that the Tenant has had an opportunity to cultivate the plot and has not done so, so the Committee upheld the original letter of determination. **Action – Committee Clerk**

VR88 – The garden has not been cultivated and other Tenants are complaining of the condition of the plot. It was **AGREED** to send a WPC2 warning letter. **Action – Committee Clerk**

416.1 Westbourne Avenue**416.1.1 WPC Reports**

WA90 – The Tenant has been sent a WPC2 warning letter. The Tenant Representative advised that the plot has been rotavated and the garden will now be monitored. If no further work, then the Tenant will be sent a determination letter once the WPC2 warning letter period has expired. **Action – Tenant Representative**

WA95A – The Tenant has terminated the allotment plot. They have requested their holding deposit back. The Committee has **AGREED** to this request. **Action – Committee Clerk**

416.1.2 General

WA95B – The Tenant has verbally requested a larger plot to the Tenant Rep. When a plot becomes available we will contact the Tenant with regards to a possible garden transfer. **Action – Committee Clerk**

417.1 Church Hill**417.1.1 WPC Reports**

CH110 & CH118 – The gardens are not being cultivated. It was **AGREED** to send a WPC1 warning letter to both gardens. **Action – Committee Clerk**

CH124A – The garden is not being cultivated and no appeal has been received to the WPC2 warning letter. The determination and re-entry of the allotment garden will be on 4 August 2014. **Action – Committee Clerk**

CH131 – The garden is still untidy following a WPC2 letter being sent to the Tenant and no appeal received. The determination and re-entry of the allotment garden will be on 4 August 2014. **Action – Committee Clerk**

417.1.2 General

Badger Sett – The Councillor Representative confirmed that no further activity has been identified from the possible badger sett at the back of allotment plot no. CH118.

CH113 – Splitting plot

The Tenant has requested due to health reasons, for his plot to be split; this was **AGREED**. The Councillor Representative will contact the Tenant to arrange a site meeting to agree the splitting of the plot.

Action – Councillor Representative

418.1 Cemetery**418.1.1 WPC Reports**

CEM145 – The garden is not being cultivated and the Tenant has appealed to the warning letter advising ill health with no details. It was **AGREED** to send a WPC2 warning letter as no timescale has been indicated for their return to the allotment.

Action – Committee Clerk

CEM146 – The garden is not being cultivated. It was **AGREED** to send a WPC1 warning letter to the Tenant.

Action – Committee Clerk

418.1.2 General

CEM155 – The Tenant would like to split the allotment plot. The Committee **AGREED** that by splitting the garden it would make two very small gardens and the Committee wishes to maintain the plot with its current size. It was decided to write to the Tenant to offer a transfer to a smaller plot when a garden becomes available on this site.

Action – Committee Clerk

Starter Plots

The Tenant Representative asked that Tenants on Cemetery who are on small starter plots, then be given first option on larger plots when they become available. The Committee Chairman confirmed that there is no policy in place and if Tenants wish for a larger plot they need to apply for a garden transfer.

AL/14/419 TO DISCUSS PRICES OBTAINED FOR STONE TO DUST FOR THE MOOR LANE DRIVEWAY

The Committee **AGREED** to Company A to provide the stone to dust for the allotment site.

Action – Committee Clerk

AL/14/420 TO DISCUSS PRICES OBTAINED FOR FENCING THE BOUNDARY OF VICTORIA ROAD ALLOTMENTS

The Committee **AGREED** to Company F to install a new picket fence with two rails.

Action – Committee Clerk

AL/14/421 TO DISCUSS THE BOUNDARY WALL AT VICTORIA ROAD AND THE ISSUES WITH THE DEER COMING OVER THE WALL

The Tenant Representative confirmed that the boundary wall on the Allotment site is around 6 to 8 foot high. On the North side adjacent to the Oaklands site the ground is higher and therefore makes it easy for the deer to enter the Allotment site. A member of the Oaklands Management board who is also a tenant has confirmed that Oakland have agreed to the installation of netting that will be erected on the Oaklands side of the wall to prevent or dissuade the deer from entering the Allotment site.

AL/14/422 TO DISCUSS THE BEST GARDEN AWARDS RESULTS FOR THE FIRST AND SECOND JUDGING

The Committee Clerk advised that some allotment gardens had been missed during the first round of judging. The Councillor Representatives for the site advised and it was **AGREED** by the Committee that the scores should have no marks due to the condition of the allotment plots.

AL/14/423 TO PROGRESS PLANS FOR THIS YEARS STAND AT THE CLEVEDON FLOWER SHOW

The Committee Chairman distributed the rota for this year's Flower Show and asked for support from Committee members to help man the stand.

AL/14/422 TO RECEIVE TENANTS REQUESTS

ML24B – Shed request, a 4'x4' shed on a 2.50 perch plot. The Committee **AGREED** to the Tenant request.

ML47B – Poly tunnel, 9'10" x 6'x6" on a 2.50 perch plot. The Committee advised that as the Tenant has a shed on the plot that they can either retain the shed or replace shed with the polytunnel. The plot is not big enough to accommodate both structures.

ML51 – Polytunnel request, 10ft polytunnel on a 5.00 perch plot. The Committee **AGREED** to the Tenant request.

ML53 – Shed request, a 6'x4' shed on a 5.00 perch plot. The Committee have **AGREED** to the Tenant request.

HA68 – Shed request, an 8'x6' shed on a 5.00 perch plot. The Committee Clerk advised the Committee that the changes to the policy guidelines in respect of shed sizes changing from 8'x6' to 6'x4' was not formally discussed and agreed at a Committee meeting. Therefore, the Committee have reconsidered the shed request for this Tenant and have **AGREED** to the request for the shed to be located at the bottom of the plot in line with other Tenants on site. The policy guidelines to be discussed at a future meeting.

VR85A – Shed request, a 6'x4' on a 2.50 perch plot. The maximum shed size that the Tenant can have on a 2.50 perch plot is a 4'x4'. Therefore the Committee has **REFUSED** this request.

AL/14/425 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

It has been identified that there has been a possible trespass on the Moor Lane allotment site with drinks cans and rubbish being left on site. The Councillor Representative advised that this has been linked to people throwing drinks cans over the fence from a neighbouring resident's property that back onto the allotment site. No further incidents of this nature have occurred since then.

AL/14/426 TO NOTE THE FOLLOWING INFORMATION

25.29 square metres = 1 perch

Subject to Ratification by Full Council

21/07/2014

The Committee Chairman advised of the following:-
Termination of Tenancy – VR86B, CH102 & CEM148
Allocation of Tenancy – WA91, CH100B, CH102 & CEM148
Waiting List – The waiting list is 91 @ 4 July 2014.
Still to Allocate – VR86B

AL/14/427 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items

AL/14/428 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