

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 12 SEPTEMBER 2016 AT 7.30 pm.**

**PRESENT:** Cllr J Middleton, Committee Chairman  
 Cllr Hatch – Vice-Chairman  
 Cllr Hale & Cllr Starr, J Pilsworth (ML), W Rowlinson (ML), A Cunningham (HA),  
 J Clark (VR), A Baker (WA), P Cornock (CH), A Stephens (CH) & C Robinson  
 (CEM153)

Mrs S Howard (Committee Clerk)

**AL/16/703 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Barton, Cllr Hill, Cllr O'Brien & Cllr Norton-Sealey

The Chairman of the Allotment Committee welcomed Cllr Chris Starr to the Committee. Cllr Starr will be Councillor Representative with Cllr Hill on the Church Hill Allotments.

PART 2
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**AL/16/704 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**AL/16/705 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 18 JULY 2016**

The Committee **AGREED** the minutes of the 18 July 2016 as being correct and were ratified at Full Council on 17 August 2016.

**AL/16/706 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

The members of the Committee **NOTED** the Financial report.

**AL/16/707 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 18 JULY 2016 MEETING**

**707.1 Moor Lane**

**707.1.1 WPC Reports**

**ML5A** – It was **AGREED** to send a letter of concern due to the plot becoming untidy

**ML11A, ML15 & ML53** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation

**ML3B & ML5B** - It was **AGREED** to send a WPC2 warning letter due to continued non-cultivation following the WPC1 warning letter

**ML23B, ML40 & ML41** – It was **AGREED** to send a path warning letter

**ML12** – It was **AGREED** to send a letter asking for the rubbish to be removed. Also, the tenant needs to create a 2 foot gap between the allotment plot and the fence.

**ML55** – It was **AGREED** that the tenant would not be granted a full tenancy due to non-cultivation and that their tenancy would be terminated.

**Action – Committee Clerk**

**707.1.2 General**

**Tyres**

The Tenant Representative enquired as to why the 'no tyre' policy appears to have been relaxed, with a tenant on Moor Lane still with tyres on their plot. The Committee

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Chairman explained that Committee agreed at the Committee meeting on 18 July 2016 that the tenant sign a tyre disclaimer asking for removal of the tyres at their own cost when the tenant vacates their allotment. Further clarification concerning this ruling was sought by the Tenant Representative. **Action – Committee Clerk**

#### **Fence Panels – rear of ML42 & ML55**

The Tenant Representative advised that there are missing fence panels to the neighbouring residents properties that lead onto ML42 & ML55 that need to be reinstated. It was **AGREED** to establish the house numbers and write to the owners of the properties. **Action – Committee Clerk**

#### **ML29 – tenant relinquishing allotment garden**

The tenant wishes to relinquish the tenancy of ML29. The Committee raised concern about the rubbish on the plot. It was **AGREED** that as previous letters had been sent asking for the rubbish to be removed from the site, that another letter reiterating that all rubbish must be cleared off the allotment site from ML29 and not transferred to ML40. **Action – Committee Clerk**

#### **ML41 & ML42 – splitting allotment gardens**

The Committee **AGREED** to split ML42 into ML42A and ML42B. This will also incorporate the bottom section of ML41 that is no longer required by Arch Care. Once the plots are split, they will be allocated to people on the waiting list.

**Action – Tenant Rep and Committee Clerk**

#### **708.1 Highdale Avenue**

##### **708.1.1 WPC Reports**

**HA59A** – It was **AGREED** to send a WPC2 warning letter due to continued non-cultivation following the WPC1 warning letter

**HA66** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation

**Action – Committee Clerk**

##### **708.1.2 General**

**Allotment Boundary wall** – The Committee Clerk raised concern with ivy and buddleia growing into and through the boundary walls on site. The Committee Chairman asked that NSC be contacted to conduct a survey of their wall. **Action – Committee Clerk**

#### **709.1 Victoria Road**

##### **709.1.1 WPC Reports**

**VR78A** – It was **AGREED** to send a letter of concern as the plot is becoming untidy

**VR78B** – It was **AGREED** to monitor the garden

**VR87** – It was **AGREED** to send a path warning letter

**Action – Committee Clerk**

#### **710.1 Westbourne Avenue**

##### **710.1.1 General**

##### **Garden Pegs**

The Tenant Representative to identify which gardens need marker pegs. To then advise the Committee Clerk so pegs can be made for these gardens.

**Action – Tenant Representative**

#### **711.1 Church Hill**

##### **711.1.1 WPC Reports**

**CH111 & CH129** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation

**Action – Committee Clerk**

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### 711.1.2 General

#### Weed spraying allotment boundary

The Tenant Representative advised that following the recent weed spraying on Church Hill, an area behind the white cottages does not appear to have been sprayed and is very overgrown. The Committee Clerk to contact the Contractor to ask for a re-visit.

**Action – Committee Clerk**

#### Replacement of Dip Tanks

The Committee Clerk confirmed that two 327litre dip tanks and service boxes will be ordered on Tuesday 12 September 2016 and delivered to the Church Hill Allotments on Wednesday 13 September 2016. The Tenant Representative will meet the delivery on site. The two tanks that will be removed from Church Hill will be upcycled to the Moor Lane allotment site. It will be monitored to ascertain as to whether a larger dip tank is required on the Moor Lane Allotments in the future.

**Action – Tenant Representative and Committee Clerk**

### 712.1 Cemetery

#### 712.1.1 WPC Reports

**CEM146 & CEM150** - It was **AGREED** to send a letter of concern as the plot is becoming untidy.

**CEM137** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation.

**CEM152** – It was **AGREED** to contact National Society of Allotment Leisure Gardeners (NSALG) for advice on a way forward for the condition of the allotment plot.

**Action – Committee Clerk**

#### 712.1.2 General

**Weeds outside front boundary wall** – The Tenant Representative reported that as the weeds are on the inside and outside of the boundary wall it is encouraging rubbish to be left in this area.

**Ivy growing on boundary wall** – The Tenant Representative reported that there is ivy growing over and through the boundary wall between the Allotments and the Cemetery. The pointing on the walls is being lost because of this. It was **AGREED** to contact Dignity to report our findings. There is also a badger sett within the Cemetery, which will be reported to Dignity.

**Action – Committee Clerk**

#### **AL/16/713 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED**

The Committee **AGREED** to **ML21 & HA64A** being awarded a full tenancy agreement.

The Committee **AGREED** to a determination of the tenancy of plot no. **ML55 & CEM146** due to non-cultivation of the garden.

**Action – Committee Clerk**

#### **AL/16/714 TO AGREE FOR AN AMOUNT OF £200.00 TO BE WITHDRAWN FROM THE ALLOTMENT CURRENT ACCOUNT TO PAY FOR THE BEST GARDEN AWARD PRIZES AND POSTAGE FOR THE ANNUAL TENANTS RENTAL INVOICES**

The Committee **AGREED** to this request.

#### **AL/16/715 TO AGREE THE ALLOTMENT COMMITTEE MEETING DATES FOR 2017**

The Allotment Committee meeting dates for 2017 were **AGREED** as follows; each meeting is on a Monday evening;

13 February 2017, 10 April 2017, 12 June 2017, 24 July 2017, 11 September 2017, 9 October 2017 – Annual Tenant Meeting, 20 November 2017

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**AL/16/716 TO DISCUSS THE AGENDA FOR THE ANNUAL TENANT MEETING TO BE HELD ON 10 OCTOBER 2016**

The Committee Clerk confirmed that the Chairman of the Allotment Committee and the Clerk are to provide the talk to the Allotment Tenants this year, entitled – The Good, The Bad and the ..... oh isn't that wonderful! The Committee Clerk asked all Councillor Representatives to submit their annual reports to the Clerk and to have them ready for the Annual Tenant Meeting too.

**AL/16/717 TO RECEIVE FEEDBACK FROM THE INTER-SITE ALLOTMENT COMPETITION HELD AT THE CLEVEDON FLOWER SHOW**

The Committee Chairman congratulated the two sites that took part, especially Moor Lane which was the winning site, with the displays looking wonderful on the show table. It was disappointing that not all sites took part. The Committee to discuss at a future meeting as to whether they would enter this competition again next year.

**AL/16/718 TO RECEIVE TENANT REQUESTS**

ML9 – The Committee **AGREED** to a 6'x4' shed on a 5.00 perch plot.  
 The Committee also **AGREED** to the following Allotment garden transfers -  
 ML42 transfer to ML34A  
 VR73 transfer to VR84B  
 VR84 to be split and the tenant from VR73 to transfer to VR84B  
 VR84 to transfer to VR76  
 VR88 to transfer to VR73  
 VR84A and VR88 to be reallocated to the next people on the Allotment waiting list  
 CH106 to transfer to Moor Lane allotments when a plot becomes available  
 CH112 to be split and the tenant to remain on CH112A and reallocate CH112B to the next person on the waiting list  
 CH113A to transfer to CH110  
 CH110 to transfer to CH113A  
 CH113B to transfer to CEM145

**AL/16/719 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

**Moor Lane Allotments – ML3A & ML3B** – theft of courgettes. There have been previous thefts of courgettes from these allotment plots in 2014.  
**Church Hill Allotments – CH107** – theft of yellow courgettes and dog excrement left all over the allotment garden.

**AL/16/720 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – ML24A, VR76 & CEM145  
 Allocation of Tenancy – N/A  
 Waiting List – The waiting list is 80 @ 1 September 2016.  
 Still to Allocate – ML34

**AL/16/721 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman's Items

**AL/16/722 TO DETERMINE PART I AND PART II ITEMS**

There were no Part I items. All items were Part II.  
 The meeting closed at 9.00pm  
 APPROVED AS A TRUE RECORD

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

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