

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 15 FEBRUARY 2016 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Barton, Cllr Hale, Cllr Hall, Cllr Hatch, Cllr Hill & Cllr Norton-Sealey
 Tenant Representatives, W Rowlinson (ML), J Pilsworth (ML) A Cunningham
 (HA), J Clark (VR) A Baker (WA), A Stephens & P Cornock (CH).
 Mrs S Howard (Committee Clerk)

AL/16/614 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Flint & Cllr Geldart.

PART 1

AL/16/615 TO RECEIVE AGREEMENT FROM THE COMMITTEE REGARDING THE NEW BANK ACCOUNT FOR TENANTS' RENT AND DEPOSITS

The Committee Chairman explained that to bring all of the Allotment accounts into line, it was suggested that a new bank account with our existing bank be opened to accommodate for monies received from Tenants for all rent and any deposits paid. The Committee all **AGREED** to this account being opened for this purpose.

PART 2

AL/16/616 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

AL/16/617 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON 16 NOVEMBER 2015

The minutes from 16 November 2015 were **AGREED** as correct and were ratified at Full Council on 16 December 2015.

AL/16/618 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

The Councillor Representative for Cemetery Allotments enquired as to why the Moor Lane allotment water bill looked high. The Allotment Clerk confirmed that although we have seen an increase in the number of polytunnels on site, the latest invoice received for this site is consistent to other invoices over the last couple of years.

AL/16/619 TO RECEIVE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 16 NOVEMBER 2015 MEETING

619.1 Moor Lane

619.2 WPC Reports

ML4A – It was **AGREED** to monitor this garden

ML7 – It was **AGREED** to send a letter asking for repair of shed as it was damaged in the recent high winds.

ML11A – It was **AGREED** to send a path warning letter

ML12, ML15, ML29, ML40, ML42 & ML58 - It was **AGREED** for a letter to be sent to the Tenants asking to clear rubbish and tidy plots by 20 March 2016.

ML18 – A letter will be send to the Tenant asking for their tree to be re-potted into a larger pot.

ML45B – It was **AGREED** to send the Tenant a letter as their shed roof needs attention.

16/02/2016

Minutes subject to Ratification by Committee and Full Council

There are some allotment plots that have rubbish and dilapidated sheds on them. The Tenant Representative offered to remove these items from site as a one-off, in return for a tank of fuel. The Allotment Committee **AGREED** to this request up to a budget amount of £40

The out-going tenants of ML9 & ML28 have left a number of tools on site. If the tools are still there at the end of February 2016, then Clevedon Pride will be contacted and the tools offered for their Garden Sale in April. **Action – Committee Clerk**

620.1 Highdale Avenue

No issues to report

621.1 Victoria Road

No issues to report

622.1 Westbourne Avenue

No issues to report

623.1 Church Hill

No issues to report

624.1 Cemetery

624.2 WPC Reports

CEM147 – It was **AGREED** to send a WPC1 letter to the Tenant as the garden is looking very untidy.

AL/16/625 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 the following gardens being awarded a full tenancy agreement: - ML2, ML10, ML24A, HA67, VR72, CH110 & CH113A

The Committee **AGREED** that the Tenant of ML4B has not been cultivating their garden and therefore their six month tenancy will be terminated. **Action – Committee Clerk**

AL/16/626 TO DISCUSS AND AGREE TO THE COSTINGS FOR THE HIRE OF A SKIP ON THE CHURCH HILL ALLOTMENTS

The Committee **AGREED** to hire a 6 yard skip and chose Company C. The skip will be hired over a weekend and the Tenant Representatives and other members of the Committee will support the tidy up on site. **Action – Committee Clerk**

AL/16/627 TO RECEIVE A COMPLAINT FROM THE TENANT OF ML43 WHO HAS SUFFERED DAMAGE TO SOME PLANTS ON THEIR PLOT FOLLOWING THE TREE WORK AT THE BACK OF ML41 & ML42

The Committee Chairman advised the Committee that following the recent tree work on the Moor Lane allotment site, the tenant of ML43 has suffered damage to some plants on his plot by the Contractor trampling on them. The Committee discussed the matter and **AGREED** to recompense the tenant with a gardening voucher to the value of £10.00 in full and final settlement of the complaint. **Action – Committee Clerk**

16/02/2016

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AL/16/628 TO DISCUSS AND AGREE TO THE CHECKLIST TO BE COMPLETED BY COUNCILLOR REPRESENTATIVES WHEN TENANTS TERMINATE THEIR ALLOTMENT TENANCY/PLOT

The Committee Clerk advised the Committee that the purpose of the checklist will be to provide a full picture of what condition the allotment is in when a tenant terminates their plot. The Councillor Representative will be asked by the Committee Clerk to inspect the allotment and complete the checklist before the plot is re-allocated to the next person on the waiting list. The Committee **AGREED** to the content of the form, which will be put into place with immediate effect.

AL/16/629 TO DISCUSS THE PROPOSED COMPETITION IDEA FROM THE CLEVEDON FLOWER SHOW FOR THE ALLOTMENT STAND 2016

The Tenant Representative for Church Hill and for Westbourne Avenue advised that they are both on the Clevedon Flower Show Committee. They proposed to the Allotment Committee that they would like to encourage more tenants to enter the Flower Show classes. An inter-competition for the allotment sites in Clevedon only has been arranged at the Flower Show in 2016. There are guidelines that need to be followed, i.e. a display of fruit, vegetables and flowers that does not exceed 4ft by 2ft 3". The Committee **AGREED** to this idea in principle and the Committee Chairman asked for this item to be placed on the Agenda for the next Allotment Committee meeting in April 2016.

AL/16/630 TO DECIDE ON THE BEST GARDEN AWARDS JUDGING DATES FOR 2016

It was **AGREED** to judge the Allotment gardens as follows:

1st Judging – End of May 2016

2nd Judging – Beginning of July 2016

Final Judging – Mid August 2016

AL/16/631 TO RECEIVE TENANTS REQUESTS

ML10 – The Allotment Committee **AGREED** to the 6'x4' shed request

AL/16/632 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no incidents to report.

AL/16/633 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – ML9 & ML28

Allocation of Tenancy – ML9

Waiting List – The waiting list is 79 @ 5 February 2016

Still to Allocate – ML28 & HA64A

AL/16/634 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman's Items

AL/16/635 TO DETERMINE PART I AND PART II ITEMS

Part I items – Agenda Item 5 – To receive agreement from the Committee regarding the new bank account for Tenants' Rent and Deposits.

The meeting closed at 20.35pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

16/02/2016

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