

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 19 AUGUST 2019 AT 7.30 pm

PRESENT: Cllr Westwood, Committee Chairman
 Cllrs Barton, Goodliffe, Young (7.35pm)
 J Pilsworth (ML), J Forbes (ML), S Murtagh (WA), J Burleton (VR), A Cunningham (HA), Mrs C Boundy (Committee Clerk)

ABSENT: A Stephens (CH), Colin Robinson (CEM)

IN ATTENDANCE: Two Tenants

7.30pm INFORMAL BUSINESS

The tenant from ML54 felt aggrieved and offended to receive a letter of concern regarding the use of his hosepipe to water his polytunnel as it states in his tenancy agreement that he may use his hosepipe to water his polytunnel. It was explained to the tenant that this is an amendment agreed by Committee and informed to tenants; as several amendments have been made over the years, tenants would be receiving a copy of the new tenancy agreement in September with their annual bill for them to sign and return for clarification. The letter of concern was withdrawn. The tenant accepted the outcome and left the meeting at 7.40pm

7.35pm Cllr Young joined the meeting.

7.40pm The tenant of HA65b had attended the meeting to find out if a Determination Notice would be served following a meeting on site between Cllr Young and the Tenant Rep at 7.20pm, unfortunately Cllr Young did not attend at that time and carried out the inspection on her own at 7.30pm. Cllr Young reported that she was satisfied that the whole allotment was now being cultivated and the tenant could continue with the allotment and the situation would be monitored going forth. The tenant accepted the outcome and left the meeting at 7.45pm.

7.46pm FORMAL BUSINESS

AL/19/1074 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllrs Everitt & Hill

PART 2

AL/19/1075 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

The Tenant Rep for HA declared that the tenant on HA65b was her neighbour.

AL/19/1076 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 1 JULY 2019

The minutes of the Allotment Meeting held on 1 July 2019 were accepted and signed by the Chairman as a true record. These were ratified by the Council on 7 August 2019.

04/09/2019

Minutes subject to ratification at Full Council

AL/19/1077 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENTS COMMITTEE ACCOUNTS

The members NOTED the financial report which had been circulated at the meeting.

AL/19/1078 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 1 JULY 2019 MEETING

1078.1 Moor Lane

1078.1.1 WPC Reports

ML05A – Still not a great deal of cultivation. Letter of concern now requested asking what are their plans for cultivating. **Action – Committee Clerk**

ML07 – Letter of concern requested to trim back the brambles that have spread to the public footpath. **Action – Committee Clerk**

ML23B – WPC1 requested for lack of cultivation and untidy plot.

Action – Committee Clerk

ML28A – Letter of concern requested for lack of cultivation.

Action – Committee Clerk

ML31 – WPC1 requested for lack of cultivation.

Action – Committee Clerk

1078.1.2 Dip Tank Lids – The size and specifications have now been given to the Committee clerk to obtain quotes and action the work for new lightweight, wooden lids to be constructed up to a **budget of £100 per lid**. **Action – Committee Clerk**

1078.1.3 Rubbish in Car Park – The situation with the barriers beside the Lion's container and damaging the boundary fence is not known at present and the Town Clerk was unable to attend the meeting. **Action – Town Clerk**

1078.1.4 Leylandii Trees – Leylandii trees bordering the entrance need to be cut back and/or removed. The Committee Clerk has only received 2 quotes so far and is awaiting further quotes. **Action – Committee Clerk**

1079.1 Highdale Avenue

1079.1.1 WPC Reports

HA60A – Garden is becoming untidy, to be monitored for the time being.

Action – To be monitored by Cllr & Tenant Rep

HA64A – Letter of concern requested as more work is needed. The area where the new shed will be has been left for a long time. The Committee Clerk to check that the deposit has been paid and ask the tenant to find out when the shed will be constructed.

Action – Committee Clerk

HA67 – Uncovered bottles have been reported on site which are not labelled and could pose a danger to wildlife etc. The Committee Clerk to contact the tenant to establish what is in the bottles and request the tenant to provide lids or remove them from site.

Action – Committee Clerk

1080.1 Victoria Road

1080.1.1 WPC Reports

No issues reported.

1080.1.2 General – Rat Infestation – The Tenant Rep has reported that rats are still being seen on the allotments and has requested that the Pest Controller be contacted again. **Action – Committee Clerk**

04/09/2019

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1081.1 Westbourne Avenue**1081.1.1 WPC Reports**

No issues reported.

1082.1 Church Hill**1082.1.1 WPC Reports**

The Cllr Rep had submitted a report, but as the tenant rep was not present, it was agreed to defer to the next meeting.

1083.1 Cemetery**1083.1.1 WPC Reports**

No report has been received and there was no representation from Cemetery Allotments.

AL/19/1084 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

CH108 & CH112A – The Committee **AGREED** to defer the six monthly tenancy until the next meeting as there was no representation present from Church Hill Allotments.

ML22B – The Committee **AGREED** to full tenancy agreement being awarded.

Action – Committee Clerk

AL/19/1085 TO DISCUSS WHETHER REPAIRS TO THE BOUNDARY WALL ON THE CEMETERY ALLOTMENT SITE ARE NECESSARY WITH PHOTOGRAPHIC EVIDENCE TO BE PROVIDED OF IT BEING A DANGER TO TENANTS

The Committee Clerk had visited the site and taken photographs. There was no evidence to suggest repairs are needed and the wall seemed to be in order and not pose any danger to tenants. The Committee **AGREED** that there was sufficient evidence to support this view and could always revisit this if the situation changed.

AL/19/1086 TO REQUEST TENANTS FROM MOOR LANE ALLOTMENT SITE TO VOLUNTEER TO KEEP THE BOUNDARY FLOWER BED CUT BACK OR TO PROPOSE THE BOUNDARY IS REMOVED AND THE DRIVE IS EXTENDED

The Chairman proposed to remove all of the shrubs from the border whilst maintaining the kerbstones. The ground would be levelled and made good with top soil ready for planting of wild flowers and herbs. The Committee requested that the Clerk obtain three quotes to present to the Committee at the next meeting. **Action – Committee Clerk**

AL/19/1087 TO DISCUSS APPEAL FROM OUTGOING TENANT ON CEM138 REGARDING ALLOTMENT HOLDING DEPOSIT

The tenant had emailed and sent a letter objecting to the holding deposit not being refunded. It was **AGREED** that the End of Tenancy Inspection Report would be upheld as the Allotment was left in a very poor state with photographic evidence provided. The Committee **AGREED** they would, on this occasion, refund £25.00 as a gesture of goodwill. **Action – Committee Clerk**

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AL/19/1088 TO NOTE THE REPAIR OF THE WATER LEAK ON CHURCH HILL ALLOTMENTS AND AGREE THE INVOICE FOR PAYMENT

The Committee noted that the repair had been carried out satisfactorily and **AGREED** to the payment of the invoice. **Action – Committee Clerk**

AL/19/1089 TO RECEIVE THE SCORE SHEETS FOR BEST GARDENS FROM HIGHDALE AVENUE, MOOR LANE, CHURCH HILL, CEMETERY AND WESTBOURNE AVENUE

The score sheet for Church Hill was received prior to the meeting and the score sheet for Highdale Avenue was received at the meeting. The Cllr Reps for Westbourne Avenue and Moor Lane agreed to provide the Committee Clerk with these by Friday 23 August.

AL/19/1090 TO DISCUSS AND AGREE THE REFUND OF THE HOLDING DEPOSITS FOR ML11B, CH109 AND CEM146

Proposed, seconded and **AGREED** by the Committee to refund the Holding deposits for ML11B, CH109 and CEM146. **Action – Committee Clerk**

AL/19/1091 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were no items reported to the Allotment Watch.

AL/19/1092 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – CH132, ML04B, CEM146, ML42B, CH109
Allocation of Tenancy – CH132, ML04B, CEM146, ML42B, CH109
Waiting List – The waiting list is 49 @ 9 August 2019
Still to Allocate – Nil

AL/19/1093 TO DETERMINE PART I AND PART II ITEMS

There were no Part 1 items

The meeting closed at 9.07pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

04/09/2019

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