

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 3RD SEPTEMBER 2012 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Knott, Giles-Townsend, Hatch & McNeill
 Tenant Representatives, P Cornock (CH), A Stephens (CH), N Foster (CEM), K Santo (ML) & D Beynon (WA).
 Mrs S Howard (Committee Clerk)

AL/12/157 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hall, W Rowlinson (ML), J Clark (VR) & R Cheek (HA). The Allotment Clerk advised that the Tenant Representative for Victoria Road, D Holladay has resigned and Mr J Clark has **AGREED** to become the new tenant representative for this site. The Committee Chairman asked for a letter of thanks to be sent to Mrs D Holladay.

Action – Committee Clerk

AL/12/158 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

Cllr Hatch declared an interest in the Moor Lane gate.

AL/12/159 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 23 JULY 2012.

The minutes were **AGREED** and **SIGNED** as correct.

AL/12/160 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

Members **NOTED** the financial report.

AL/12/161 SITE MAINTENANCE REPORTS AND UPDATES ON ACTIONS FROM 23 JULY 2012 MINUTES

161.1 Moor Lane

161.1.1 ML4 – Long grass

The Tenant Representative advised that the grass was long on the garden. The Allotment Clerk to contact the tenant.

Action – Committee Clerk

161.1.2 WPC Reports

It was **AGREED** to send WPC1 letters to the following gardens as they are untidy and have not been cultivated.

ML9, ML24A, ML25B, ML32, ML33 & ML48B

Action – Committee Clerk

161.1.3 ML55

Concern was raised that **ML55** is only half cultivated. It was **AGREED** to contact the tenant to see if they would like some help with their garden. The Tenant Representative for Cemetery advised that his group of gardeners could support the tenant. The Allotment Committee also **AGREED** to an amount up to £50.00 that could be spent, to get the garden dug over and tidy.

Action – Committee Clerk

162.1 Highdale Avenue

162.1.1 WPC Reports

HA63B – The garden is still looking very untidy. The garden will be monitored until the expiry of the WPC1 on 14 September 2012. If no further work has been done, then a WPC2 will be sent to the tenant.

Action – Committee Clerk

HA67 – The garden still has the apple and bay tree planted in the garden. A letter has been sent to the tenant asking for the trees to be removed. The tenant has also submitted an application for a shed, which the Allotment Committee has **AGREED** to the shed request, but only once the two trees are removed from the garden.

Action – Committee Clerk

163.1 Church Hill

163.1.1 Letter of Concern

The Tenant Representatives would like a letter of concern to be sent to **CH104** as there are a lot of weeds and long grass around the border. A letter of concern will also be sent to **CH130** as the garden is looking untidy.

163.1.2 Termination

CH106 – The Tenant has recently terminated the allotment garden and will be re-allocated.

163.1.3 **CH99** - Glass window in new shed.

A letter will be sent asking for the tenant to replace the glass window for a plastic window.

Action – Committee Clerk

163.1.4 WPC Reports

It was **AGREED** for WPC1 letters to be sent to the following tenants as the gardens are looking untidy and not cultivated.

CH124A, CH124B, CH133 & CH134.

163.1.5 Trees on CH112

The Tenant Representative confirmed that the trees have been planted into pots.

163.1.6 CH99 Rubbish on garden

The new tenant on **CH99** reported that someone was leaving rubbish on the allotment garden. The Tenant Representative confirmed that following a sign being placed on the garden and now the tenant has cleared the plot, this issue has now stopped.

163.1.7 Price of for a new Noticeboard

The Councillor Representative asked if a price had been obtained for a new noticeboard on the Allotment site. The Committee Clerk to obtain a price and report to the next Committee Meeting.

Action – Committee Clerk

163.1.8 Church Hill Car Park

The Committee Clerk advised that the price of the membrane and stone has increased since the order which was placed in March 2012, as the Tenant Representatives have not yet done the work.

The price for the membrane was £135.00 in March and is now £186.00 + VAT. The price for the stone was £100.00 in March and is now £150.00 + VAT.

Action – Committee Clerk

164.1 Westbourne Avenue

164.1.1 WPC Reports

WA91 & WA95 – There has been no work to the gardens. It was **AGREED** for a WPC1 to be sent to the tenants.

Action – Committee Clerk

164.1.2 **WA90** Termination

The Tenant has recently terminated the garden and will be re-allocated.

164.1.3 Allotment door

The Tenant Representative advised that entrance door to the allotment site has now been painted. The Tenant Representative asked if an old window could be obtained from a local window company to act as a noticeboard on the back of the door.

Action – Committee Clerk

164.1.4 Resignation of Tenant Representative

The Tenant Representative advised that he is stepping down as the Rep for Westbourne Avenue. He still wishes to remain as a tenant on this site. A new Tenant Representative will now need to be sought.

Action – Committee Clerk

165.1 Victoria Road

165.1.1 Letter of Concern

VR74 – The garden is looking untidy. It was **AGREED** for a letter of concern to be sent.

Action – Committee Clerk

165.1.2 WPC Reports

VR78B & VR88 are looking untidy and not cultivated. The Committee Clerk confirmed that VR78B is on holiday until the end of August and VR88 has recently terminated and will be re-allocated. VR78B will be monitored to ensure garden is tidied.

Action – Tenant Representative

165.1.3 Entrance Gate

The Committee Clerk advised that the gate only needs to be powder coated before being returned to site. The new gate post has been installed on site in readiness for the treated gate.

166.1 Cemetery

166.1.1 WPC Reports

CEM135 – The Tenant has now terminated their tenancy on the allotment garden.

CEM137 – The garden is looking untidy, it was therefore **AGREED** to send a WPC1 warning letter.

Action – Committee Clerk

CEM139 – The garden is still looking untidy and the WPC1 expires on the 14 September 2012. The garden will continue to be monitored and if no improvement then a WPC2 will be issued.

Action – Tenant Representative

CEM145 – The garden has now terminated their tenancy on the allotment garden.

CEM147 – The Tenant Representative is monitoring this garden.

CEM152 – The garden has been monitored by the Councillor Representative and although some work has been done, there are still a number of weeds amongst the fruit bushes. The Tenant Representative would like to work the with tenant to clear the garden and the bank behind the plot, as the tenant has worked on the garden a great deal over the last couple of weeks following our warning letters. This garden will need to continue to be monitored.

Action – Tenant Representative

CEM157 – The garden is looking very untidy with a lot of weeds on the plot. It was **AGREED** to send a WPC1 warning letter to the tenant.

Action – Committee Clerk

166.1.2 Cemetery Wall

The Tenant Representative asked for an update on the situation with the Cemetery wall as it is in a bad state and needing repair especially where some of the stone has come away. The Committee Vice Chairman advised that he would contact North Somerset Council about this matter.

Action – Committee Vice-Chairman

AL/12/167 TO DISCUSS MOOR LANE GATE REGARDING NOISE AND DIFFICULTIES IN OPENING AND CLOSING

The Committee Clerk advised that the resident from a nearby house has complained to the Council on a number of occasions regarding the noise of the gate. We have also received a number of complaints from tenants that are struggling with opening and closing the gate due to it being so heavy and hard to push because of the nylon wheel that was installed. It was **AGREED** to contact the company that installed the nylon wheel to ask them to provide a price for a rubber wheel to help to alleviate the noise and allow the gate to run more freely which should assist with the opening and closing of the gate.

Action – Committee Clerk

AL/12/168 TO DISCUSS THE ASH TREE ON MOOR LANE FOLLOWING COMPLAINTS FROM NEIGHBOURING RESIDENTS

The Allotment Clerk showed the Committee a picture of a tree branch that has fallen into a neighbouring residents garden. The complaints received from the residents have been concerns with the height of the Ash tree and with the seasons changing they would like to see work done to the tree to help eliminate any potential damage if there are high winds. The Tenant Representative for Moor Lane has **AGREED** to cut and tidy the trees that are within the allotment boundary, however, the tallest tree in question is not the property of the Council and it is believed to be the resident who lives is No. 26 Moor Lane. A letter will be sent to the residents who have complained explaining the work we will be doing to the trees that are of our concern and why we cannot conduct work to the Ash tree.

Action – Committee Clerk

AL/12/169 TO RECEIVE FEEDBACK FOLLOWING THE CLEVEDON FLOWER SHOW ON 25 AND 26 AUGUST 2012

The Committee confirmed that this year's stand was received well. The Giant Cornish Cabbage kindly donated by the Church Hill Tenant Representative created a lot of interest and photographs taken.

The Allotment Chairman advised that the Secretary of the Flower Show has asked for the Clevedon Town Council to make a payment of £20.00 for the stand at this year's show. The Vice-Chairman advised that we will make this payment as a donation to the Flower Show. We will then contact the organisers of the show in good time to see if we will need to make a payment for the stand for next year's show.

Action – Committee Clerk

AL/12/170 TO DISCUSS THE ANNUAL TENANT'S MEETING ON 15 OCTOBER 2012

The Committee Clerk advised that Mr Mark Perry, a tenant on Moor Lane has kindly agreed to come and talk to fellow tenants about how to enter produce into shows. The Tenant Representative for Church Hill has also kindly offered another Giant Cornish Cabbage which we will raffle on the evening with proceeds of the raffle being given to a local charity.

AL/12/171 TO RECEIVE TENANTS REQUESTS

CH128 – To replace the chicken coop with a polytunnel 12' by 15' on a 5.00 perch plot. The Committee **AGREED** to this request.

ML11A – Shed request, 4'x4' on a 2.50 perch plot. The Committee **AGREED** to this request.

HA67 – Shed request, 6'x4' on a 5.0 perch plot. The Committee **AGREED** to this request, only when the two trees that are on site have been removed.

Action – Committee Clerk

AL/12/172 TO RECEIVE ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that there are no items to report

AL/12/173 TO NOTE THE FOLLOWING FOR INFORMATION

Members of the Committee noted –
Termination of Tenancy – VR70, VR88, WA90 & CEM135.
Allocation of Tenancy – VR70 & WA90.
Waiting List – 140 @ 24 August 2012.

AL/12/174 CHAIRMANS ITEMS FOR INFORMATION ONLY

There were no Chairman's items for information

AL/12/175 DETERMINE PARTS I AND PART II ITEMS

There were no Part I items, only Part II items.

The meeting closed at 9.00pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date