

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 25 JUNE 2018 AT 7.30 pm**

**PRESENT:** Cllr J Middleton, Committee Chairman  
 Cllrs Barton, Hatch, Hill, Norton-Sealey, West  
 J Forbes (ML), A Cunningham (HA), J Clark (VR) A Stephens (CH), C Robinson  
 (CEM)  
 Mrs S Howard (Committee Clerk)

**AL/18/922 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Fone, Cllr Hale, S Murtagh (WA), J Pilsworth (ML),  
 Mrs C Boundy (Committee Clerk)

PART 2
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**AL/18/923 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**AL/18/924 TO ELECT A VICE CHAIRMAN OF THE ALLOTMENT COMMITTEE FOR THE COUNCIL YEAR 2018/19**

Proposed, seconded and **AGREED** that Cllr Hatch to be elected as Vice Chairman for the year 2018/19.

**AL/18/925 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 30 APRIL 2018**

The minutes of the Allotment Meeting held on 30 April 2018 were accepted and signed by the Chairman as a true record. These will be presented to Council on 27 June 2018.

**AL/18/926 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

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

**AL/18/927 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 30 APRIL 2018 MEETING**

**927.1 Moor Lane**

**927.1.1 WPC Reports**

**ML10** – Letter enquiring when cultivation would take place.

**ML11A** – Letter of concern re: lack of cultivation.

**ML33** – Noted, sloping path could become a slip hazard between the sheds and ML21.

**Action – Tenant/Cllr Reps to address before Risk Assessment.**

**ML28B** – Tenant has reported to Tenant Rep that strimming is planned for this week followed by weed suppressing material. Garden to be monitored.

**ML43/44** – To establish whose rubbish it is and to remove from the site.

**Action – Committee Clerk**

**Area of Recognition & Acknowledgement**

**ML3A** – The members noted a good start on their ‘no dig’ method of gardening.

**ML12** – The members noted the time and effort by the new tenant.

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**927.1.2 General** – Discussed and agreed weed spraying on Moor Lane boundary and behind the White cottages on Church Hill. Proposed, seconded and **AGREED** a budget to £300 for the spraying.

**Action - Committee Clerk**

**927.1.3 General** – The small gate on Moor Lane needs a new padlock as the old one is malfunctioning. The Committee Chairman to purchase a new one and fit it to the gate.

**Action – Committee Chairman**

### **928.1 Highdale Avenue**

#### **928.1.1 WPC Reports**

No issues reported.

**928.1.2 – General** - Bamboo canes donated by Cllr Fone; available to all tenants.

**Action - Committee Clerk**

**928.1.3 Water Pressure** – Water is now flowing correctly from the taps.

### **929.1 Victoria Road**

#### **929.1.1 WPC Reports**

No issues reported.

**929.1.2 – General** – Concerns re children on site. Committee clerk to contact tenant.

**Action – Committee Clerk**

**929.1.3 – General** – First Aid Kits – Agreed tenants should provide their own.

### **930.1 Westbourne Avenue**

#### **930.1.1 WPC Reports**

No issues reported

**930.1.2 – General** – There are still issues with the entrance door. Alliance Homes to be contacted.

**Action – Committee Clerk**

### **931.1 Church Hill**

#### **931.1.1 WPC Reports**

**CH99, CH133 – Letter of Concern** Messy plot/becoming untidy.

**CH101 – Letter of Concern** Bottom path is not very good.

**CH115A** – Letter of concern re lid for water butt.

**CH131** – Reminder to be sent about no dogs on site.

**CH132 – AGREED** to send WPC2 letter due to lack of cultivation.

**931.1.2 MARKER PEGS STILL REQUIRED – CH113A, CH113B & CH115B**

**Action - Committee Clerk**

### **932.1 Cemetery**

#### **932.1.1 WPC Reports**

**CEM142, CEM147 & CEM148 – AGREED** to send WPC1 warning letters due to lack of cultivation.

**CEM147** had a small bonfire contrary to policy.

**CEM143 – AGREED** A final letter to remove the astro turf and slabs by end of July or the Council will remove them and recharge the former tenant.

**932.1.2 – General** – Tenant rep advised that the site is affected by wildlife. Proposed, seconded and **AGREED (6 votes to 2)** to investigate the shooting of the rabbits subject to legal requirements.

**ACTION – Committee Clerk**

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**AL/18/933 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED**

HA65B, ML12, CH115A – The Committee **AGREED** to full tenancy agreements being awarded.

**ACTION – Committee Clerk**

**AL/18/934 TO DISCUSS AND AGREE WHETHER CURRENT RENTS AND WATER CHARGES NEED TO BE INCREASED**

Proposed, seconded and **AGREED** that there will be no increase in the rents this year from £0.16p per perch/per week. The water charges will also remain at £6.90 per tenant/per plot.

**ACTION - Committee Clerk**

**AL/18/935 TO DISCUSS AND CONSIDER THE ALLOTMENT INTEGRATED SOFTWARE SUITE PACKAGE FROM RIALTAS**

The members felt that they would like to understand more about the computer package before purchasing and asked the Clerk to contact other Councils that are already using this package to further understand the details.

**AL/18/936 TO DISCUSS AND AGREE SPONSORSHIP AT CLEVEDON FLOWER SHOW**

Proposed, seconded and **AGREED** to sponsor the Onion and Begonia Classes at a total cost of £100.00; we will have two 6' tables inside the marquee.

**AL/18/937 TO DISCUSS AND AGREE A THEME AND WORKING PARTY FOR THIS YEAR'S STAND**

The theme for the Trade Stand is Recycling/Upcycling and tips.

**AL/18/938 TO RECEIVE ANY SUGGESTIONS FOR THIS YEAR'S SPEAKER AT THE ANNUAL TENANT MEETING IN OCTOBER**

It was suggested that members investigate NSALG for a list of speakers. It was agreed that a more informal AGM be adopted with chairs in a circle and Q & A session with tenants.

**ACTION – Committee Clerk**

**AL/18/939 TO RECEIVE COMPLETED FORMS FOR THE FIRST ROUND OF JUDGING OF THE ALLOTMENTS IN JUNE 2018**

The members noted the first round marks received except for WA, HA and VR.

**AL/18/940 TO RECEIVE TENANT REQUESTS**

**ML12** – The Committee **AGREED** the request for a shed.

**ML42A** – The Committee **AGREED** to a Greenhouse subject to it being installed in one go.

**CH134** – The Committee **AGREED** to the request for a shed.

**AL/18/941 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

There were no items reported to the Allotment Watch.

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**AL/18/942 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – ML3A, ML24B, VR86A, WA91, CH131, CH133, CEM138, CEM144

Allocation of Tenancy – ML3A, ML24B, VR86A, WA91, CH131, CH133, CEM137, CEM144

Waiting List – The waiting list is 46 @ 13 June 2018

Still to Allocate – CEM138

**AL/18/943 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no chairman items for information.

**AL/18/944 TO DETERMINE PART I AND PART II ITEMS**

There were No Part 1 items

The meeting closed at 8.57pm

APPROVED AS A TRUE RECORD

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