

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 16 FEBRUARY 2015 AT 7.30 pm.

PRESENT: Cllr C Wring, Committee Chairman
 Cllr J Middleton, Committee Vice Chairman
 Cllrs Bussey, Knott, Pennycott & McNeill
 Tenant Representatives, W Rowlinson (ML), J Pilsworth (ML), J Clark (VR), A Baker (WA), P Cornock (CH) & N Foster (CEM).
 Mrs S Howard (Committee Clerk)

IN ATTENDANCE: Mr Skears (ML46) & Mr Moucher (VR88)

The Committee Chairman introduced and welcomed the new Deputy Tenant Representative for Moor Lane.

PUBLIC SESSION:

The Tenant of VR88 addressed the Committee with concerns about the overhanging branches on the boundary wall on the Victoria Road Allotment site and wanted to establish the Committee's intentions for the removal of the dangerous dead branches.

The Tenant of ML46 advised that he is attending the meeting to listen to the outcome of his letter sent to the Allotment Committee, as he is not happy with the process involved with the selection of the Deputy Tenant Representative for Moor Lane.

AL/15/478 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hatch (CEM) & A Cunningham.

PART 2

AL/15/479 TO DISCUSS THE PUBLIC SESSION MATTERS

Victoria Road Site, VR88

The Committee Chairman advised that the Committee has contacted the management company for the Oaklands estate to ask for removal of the overgrown vegetation. As no response or action has been made by the company, the Committee confirmed they would write to them asking for immediate works to the vegetation. The letter will be sent by Recorded Delivery.

Action – Committee Clerk

AL/15/480 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

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

AL/15/481 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING ON 24 NOVEMBER 2014 & SPECIAL COMMITTEE MEETING ON 17 DECEMBER 2014

The minutes were **AGREED** as correct. The 24 November 2014 minutes have been ratified at Full Council on 17 December 2014. The 17 December 2014 minutes will be ratified on 4 March 2015.

AL/15/482 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

The Members of the Committee **NOTED** the Financial Report.

AL/15/483 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 24 NOVEMBER 2014 MEETING

483.1 Moor Lane

483.1.1 WPC Reports

ML3B, ML4A, ML5B, ML7 & ML31 - It was **AGREED** to monitor these plots.

Action – Tenant Representatives

ML11A - It was **AGREED** to send a Letter of Concern and to ask for the paths to be tidied.

Action – Committee Clerk

ML9 & ML10 – It was **AGREED** to send letters to Tenants asking them to tidy their paths.

Action – Committee Clerk

ML2 & ML55 - It was **AGREED** to send letters to the Tenants asking for their shed roofs to be repaired.

ML23B – It was **AGREED** to speak to the Tenant asking for the removal of the tyres from their plot.

Action – Deputy Tenant Representative

483.1.2 General

Return of Holding Deposit

ML24B - The tenant has had their tenancy terminated due to non-payment of the annual rent. It was **AGREED** to refund the holding deposit of £30.00 paid.

Action – Committee Clerk

ML51 - The tenant paid a polytunnel deposit of £25.00 but has now decided against the installation of the structure. The Committee **AGREED** to refund the deposit paid.

Action – Committee Clerk

ML43 - The house located behind ML43 has a couple of fence strips that need to be nailed back onto their fence. It was **AGREED** to write to the owner of the property to ask for them to repair the fence to maintain the security on the allotment site.

Action – Committee Clerk

484.1 Highdale Avenue

484.1.1 General

The Vice Chairman advised that during a site meeting it was established that there is a hosepipe connected to a tap which needs to be removed.

Action – Vice Chairman and Tenant Representative

485.1 Victoria Road**485.1.1 WPC Reports**

VR78B – It was **AGREED** to monitor this plot.

Action – Tenant Representative

486.1 Westbourne Avenue**486.1.1 WPC Reports**

WA91 & WA95A – It was **AGREED** to monitor these plots.

Action – Tenant Representative

486.1.2 General

The Tenant of WA89 would like to swap allotment plots and move to the vacant plot, WA90. The Committee **AGREED** to this request. The Committee Clerk to provide a new Tenancy agreement to the Tenant for WA90.

Action – Committee Clerk

487.1 Church Hill**487.1.1 WPC Reports**

CH118 – It was **AGREED** to monitor this plot.

Action – Tenant Representatives

CH106 – It was **AGREED** to send a WPC2 to the Tenant due to non-cultivation of the plot.

Action – Committee Clerk

487.1.2 General

Gravel – The Councillor Representative advised that some more gravel is required to level the car parking area again. It was **AGREED** that one ton of stone to dust would be sufficient. Prices to be obtained for this project.

Action – Committee Clerk

Fence along Hacks Way – The Committee Chairman confirmed that prices will need to be obtained for the replacement of the fence for the 2015/16 budget.

Action – Committee Clerk

488.1 Cemetery**488.1.1 WPC Reports**

CEM140 – It was **AGREED** to monitor this plot.

Action – Tenant Representative

488.1.2 General

The Tenant Representative advised that the access gate onto the allotment site is still causing concern.

AL/15/489 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 Tenants having a full tenancy agreement.

ML21, CH102 & CEM148.

Action – Committee Clerk

AL/15/490 TO FORMALLY APPOINT THE TENANT REPRESENTATIVE FOR HIGHDALE AVENUE ALLOTMENT SITE

The Committee Clerk advised the Committee that following the resignation of the Tenant Representative for Highdale Avenue, a poster was pinned to the site noticeboard advertising for a new Tenant Rep. The Tenant of HA64A has advised the office that she is interested in this role. The Committee voted unanimously for the Tenant to become the new Tenant Representative.

AL/15/491 TO DISCUSS THE CORRESPONDENCE RECEIVED FROM THE APPLICANT WHO HAD APPLIED FOR THE DEPUTY TENANT REPRESENTATIVE ROLE ON MOOR LANE ALLOTMENTS

It was PROPOSED, SECONDED and AGREED to suspend Standing Orders to allow for the Tenant of ML46 to address the Committee.

The Tenant of ML46 advised that he had been advised that there would be a ballot for the election of the Deputy Tenant Representative on Moor Lane. His application submitted was written to reflect that it would be seen by other Tenants on the Moor Lane site. He feels he has been mis-informed about the process of selection for the vacant role.

It was PROPOSED, SECONDED and AGREED to reinstate Standing Orders to allow for the Committee Chairman to respond to the Tenant of ML46.

The Committee Chairman advised that the Committee had sought legal advice from the Town Clerk and that the Vice Chairman had researched many documents concerning the process for electing a new Tenant Rep. It was established that the Committee can elect Tenant Representatives themselves without the need for a ballot by Tenants. The Committee therefore held an open public meeting on 17 December 2014 and the Committee discussed in full each application received. The Committee then made a unanimous vote on the chosen applicant.

AL/15/492 TO DISCUSS AND AGREE PRICE OBTAINED FOR THE WEED SPRAYING ON THE MOOR LANE AND CHURCH HILL SITES

The Committee Clerk explained that the same company who have sprayed the Moor Lane allotment site boundary and hold the relevant licences required has been contacted. The addition of Church Hill Allotments is an extension to the existing weed spraying contract held with the Moor Lane site. The price for both Allotment sites is £160.00+VAT, each visit. The Committee **AGREED** to this price and for the spraying to be twice a year, in Spring and Autumn.

Action – Committee Clerk

AL/15/493 TO DISCUSS AND AGREE TO THE PROPOSALS FOR THE REPLACEMENT OF THE VICTORIA ROAD ALLOTMENT BOUNDARY FENCE

Minute no. AL/14/420 - The Committee **AGREED** to Company F in July 2014, to install a new picket style fence with two rails to deter the deer from entering the allotment site.

The Committee Clerk advised that the fence is in a Conservation area and therefore full planning permission is required. The Committee **AGREED** to submit a planning application to North Somerset Council and once consent is received then the Contractor will be contacted to replace the fence.

Action – Committee Clerk

AL/15/494 TO RECEIVE THE REVISED AND UPDATED DUTIES OF THE TENANT REPRESENTATIVE

The Vice-Chairman advised that Committee that the Responsibilities and Duties of the Tenant Representative had become outdated. The Vice Chairman provided a copy of the revised Duties of the Tenant Representative. The Committee all **AGREED** to the updated duties as per the circulated document.

AL/15/495 TO DECIDE WHETHER TO HAVE A STAND AT THIS YEARS CLEVEDON FLOWER SHOW AND THE CLEVEDON FLOWER SHOWS SUGGESTION OF AN OUTDOOR STAND FOR CHILDREN

The Committee discussed that there will be many changes after the Election in May this year. There will be new Councillors and also changes to the boundary Wards. The Allotment stand could be an opportunity for new Councillors to support the stand and meet the public.

The Chairman of Council advised that a local school has started a project to raise money to buy some plants and pots and to install them around the shopping areas of the town. It was suggested that the Flower Show may be able to work with the schools on this project. The Committee Clerk will advise the Flower Show Committee about this project.

The Committee **AGREED** to a maximum budget of up to and not exceeding £100.00 to support the seed tray class, the indoor stand and to provide materials for the outdoor stand if required.

Action – Committee Clerk

AL/15/496 TO RECEIVE SUGGESTIONS FOR A SPEAKER FOR THIS YEARS ANNUAL TENANT MEETING IN OCTOBER

The Tenant Representative for Cemetery suggested that one of the local Nurseries could provide a talk. It was also suggested that some of the nursery plants could be brought in to sell at the meeting. **Action – Committee Clerk**

AL/15/497 TO RECEIVE TENANTS REQUESTS

ML11A – The Committee **REFUSED** the 4'x4' shed application, as the plot is not being fully cultivated.

ML51- The Committee **AGREED** to the storage locker 38"x 20" x20".

ML53 – The Committee **AGREED** to the 9'10 x 6'7 x 6'3 polytunnel.

HA68 – The Committee **AGREED** to the siting of the water butts on this plot.

CEM142 – The Committee **AGREED** to the retrospective 5'x3' shed application

AL/15/498 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk advised that no incidents had been reported.

AL/15/499 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – ML24B, HA60, WA90 & CH118
Allocation of Tenancy – ML5B, HA60, CH118 & CH124A
Waiting List – The waiting list is 93 @ 9 February 2015.
Still to Allocate – ML24B & WA90

AL/15/500 CHAIRMAN ITEMS FOR INFORMATION ONLY

Future Sites

The Vice Chairman confirmed there are still ongoing negotiations with the consideration of purchasing more land for allotment use.

AL/14/501 TO DETERMINE PART I AND PART II ITEMS

There are no Part I items.
All other items are Part II items.

The meeting closed at 9.17pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date