

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 11 SEPTEMBER 2017 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Fone, Cllr Hale, Cllr Hatch, Cllr Hill, Cllr Norton-Sealey & Cllr O'Brien
 W Rowlinson (ML), J Pilsworth (ML), A Cunningham (HA), J Clark (VR),
 S Murtagh & C Robinson (CEM)
 Mrs S Howard (Committee Clerk)

PUBLIC SESSION: Following the report in the local paper concerning the Cemetery Allotment site, two residents wished to advise the Allotment Committee that the allotment site is a statutory site and ownership is with Clevedon Town Council. Both advised that the land at Brookfield Walk is not suitable for allotments as it does not drain well and is prone to flooding. Both also felt that the cemetery and allotment provision for the town has not been considered adequately enough by the Planning Department.

AL/17/836 TO RECEIVE APOLOGIES FOR ABSENCE

No apologies received

PART 1

AL/17/837 TO RECEIVE CLLR BARTON'S REQUEST TO BECOME A MEMBER OF THE ALLOTMENT COMMITTEE

The Chairman advised that Cllr Barton had requested to become a member of the Allotment Committee. All members **AGREED** to Cllr Barton's request. It was also **AGREED** that Cllr Barton to become joint Councillor Representative for Westbourne Avenue Allotments with Cllr O'Brien.

PART 2

AL/17/838 TO DISCUSS THE PUBLIC SESSION MATTERS

The Chairman of the Allotment Committee advised that Dignity and North Somerset Council have approached Clevedon Town Council as they are looking to extend the existing cemetery site. This is due to the requirement for more burial plots, as there is a shortage in the town.

The Committee is now seeking prices for soil tests to ascertain if the land is suitable for allotments at Brookfield Walk, this being the land offered in exchange for the Cemetery Allotments. Dignity to conduct soil tests on the Cemetery Allotments, to see if the soil is appropriate for burial use. If the land at Brookfield Walk is not suitable then Clevedon Town Council will not accept it and North Somerset Council will be asked to find alternative land.

AL/17/839 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest

AL/17/840 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 24 JULY 2017

The Committee **AGREED** the minutes of the 24 July 2017 as being correct and will be ratified at Full Council on 27 September 2017.

19/09/2017

Minutes subject to ratification at Full Council

AL/17/841 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

The members of the Committee **NOTED** the Financial report.

AL/17/842 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 24 JULY 2017 MEETING

842.1 Moor Lane

842.1.1 WPC Reports

ML12 – AGREED to send the tenant a final determination letter asking for full clearance of the plot and chickens by the end of October 2017.

ML23B, ML37, ML45B & ML47A – AGREED to send path warning letters.

ML26 – AGREED to send letter regarding repair or replacement of compost bin.

ML33 – AGREED for letter of concern as grass and weeds are covering large area.

ML42A – AGREED for letter to clear boxes, trolley from path with ML41 and clear/tidy the left hand side of the plot.

ML43 – AGREED for letter asking for either repair shed roof or remove shed.

ML52 – AGREED to send a WPC1 warning letter for bindweed.

ML53 – AGREED for letter due to lack of cultivation on the plot and ascertain plans for next season.

Action – Committee Clerk

843.1 Highdale Avenue

843.1.1 WPC Reports

HA64A – AGREED for letter asking for plans for next season as not much planted.

HA65B – AGREED for letter of concern about fruit needs to be collected and work to start on clearing some of the fruit bushes. Tenant currently on a six month agreement.

HA59A, HA59B, HA60B, HA61 & HA62 – AGREED to send path warning letters

844.1 Victoria Road

844.1.1 WPC Reports

No action required, all plots are being worked well.

845.1 Westbourne Avenue

845.1.1 General

WA98 – No lid on water butt. Letter to tenant.

846.1 Church Hill

846.1.1 WPC Reports

CH113A – lots of bricks on the plot. **AGREED** letter to tenant asking for the intentions for the bricks or removal

CH121B – No lid on water butt. Letter to tenant.

CH130 – AGREED to send the tenant a WPC1 regarding the condition of their shed.

CH121A – It was **AGREED** to send the tenant a WPC1 letter concerning the condition of their shed, with previous letters being ignored.

846.1.2 General

North Gate – The ground is full of weeds and looking untidy. **AGREED** to contact our Contractor to ask if weed spraying was not effective in this area?

South Gate – The area has wood and general allotment equipment making area look untidy. **AGREED** to contact tenant on CH130, who advised they can make use of wood.

Old Dip tank – Decommissioned tank has been left on site and is filling up with weeds and water.

19/09/2017

Minutes subject to ratification at Full Council

847.1 Cemetery

847.1.1 WPC Reports

CEM137 – AGREED for a final determination letter due to non-cultivation of plot following previous warnings

CEM147 & CEM150 – AGREED to send WPC1 warning letters as plots are very untidy

CEM152 – AGREED to write to tenant as no further work to the allotment for at least two months. Then tenant needs to clear the bank of the debris created from cutting back the buddleia on her plot by the end of October 2017 at her expense.

847.1.2 General

Communal Area – The caretaker of this area has advised that the greenhouse was a gift from the tenant on CEM151. **AGREED** to write to them to ask if they would consider taking greenhouse back, dismantling and removing from site. The wooden compost structure will be moved to the Sheep Field by St Andrews Church by the tenant of CEM158. **Action – Committee Clerk**

AL/17/848 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 **CH106** being awarded a full tenancy agreement.

The Committee **REFUSED** a full tenancy agreement to **CH112A** as the plot is untidy. **AGREED** for a letter to be sent to tenant stressing plot must be tidied by the end of September to be considered for a full tenancy agreement. **Action – Committee Clerk**

AL/17/849 TO RECEIVE FEEDBACK FROM THE TENANT OF ML5B REGARDING THE FINAL DETERMINATION OF THE TENANCY OF THIS PLOT

The Committee Clerk provided feedback received from the tenant following the decision by the Committee to end the tenancy. The Tenant advised that they had felt 'picked upon' and also that if you didn't attend to your plot then letter after letter would be sent to you. The Committee reported that they had given the Tenant additional time and opportunities to cultivate the plot and duly noted the comments raised.

AL/17/850 TO RECEIVE ANY FEEDBACK REGARDING THE ALLOTMENT STAND AND INTER-SITE COMPETITION AT THIS YEARS CLEVEDON FLOWER SHOW

The Committee Clerk thanked all those that supported the Allotment stand. The Committee also thanked the Committee Clerk for the work involved with creating the display. The Inter-Site competition was not well supported this year which was a shame, but hoped that this could be rectified next year.

AL/17/851 TO DISCUSS AND AGREE TO A PRICE FOR WORK TO REDUCE THE HEIGHT OF THE CONIFER TREES ON THE MOOR LANE ALLOTMENT SITE

The Committee Clerk relayed the prices to the Committee who advised that they did not wish for any height to be removed from the trees, only to trim the trees. Quotes therefore disregarded. New prices to be obtained for trim only and for removal of all shrubs on the side of the Moor Lane driveway.

19/09/2017

Minutes subject to ratification at Full Council

AL/17/852 TO DISCUSS AND AGREE TO A PRICE FOR THE HIRE OF A SKIP ON THE CEMETERY ALLOTMENT SITE TO CLEAR THE BANK AREA OF CEM152 AND A GENERAL TIDY UP ACROSS THE SITE

It was reported that some of the skip hire companies would not be able to access the site due to the restricted access. Also, the price of skip hire had increased considerably since the hire of a 6 yard skip for Church Hill. Therefore the hire of a skip was **REJECTED** by the Committee.

AL/17/853 TO RECEIVE TENANT REQUESTS

ML29 – to relinquish half of the plot, creating two 2.50 perch plots.

A site meeting to be arranged with the Councillor and Tenant Reps to discuss the request further. The Committee did discuss that they were reluctant to split the plot, but offer the tenant another half plot when one became available.

VR72 & VR77 – tenants to swap allotment gardens from end of September 2017.

The Committee **AGREED** to this request.

AL/17/854 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were No items to report

AL/17/855 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – ML11A HA60A

Allocation of Tenancy – N/A

Waiting List – The waiting list is 76 @ 1 September 2017

Still to Allocate – ML5B, ML11A, ML42B, HA60A, CH100B & CEM156

AL/17/856 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Tenant Representative for Moor Lane, Mr Rowlinson advised that he wished to stand down as Rep for Moor Lane, North side. The Committee Chairman, on behalf of the Committee, expressed a vote of thanks for all of his support on the allotment site and on the Committee.

AL/17/857 TO DETERMINE PART I AND PART II ITEMS

Part 1 item – to receive Cllr Barton's request to become a member of the Allotment Committee

All other items were Part II.

The meeting closed at 9.14pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

19/09/2017

Minutes subject to ratification at Full Council