

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE COUNCIL
OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 13 JUNE 2016 AT 7.30 pm.

PRESENT: Cllr J Middleton, Committee Chairman
 Cllr Barton, Cllr Hale, Cllr Hatch, Cllr Hill & Cllr O'Brien
 Tenant Representatives, W Rowlinson (ML) & J Clark (VR)
 Mrs S Howard (Committee Clerk)

AL/16/659 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Norton-Sealey, J Pilsworth (ML), A Cunningham (HA) & A Stephens (CH)

PART 2

AL/16/660 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest for items on the agenda

AL/16/661 TO ELECT A VICE-CHAIRMAN OF THE ALLOTMENT COMMITTEE FOR THE COUNCIL YEAR 2016/17

It was proposed, seconded and **AGREED** to re-elect Cllr Hatch as the Vice-Chairman of the Allotment Committee for the Council year 2016/17.

AL/16/662 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE HELD ON 18 APRIL 2016

The minutes were **AGREED** as correct and will be ratified at the next Full Council meeting on 22 June 2016.

AL/16/663 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT ACCOUNTS

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

AL/16/664 TO RECEIVE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 18 APRIL 2016 MEETING

664.1 Moor Lane

664.2 WPC Reports

ML15 – The Committee **AGREED** to send a Letter of Concern and path warning letter

ML23B – The Committee **AGREED** for a second letter to be sent to the Tenant asking for the removal of the tyres on the allotment garden.

ML29 – The Committee **AGREED** for a second letter to be sent to the Tenant asking for the remainder of the rubbish to be removed from the allotment garden.

ML34 – The Committee **AGREED** to send a Letter of Concern and ask if the Tenant wishes to split the plot.

ML41 – The Committee **AGREED** to send a letter to the Tenant asking for the carpet to be removed from the allotment garden. The Committee **AGREED** for a quote to be obtained for the treatment of the bindweed on this plot. **Action – Committee Clerk**

664.3 General

Weed Spraying - The Tenant Representative advised that there are a lot of weeds along the Allotment boundary area and needs to be sprayed again. The Committee **AGREED** for this to be done. **Action – Committee Clerk**

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Minutes subject to ratification at Full Council

665.1 Highdale Avenue**665.2 WPC Reports**

HA64B – The Committee **AGREED** to send a WPC1 warning letter due to very little work on the allotment garden. **Action – Committee Clerk**

666.1 Victoria Road**666.2 WPC Reports**

VR78B – The Committee Clerk advised that the Tenant has now moved out of Clevedon. Due to the Allotment rules you must be a resident in Clevedon to have an allotment garden. A letter will be sent to the Tenant advising that their tenancy will be terminated.

Action – Committee Clerk

666.3 General

Infestation of Rats - The Tenant Representative advised that the site has rats. Probably due to the work on the Clevedon Hall estate. The Committee **AGREED** to contact the Environmental Health Team at North Somerset Council for advice.

Action – Committee Clerk

667.1 Westbourne Avenue**667.2 General**

Site Door - The Committee Clerk asked if the repairs have been made to the site door by Alliance Homes? The Tenant Rep will be contacted. **Action – Committee Clerk**

668.1 Church Hill**668.2 WPC Reports**

CH100B – The Committee **AGREED** to send a Letter of Concern to the Tenant.

CH105, CH111 – It was **AGREED** to monitor these plots.

CH110, CH112 – concern that plastic covering is still on the allotment now that it is growing season. It was **AGREED** to monitor the plots.

668.3 General

Weed Spraying - The Councillor Representative advised that there are a lot of weeds along the allotment boundary behind the white cottages that need spraying again. The Committee **AGREED** for this to be done. **Action – Committee Clerk**

Grass Cutting - The Committee Clerk advised the Committee that the grass will be cut on site by our Contractor during this week.

669.1 Cemetery**669.2 WPC Reports**

CEM152 – The Committee Clerk advised the Committee that the Tenant has advised that she has had a bereavement in the family. The Committee **AGREED** that they would like to invite the Tenant into the Council offices to discuss a way forward with the allotment plot due to the Committee's concerns that there is very little cultivation of the allotment garden. **Action – Committee Clerk**

669.3 General

Weed Spraying - The Councillor Representative advised that there are a lot of weeds along the allotment boundary that need spraying. The Committee **AGREED** for a quote to be obtained for the spraying to be done. **Action – Committee Clerk**

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Grass Cutting – The Committee Clerk advised that a gardener had submitted a quote for the grass cutting of the main path only on the Cemetery. The price quoted was £90.00 per month to be cut and strimmed, as and when required. The Committee **DECLINED** the quote as this was considerable more expensive than the price we pay our Contractor who cuts the Church Hill allotment site.

AL/16/670 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED

There were no gardens to report.

AL/16/671 TO RECEIVE A REPORT FROM THE COMMITTEE CLERK REGARDING THE ALLOTMENT OFFICERS FORUM HELD ON 28 APRIL 2016

The Committee **AGREED** that the notes from the meeting were informative and the forum is a worthwhile meeting to attend.

AL/16/672 TO DISCUSS AND AGREE THE REVISED AND UPDATED BOOKLET GIVEN TO NEW ALLOTMENT TENANTS

The Committee **AGREED** that the layout and content of the booklet was good for the new tenants.

The Tenant Representative for Victoria Road highlighted that the document does state that the use of carpets is not allowed. Then later on in the document it states that the use of carpets is allowed. This discrepancy will be amended to read that the use of carpets is not allowed on all sites.

The Councillor Representative for Moor Lane advised we need to include the warning procedure in the booklet.

Also, the literature that we are currently giving to new tenants, if they are new to gardening, then it was proposed that all of the literature could be emailed to them.

The Committee will then conduct a final proof read of the document before it is used for new allotment tenants.

The Tenant Representative for Moor Lane also provided a list of site rules that he would like to see on all site noticeboards to remind tenants of the Do's and Don'ts. The Committee **AGREED** that they would consider this proposal and that this item is included on the next Allotment Committee agenda in July 2016.

AL/16/673 TO RECEIVE TENANTS REQUESTS

ML14 – The Allotment Committee **AGREED** to the 6'x4' shed request on the 5.00 perch plot.

CEM136 – The Allotment Committee **AGREED** to the 4'x4' shed request on a 3.30 perch plot.

AL/16/674 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

The Committee Clerk reported there have been sightings of a drone flying over the Moor Lane Allotments. The matter has been reported to the Police. No further sightings have been reported since the 4 May 2016.

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A Tenant on the Moor Lane allotment advised that he had heard an air rifle being fired in a neighbouring property at the back of the allotment site. No further reports have been received since 15 May 2016.

Both matters will be monitored for any further incidents.

AL/16/675 TO NOTE THE FOLLOWING INFORMATION

Termination of Tenancy – Not applicable
Allocation of Tenancy – ML28A & ML28B
Waiting List – The waiting list is 78 @ 2 June 2016
Still to Allocate – CEM140

AL/16/676 CHAIRMAN ITEMS FOR INFORMATION ONLY

There were no Chairman’s items.

AL/16/677 TO DETERMINE PART I AND PART II ITEMS

There were no Part I items

The meeting closed at 8.32pm
APPROVED AS A TRUE RECORD

CHAIRMAN Date