

CLEVEDON TOWN COUNCIL
MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE
COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,
ON MONDAY, 24 JULY 2017 AT 7.30 pm.

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

AL/17/813 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies received from Cllr Hatch, Cllr Norton-Sealey, J Pilsworth (ML) & S Murtagh (WA)

PART 2

AL/17/814 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA

There were no declarations of interest

AL/17/815 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 12 JUNE 2017

The Committee **AGREED** the minutes of the 12 June 2017 as being correct and will be ratified at Full Council on 2 August 2017.

AL/17/816 TO RECEIVE THE NOTES FROM THE SPECIAL ALLOTMENT COMMITTEE MEETING HELD ON 12 JULY 2017

The Committee **AGREED** to the notes of the 12 July 2017 as being correct and will be ratified at Full Council on 2 August 2017.

AL/17/817 TO DISCUSS AND DECIDE WHETHER TO ISSUE A FINAL DETERMINATION LETTER TO PLOT NO. ML5B

The Tenant Representative for Moor Lane advised that still no work had been done to the allotment garden following the second warning letter and site inspection on 23 July 2017. The Tenant has also not appealed to the second warning letter. It was **PROPOSED, SECONDED and AGREED** to issue a final determination letter to the tenant by recorded delivery.
Action – Committee Clerk

AL/17/818 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS

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

AL/17/819 TO DISCUSS AND AGREE TO THE ALLOWANCE OF £250.00 TO PAY FOR BEST GARDEN AWARD PRIZES, STAMPS FOR ANNUAL INVOICES AND SUNDRIES FOR THE ANNUAL TENANT MEETING IN OCTOBER 2017

The Committee Chairman advised the Committee that we also need to factor in £50.00 for the sponsorship of the Onion Championships at the Clevedon Flower Show. The Committee therefore **AGREED** up to a budget of £300.00 to be taken from the Allotment account to pay for Best Garden Award prizes, stamps for annual invoices, sundries for ATM in October 2017 and the Flower Show in August 2017.

The Committee Clerk confirmed a review of the allotment rent and water charges have been done.

08/08/2017

Minutes subject to ratification at Full Council

The Committee **AGREED** that there are site projects to be completed over the coming gardening year, i.e. work to the conifer trees and installation of more cattle troughs on the Moor Lane site, by way of an example.

Also, as the Committee wishes to remain self-sufficient, it was therefore **PROPOSED, SECONDED and AGREED** to increase the rent by 20% for the 2017/18 invoices and will continue to be reviewed each year.

The Committee also discussed the water bills and **AGREED** to retain the £6.90 charge for each tenant for the 2017/18 invoices. The water bills will also be reviewed again next year.

The Committee were reminded that the rent and water rate increases are notified in the annual Allotment newsletter.

AL/17/820 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 12 JUNE 2017 MEETING

820.1 Moor Lane

820.1.1 WPC Reports

ML40 – It was **AGREED** to send the tenant a WPC1 warning letter regarding their shed as previous letters have been ignored

ML46 – It was **AGREED** to send the tenant a WPC1 warning letter regarding asking the tenant to control the bindweed on their plot

ML53 – Very little cultivation to the plot, **AGREED** for a WPC1

ML48A – Plot is now fairly tidy following WPC1 previously. Committee have asked for tenants' plans for overflowing compost bin?

ML41 – Letter to tenant asking for willow hedge to be cut back and controlled.

ML11A & ML12 – It was **AGREED** to send a WPC2 letter as there has been no significant work made to the plot.

ML5B & ML42B – Final determination letter to tenants as no work on the plots following previous warning letters. **Action – Committee Clerk**

821.1 Highdale Avenue

821.1.1 WPC Reports

HA60A & HA64A – It was **AGREED** to send a WPC2 letter to the tenants as there has been no significant work made to the plots.

HA68 – There is a substantial amount of wood on the top ledge of the allotment garden which is rotting and needs to be removed from site. Also, the Councillor and Tenant Reps would like to see the installation of the water butts on the ledge as promised by the Tenant some time ago. A letter to be sent to the tenant. **Action – Committee Clerk**

822.1 Victoria Road

822.1.1 WPC Reports

No action required, all plots are being worked well.

823.1 Westbourne Avenue

823.1.1 General

WA93B – No 'B' on the marker peg.

WA95A – The tank valve on the tank located by WA95A is making a hissing sound and will be monitored.

WA95A & WA95B – No lids on the tenant's water butts. Letters to tenants.

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824.1 Church Hill

824.1.1 WPC Reports

CH130 – It was **AGREED** to send the tenant a letter of concern 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.

824.1.2 General

CH105, CH106 & CH108 – There are trees growing on the plots. It was **AGREED** for letters to be sent to the tenants asking for their immediate removal.

CH106, CH119 & CH121B – No lids on the tenant's water butts. Letters to tenants.

Site Entrance Door – Both the Councillor and Tenant Reps have advised that there is ongoing issues with the lock on the entrance door to the site. The Committee Clerk advised that this has been reported to Alliance Homes and is awaiting a response from them.
Action – Committee Clerk

825.1 Cemetery

825.1.1 WPC Reports

CEM137 – It was **AGREED** to send a WPC2 letter to the tenant as there has been no significant work to the plot.

CEM152 – The Committee Clerk advised the Committee that a letter has been sent to the tenant concerning the work that needs to be effected to the bank at the back of the tenants plot to make it safe. Work could commence from September 2017. The tenant was offered the transfer to CEM156 whilst the work was carried out.

825.1.2 General

Communal Area – There are weeds growing all over the greenhouse on the communal garden. A letter to be sent to the caretaker of this area, tenant of CEM158.

Action – Committee Clerk

AL/17/826 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 **VR78B, CH123 & CH126** being awarded full tenancy agreements.

It was **AGREED** to issue a Letter of Concern to **CH100A** as some work has been done. The Councillor and Tenant Rep to monitor the plot. **Action – Committee Clerk**

AL/17/827 TO RECEIVE FURTHER SUPPORT FROM COMMITTEE MEMBERS FOR MANNING THE SHOW STAND AT THE FLOWER SHOW

The Committee Clerk received further offers of help at the Committee meeting and the timetable will be emailed to those supporting the stand. **Action – Committee Clerk**

AL/17/828 TO RECEIVE CONFIRMATION OF THE SPEAKER AT THE ANNUAL TENANT MEETING IN OCTOBER 2017

The Committee Clerk confirmed that the charity, 1in4, who have an allotment on Moor Lane have **AGREED** to provide a talk at the ATM in October 2017.

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AL/17/829 TO RECEIVE THE COMPLETED FORMS FOR THE SECOND ROUND OF JUDGING OF THE ALLOTMENTS IN JULY 2017

The Committee Clerk confirmed that all scores for the second round of judging have now been received.

AL/17/830 TO AGREE THE PROPOSED ALLOTMENT COMMITTEE MEETING DATES FOR 2018

The Committee **AGREED** to the proposed Committee dates for 2018 as being; 5 March, 30 April, 25 June, 20 August, 15 October for the ATM and 26 November 2018. The Committee also require a meeting to be held on the 22 January 2018 so that following a site meeting, any warning letters can then be issued so that the continuity of warning letters to tenants is maintained.

AL/17/831 TO RECEIVE TENANT REQUESTS

ML55 – The Committee **AGREED** to the 6’x4’ greenhouse request on the proviso that the pallets are removed from the allotment garden.

CH100A & B – The Committee **REFUSED** the tenant request of becoming the tenant of CH100B as not enough work has been done to the tenants’ current plot, CH100A. A letter of concern to be issued to the tenant and the plot to be monitored.

AL/17/832 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH

There were NO items to report

AL/17/833 TO NOTE THE FOLLOWING FOR INFORMATION

Termination of Tenancy – N/A

Allocation of Tenancy – ML28B & HA65A

Waiting List – The waiting list is 69 @ 13 July 2017

Still to Allocate – CEM156

AL/17/834 CHAIRMAN ITEMS FOR INFORMATION ONLY

The Tenant Rep for Moor Lane asked the Committee would be prepared to purchase more permanent signs to read, ‘Please replace cover after watering’ for all dip tanks across the six sites. The Committee Chairman advised that three quotes would need to be obtained.

Action – Committee Clerk

The Tenant Reps also asked if more marker pegs could be obtained.

Action – Committee Clerk

AL/17/835 TO DETERMINE PART I AND PART II ITEMS

There were No Part 1 items

All other items were Part II.

The meeting closed at 8.53pm

APPROVED AS A TRUE RECORD

CHAIRMAN Date

08/08/2017

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