

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 20 AUGUST 2018 AT 7.30 pm**

**PRESENT:** Cllr J Middleton, Committee Chairman  
 Cllrs Fone, Hale, Hill  
 J Pilsworth (ML), J Forbes (ML), A Cunningham (HA), J Clark (VR) S Murtagh (WA)  
 Mrs C Boundy (Committee Clerk)

**AL/18/945 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Hatch, Norton-Sealey

PART 2

**AL/18/946 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

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

**AL/18/947 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 25 JUNE 2018**

The minutes of the Allotment Meeting held on 25 June 2018 were accepted and signed by the Chairman as a true record. These will be presented to Council on 22 August 2018.

**AL/18/948 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

The members NOTED the financial report which had been circulated at the meeting. Cllr Hill mentioned that the weed spraying order had not been included in the orders column.

**Action – Committee Clerk**

**AL/18/949 TO AUTHORISE PAYMENT OF AN INVOICE FOR £51 FOR REMOVING A SHED ON ML3A**

The Committee **AGREED** to authorise the payment of the above invoice.

**AL/18/950 TO AUTHORISE PAYMENT OF AN INVOICE FOR £24.95 FOR A PADLOCK FOR THE MOOR LANE GATE**

The Committee **AGREED** to authorise the payment of the above invoice.

**AL/18/951 TO DISCUSS AND AGREE AN ALLOWANCE OF £275.00 TO PAY FOR BEST GARDEN AWARD PRIZES, STAMPS FOR ANNUAL INVOICES AND SUNDRIES FOR THE ANNUAL TENANT MEETING IN OCTOBER 2018**

The Committee **AGREED** to the above amount being allocated across the three events.

**AL/18/952 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 25 JUNE 2018 MEETING**

**952.1 Moor Lane**

**952.1.1 WPC Reports**

**ML5A** – It was proposed, seconded and **AGREED** for holding deposit to be returned to tenant as per End of Tenancy Inspection Sheet.

**Action – Committee Clerk**

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**ML22A/B** – A query was raised as to the shed deposit. The committee clerk confirmed both tenants had paid a deposit.

**ML28B** – Letter of concern re: lack of cultivation.

**Action – Committee Clerk**

**ML33** – Noted, sloping path between the sheds. Cllr Rep had spoken to the tenant of ML34; Tenant feels this is an issue for the Council.

**Action – To be monitored by Cllr & Tenant Reps**

**ML34** – To monitor sheeting noticed at last meeting (June).

**ML35** – The Committee **AGREED** to transfer the plot to the tenant's son who was next on the allotment waiting list.

**Action – Committee Clerk**

**ML42A/B** – Path warning letter to both tenants, plots will be monitored regarding rubbish and clutter.

**Action – Committee Clerk**

**ML43/44** – Rubbish is still on site after letters of concern sent following the last meeting, also a pane of glass on ML44. WPC1 letters to be sent to both tenants.

**Action – Committee Clerk**

**ML44/45** – Concern was raised that hosepipes have been used on both plots for poly tunnels raising disparity advantage in respect to the added cost of water to all tenants. Letter of concern to be sent to the tenants to remove hoses from site.

**Action – Committee Clerk**

**ML58** – Letter of concern requested due to untidy plot.

**Action – Committee Clerk**

**952.1.2 General** – Border of fence along drive needs to be addressed, overgrown in many places, also to enquire on Leylandii conifers as to cutting back.

**Action - Committee Clerk**

### **953.1 Highdale Avenue**

#### **953.1.1 WPC Reports**

**HA66** – WPC1 requested due to lack of cultivation

**Action – Committee Clerk**

**HA67** – WPC1 requested re hose pipe following inaction from the previous letter of concern.

**Action – Committee Clerk**

### **954.1 Victoria Road**

#### **954.1.1 WPC Reports**

No issues reported.

### **955.1 Westbourne Avenue**

#### **955.1.1 WPC Reports**

No issues reported

#### **955.1.2 General –**

**WA91** – It was proposed, seconded and **AGREED** for shed deposit to be returned to outgoing tenant as we have received a shed deposit from the new tenant.

**Action – Committee Clerk**

#### **955.1.3**

It was brought to the attention of the Committee that the 2<sup>nd</sup> round judging of Best Gardens Award had not been completed despite the Committee Clerk chasing this up. In the absence of the Cllr Rep for this site, the Chairman agreed to carry this out as soon as possible.

**Action – Committee Chairman**

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**956.1 Church Hill****956.1.1 WPC Reports**

**CH112A – Letter of Concern** Messy plot/becoming untidy.

**956.1.2 General** – The Cllr Rep reported that all paths on this site were overgrown and untidy. It was agreed that a general note regarding paths would be brought up at the Annual Tenants Meeting.

**Action - Committee Clerk to note on Agenda**

**957.1 Cemetery****957.1.1 WPC Reports**

No issues reported

**AL/18/958 TO DISCUSS AND AGREE WITH THOSE TENANTS ON A SIX MONTHLY TENANCY AGREEMENT AND WHETHER A FULL TENANCY AGREEMENT CAN BE AWARDED**

**HA60A, CH112A, CEM153** – The Committee **AGREED** to full tenancy agreements being awarded.

**ACTION – Committee Clerk**

**AL/18/959 TO DISCUSS AND AGREE TO TERMINATE ML11A DUE TO 3 LETTERS SENT ENCLOSING DISCLAIMER FOR CHIPPINGS ON A SIX MONTHLY TENANCY EXPIRING 1 SEPTEMBER 2018**

Proposed, seconded and **AGREED** that due to all 3 letters and copies of disclaimer being sent to the tenant and receiving no response, the six monthly tenancy will be terminated on 1 September.

**ACTION - Committee Clerk**

**AL/18/960 TO DISCUSS COMPLAINT RECEIVED FROM NEIGHBOUR ADJOINING MOOR LANE ALLOTMENTS RE WEEDS, PALLETS AND PLASTIC BAGS AND ESTABLISH RESPONSIBILITY FOR BOUNDARY GAP/FENCE UPKEEP**

The Committee Clerk read out a letter received from the tenant on 42B confirming the work that the tenant had carried out. The Committee Clerk confirmed she had written to the complainant regarding resolving the situation and also that bamboo grass was encroaching on to the allotments from the neighbouring houses. The Committee agreed that a letter of praise should be sent to the tenant acknowledging his hard work and efforts in resolving the complaint and the improvements he has made to his allotment.

**Action – Committee Clerk**

With regard to the boundary, the Cllr Rep has removed a dangerous spike from the site that the tenant on 42A had mentioned and the rest of this piece of waste land would need to be monitored in the future as the tenant on 42A does not wish to incorporate it in to his allotment if it will cause issues with the neighbours.

**AL/18/961 TO DISCUSS APPEALS TO WPC1 LETTERS FOR 84B AND 85B ON VICTORIA ROAD SITE**

The Tenant Rep confirmed that both gardens had improved and that he would speak to the tenants to assure them they would be able to continue with their allotments.

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**AL/18/962 TO DISCUSS AND AGREE THE REINSTATEMENT OF A DOCUMENT TO BE SIGNED BY BOTH A TENANT REP AND CLLR REP BEFORE ISSUING WPC LETTERS BETWEEN MEETINGS**

This was readily agreed by all present at the meeting.

**AL/18/963 TO DISCUSS THE COMMUNAL GARDEN ON THE CEMETERY SITE AS SOMEONE IS INTERESTED IN CULTIVATING IT**

This item has been carried forward to the next committee meeting due to there being no representation from either the Cllr Rep or Tenant Rep.

**AL/18/964 TO DISCUSS AND CONSIDER THE ALLOTMENT INTEGRATED SOFTWARE SUITE PACKAGE FROM RIALTAS WITH TESTIMONIALS FROM TWO OTHER COUNCILS**

The members felt that they would like to understand more about how the package would work. It was felt that the committee needed to understand more how the current system works and how Rialtas would benefit the Council. This will be carried forward for further discussion at the next committee meeting.

**AL/18/965 TO AGREE MORE VOLUNTEERS TO MAN THE ALLOTMENT STAND AT THE FLOWER SHOW**

There were only 6 volunteers for 14 time slots. Four of the six volunteers are manning the stand single handedly.

**AL/18/966 TO DISCUSS ENTRIES FROM THE ALLOTMENT TENANTS**

Moor Lane confirmed they are submitting an entry for the allotments at the Flower Show; this was the only allotment site to confirm entry.

**AL/18/967 TO RECEIVE TENANT REQUESTS**

VR88 – The Committee **AGREED** to the retrospective request for a 6' x 4' shed.

**Action – Committee Clerk**

**AL/18/968 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

There were no items reported to the Allotment Watch.

**AL/18/969 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – CEM142

Allocation of Tenancy – WA91, CEM138, CEM142

Waiting List – The waiting list is 46 @ 7 August 2018

Still to Allocate – Nil

**AL/18/970 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no chairman items for information.

**AL/18/971 TO DETERMINE PART I AND PART II ITEMS**

There were no Part 1 items

The meeting closed at 8.55pm

APPROVED AS A TRUE RECORD

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

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