

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 18 JULY 2016 AT 7.30 pm.**

**PRESENT:** Cllr J Middleton, Committee Chairman  
 Cllr Hatch – Vice-Chairman, Cllr Barton, Cllr Hale, Cllr Hill & Cllr O'Brien  
 J Pilsworth (ML), A Cunningham (HA), J Clark (VR), A Baker (WA) &  
 P Cornock (CH)  
 Mrs S Howard (Committee Clerk)

**IN ATTENDANCE:** Mr C Robinson (CEM153)

**PUBLIC SESSION:**

The new tenant of CEM153 addressed the Committee raising concerns about the trees outside the boundary of the allotment site. The trees cast around 50% of shade over his allotment plot and the tenant would like to see the trees pollarded. Also, the tenant has concerns with some large, heavy branches that are overhanging the allotment.

**AL/16/682 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr Norton-Sealey, W Rowlinson (ML) & A Stephens (CH)

PART 2

**AL/16/683 TO DISCUSS THE PUBLIC SESSION MATTERS**

The Committee Clerk advised the Tenant that this issue has been raised in the past by the previous tenant. Dignity who manages the Cemetery is responsible for maintaining the trees and will be contacted to ask for another survey of the trees.

**AL/16/684 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest for items on the agenda

**AL/16/685 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 13 JUNE 2016 AND THE SPECIAL ALLOTMENT COMMITTEE MEETING HELD ON 27 JUNE 2016**

The Committee **AGREED** the minutes of the 13 June 2016 as being correct and were ratified at Full Council on 22 June 2016.

The Committee also **AGREED** the minutes of the Special Allotment Committee meeting held on 27 June 2016 and will be ratified at the next Full Council meeting in August.

*Weedspraying ML41 and boundary areas on Moor Lane and Church Hill Allotment sites.*

The Committee **AGREED** to the price of £220.00 for all three areas.

*Pest Control for Victoria Road Allotment site due to infestation of rats*

The Committee **AGREED** to the price of £30.00 per visit including VAT for a number of six times, if this is required to resolve the issue.

**AL/16/686 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

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

**AL/16/687 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 13 JUNE 2016 MEETING**

**687.1 Moor Lane**

**687.1.1 WPC Reports**

**ML3B, 5B & 24A** It was **AGREED** to send a WPC1 warning letter due to non-cultivation

09/08/2016

Minutes subject to ratification at Full Council

**ML12** - It was **AGREED** to send a letter asking for the rubbish to be removed  
**ML15, ML23B, ML28B & ML40** – It was **AGREED** to send a path warning letter  
**ML29** – It was **AGREED** to send a letter asking for the rubbish to be removed and also asking for weed killer to not be used on the paths **Action – Committee Clerk**

### **687.1.2 General**

#### **ML23B – Tyres**

It was **AGREED** that the Tenant could retain the tyres on the allotment garden as they are being used as planters. A tyre disclaimer would be sent to the Tenant advising that when the allotment garden is given up by the tenant that the tyres will need to be removed by them and at their own cost. **Action – Committee Clerk**

#### **ML41 – Bindweed issue**

The tenant on ML41 is unable to work the bottom section of the allotment garden due to the tree roots and the ground being quite poor. The Tenant Representative has offered to provide and plant some shrubs for this area to reduce the amount of bindweed regrowth. **Action – Tenant Representative**

### **688.1 Highdale Avenue**

#### **688.1.1 WPC Reports**

**HA59A** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation

**Action – Committee Clerk**

**HA64A** – A letter of appeal was received from the tenant and the garden is now being worked.

### **689.1 Victoria Road**

#### **689.1.1 General**

**VR73** – The plot was under a shared tenancy agreement and circumstances have now changed and the plot is under a single tenant. The out-going tenant would still like an allotment garden, but did not know if they would be at the top of the waiting list or at the bottom. The Allotment Committee discussed the matter and **AGREED** that it is only fair to those on the Allotment waiting list that the out-going tenant is placed at the bottom of the list to await an allotment garden. **Action – Committee Clerk**

### **690.1 Westbourne Avenue**

#### **690.1.1 WPC Reports**

**WA91** – It was **AGREED** to send a Letter of Concern to the tenant and query the plastic sheeting on the allotment.

### **691.1 Church Hill**

#### **691.1.1 WPC Reports**

**CH107 & CH112** – It was **AGREED** to send a Letter of Concern due to non-cultivation

**CH102, CH121B & CH134** – It was **AGREED** to send a letter asking for lids to be placed on their water butts.

#### **691.1.2 General**

##### **Allotment Garden swap**

A request has been received from the tenant of CH110 who would like to swap with the tenant of CH113A. Both parties are agreeable to this. The Councillor Rep would like to wait until the next Allotment Committee meeting in September 2016 to make a decision.

The Councillor Rep reported that there is still some wood on the South side of the Allotment site following the site tidy-up. **Action – Committee Clerk**

09/08/2016

## 692.1 Cemetery

### 692.1.1 WPC Reports

**CEM152** – The plot has had very little work and now has some bindweed that needs attention. The Councillor Representative asked that a meeting be arranged to meet with the tenant to discuss the plot. **Action – Committee Clerk**

### 692.1.2 General

**Weeds outside front boundary wall** – The Councillor Representative asked if the weeds outside the boundary wall could be weed sprayed. The Committee Clerk to obtain a price for this area and the landowners permission. **Action – Committee Clerk**

**Tenant Representative** – The Councillor Representative asked the Tenant of CEM153 if he had considered becoming the Tenant Representative for the Cemetery Allotment site. The Tenant **AGREED** to the Councillor Rep's suggestion in that he would like to be the Tenant Rep for the allotment site. The Committee proposed, seconded and **AGREED** to the proposal and welcomed the Mr Robinson to the Allotment Committee.

## AL/16/693 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 **ML9** being awarded a full tenancy agreement.

The Councillor Rep wished to defer the decision of the tenancy agreement for **CEM146** until the next Committee meeting as she has concerns with the number of paving slabs on the allotment garden. The Committee Clerk to send the tenant a letter.

**Action – Committee Clerk**

## AL/16/694 TO DISCUSS AND AGREE A PRICE INCREASE TO THE ALLOTMENT RENT AND WATER RATES ON ALL ALLOTMENT GARDENS FOR 2016/17

The Committee Clerk confirmed a review of the allotment rent and water charges have been done. As the Committee is seeking to become self-sufficient and not have the need to ask Council for a budget each year, it was Proposed, Seconded and **AGREED** to increase the rent by 20% for the 2016/17 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 2016/17 invoices. The water bills will be reviewed again next year.

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

## AL/16/695 TO RECEIVE SUGGESTIONS FOR A SPEAKER FOR THIS YEAR'S ANNUAL TENANT MEETING IN OCTOBER

The Committee Clerk advised the Committee that a tenant from Moor Lane had suggested that this year's talk could be around the Best Garden Awards. To have a slideshow of photos taken of those gardens who have won prizes so that tenants know what to aspire to.

The Committee discussed the idea and have **AGREED** to base this as the format of this year's talk. The Committee Chairman and Committee Clerk to provide the talk and for all pictures taken to be anonymous. **Action – Committee Chairman and Clerk**

09/08/2016

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**AL/16/696 TO DISCUSS AND AGREE THE REVISED AND UPDATED BOOKLET GIVEN TO NEW ALLOTMENT TENANTS**

The Tenant Representative for Moor Lane raised that there were several references to bonfires in the document. The Committee **AGREED** to change the wording to being a single reference only. The booklet was then **AGREED** by the Committee as being completed.  
**Action – Committee Clerk**

**Site Rules Poster** - The Allotment Committee also rejected the site rules poster to be published on the site noticeboards as there is insufficient room on the site boards and all tenants are reminded of the rules in the annual newsletter each year.

**AL/16/697 TO RECEIVE AN UPDATE REGARDING THE PROPOSED INTER-SITE COMPETITION IDEA FOR THE CLEVEDON FLOWER SHOW 2016**

The Tenant Representative for Westbourne Avenue advised that three allotment gardens are interested in taking part in the competition, namely - Moor Lane, Church Hill and Westbourne Avenue sites. If only three allotments take part, then only the 1<sup>st</sup> place trophy to be awarded on the proviso that the trophy is handed back to the Town Council after a year.

**AL/16/698 TO RECEIVE TENANT REQUESTS**

There were no Tenant requests received

**AL/16/699 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

**Church Hill Allotments – CH109** – the tenant reported to the office that her netted strawberries have had the strawberries stripped from the plants.

**Cemetery Allotment – CEM155** – the tenant reported to the office that she had seen a man on the allotment site looking suspicious and disappeared behind the shed on CEM158. The gentleman was young looking and was wearing a baseball cap. The tenant did not approach the gentleman and when she investigated the area behind the shed on CEM158 sometime later, the gentleman had gone. The tenant advised that she would not recognise the gentleman if she saw him again and the matter has not been reported to the Police.

**AL/16/700 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – N/A  
Allocation of Tenancy – VR78B  
Waiting List – The waiting list is 76 @ 7 July 2016.  
Still to Allocate – ML34

**AL/16/701 CHAIRMAN ITEMS FOR INFORMATION ONLY**

There were no Chairman's Items

**AL/16/702 TO DETERMINE PART I AND PART II ITEMS**

There were no Part I items. All items were Part II.

The meeting closed at 9.00pm  
APPROVED AS A TRUE RECORD

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

09/08/2016

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