

**CLEVEDON TOWN COUNCIL**  
**MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD IN THE**  
**COUNCIL OFFICES, 44 OLD STREET, CLEVEDON,**  
**ON MONDAY, 13 FEBRUARY 2017 AT 7.30 pm.**

**PRESENT:** Cllr J Middleton, Committee Chairman  
 Cllr Hale, Cllr Hatch, Cllr Hill, Cllr Norton-Sealey,  
 J Pilsworth (ML), W Rowlinson (ML), A Cunningham (HA), A Stephens (CH) &  
 C Robinson (CEM)  
 Mrs S Howard (Committee Clerk)

**AL/17/748 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies received from Cllr O'Brien, Cllr Starr & J Clark (VR)

PART 2
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**AL/17/749 DECLARATIONS OF INTEREST FOR ITEMS ON THE AGENDA**

There were no declarations of interest

**AL/17/750 TO RECEIVE THE MINUTES OF THE ALLOTMENTS COMMITTEE MEETING HELD ON 14 NOVEMBER 2016**

The Committee **AGREED** the minutes of the 14 November 2016 as being correct and were ratified at Full Council on 7 December 2016.

**AL/17/751 TO RECEIVE THE FINANCIAL REPORT OF THE ALLOTMENT COMMITTEE ACCOUNTS**

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

**AL/17/752 TO RECEIVE THE SITE MAINTENANCE REPORTS FROM TENANT REPRESENTATIVES FOR INFORMATION AND TO RECEIVE UPDATES ON ACTIONS FROM 14 NOVEMBER 2016 MEETING**

**752.1 Moor Lane**

**752.1.1 WPC Reports**

**ML5B** – The allotment plot is looking untidy. As the plot is under review, it was **AGREED** to send the tenant a Letter of Concern and ascertain what their plans are for the allotment plot.

**ML12** - A WPC1 letter has been sent to the tenant. This was at the request of the Committee, following no action taken by the tenant to tidy and clear the plot of rubbish.

**ML40** – It was **AGREED** to write to the tenant asking for urgent repairs to be made to the base of the shed due to Health & Safety concerns.

**ML41** – It was **AGREED** to redefine the path between ML28 & ML41. The top section of ML41 will also be offered to ML42A. The tenants of ML41 have not worked this area due to the quality of the soil. **Action – Committee Clerk & Tenant Representative**

**752.1.2 General**

**Lions Container**

The Committee **AGREED** that they would write to the Lions asking for the barriers and other equipment they own to be stored in their container and not at the back of it.

**Action – Committee Clerk**

**Weed spraying Contract**

The Committee Clerk to arrange a site visit with the Contractor to discuss the weed spraying requirements for both Moor Lane and Church Hill Allotment sites.

**Action – Committee Clerk**

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### **Hedge and plants along driveway**

The Tenant Representative reported that work needs to be done to the hedges and plants along the length of the driveway on site. The Committee **AGREED** to allocate a spend for this. The Tenant Representative to report to the Committee how much it will cost.

**Action – Tenant Representative**

### **753.1 Highdale Avenue**

#### **753.1.1 General**

##### **Splitting Allotment plots**

The Tenant Representative wished to give thanks to the Moor Lane Tenant Representative for his help splitting HA60. The Tenant Representative also asked the Committee if it would purchase some string to be held in the office for the Tenant Reps to use instead of purchasing it themselves. The Committee **AGREED** to this request.

**Action – Committee Clerk**

### **754.1 Victoria Road**

#### **754.1.1 WPC Reports**

**VR70** – It was **AGREED** to send a letter of concern as the plot is becoming untidy and also asking for the scaffolding poles to be removed from site.

**VR75, VR84 & VR86A** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation. Also to ask for urgent repairs to shed on VR86A **Action – Committee Clerk**

### **755.1 Westbourne Avenue**

No report received

### **756.1 Church Hill**

#### **756.1.1 WPC Reports**

**CH99 & 101** – Rubbish to be removed. It was **AGREED** to write another letter asking for this to be removed from site.

**CH100B** – It was **AGREED** to send a WPC2 warning letter due to non-cultivation following the WPC1 letter sent.

**CH132** – It was **AGREED** to send a WPC1 warning letter due to non-cultivation

**Action – Committee Clerk**

### **757.1 Cemetery**

#### **757.1.1 WPC Reports**

**CEM137** - It was **AGREED** to send a WPC2 letter due to non-cultivation following the WPC1 letter sent.

**CEM157** – It was **AGREED** to send a letter of concern as garden is becoming untidy

#### **757.1.2 General**

**Greenhouse and black tubs on shared community area** – The Councillor and Tenant Representative reported that the plastic sheeting in the green house on the shared area has either gone or very stretched. There are also black tubs that are full of weeds that are no longer being maintained. It was **AGREED** to write to the tenant of CEM158 who maintains these items.

**Action – Committee Clerk**

### **Boundary wall next door to house**

The Councillor and Tenant Representatives also reported that the boundary wall is in disrepair. The Committee Chairman will investigate who the wall belongs to.

**Action – Committee Chairman.**

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**AL/17/758 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 CEM140 being awarded full tenancy agreement.

**Action – Committee Clerk**

**AL/17/759 TO DISCUSS AND AGREE WHETHER TO REFUND HOLDING AND STRUCTURE DEPOSITS TO THE FOLLOWING TENANTS**

The Committee **AGREED** to refund VR78B and CH126 their holding and structure deposits

**AL/17/760 TO DISCUSS AND AGREE THE PRICE FOR A NEW SITE NOTICEBOARD ON THE MOOR LANE ALLOTMENTS**

The Allotment Committee **AGREED** to Company A to install a new noticeboard on the Moor Lane Allotment site.

**AL/17/761 TO DISCUSS THE REQUIREMENT FOR TENANTS TO DECIDE IF THEY WISH TO HAVE THEIR OWN INSURANCE IN PLACE TO COVER FOR LOSS/THEFT OF TOOLS, MOWERS ETC., ON SITE**

The Committee Chairman advised that the Town Clerk has done some work on business continuity plans for the Town Council. The Chairman advised the Committee that he would like the Councillor and Tenant Representatives to advise tenants to have their own insurance, if they wish to, to cover for any loss or theft of their tools etc., on site. It is not the Town Council's responsibility to replace any items that a tenant suffers as a result of a theft etc. Posters will also be displayed on site noticeboards

**Action - Committee Clerk**

**AL/17/762 TO REVIEW AND DISCUSS THIS YEARS POSTER FOR THE INTER-SITE ALLOTMENT COMPETITION FOR 2017**

The Committee Chairman advised that a new poster has been produced by the Committee Clerk and will be displayed on all site noticeboards. The Committee Chairman asked that the Councillor and Tenant Representatives to support and actively encourage all sites to take part this year

**AL/17/763 TO DISCUSS THE COLLAPSING WALL AT THE CEMETERY ALLOTMENT SITE**

As discussed under item no. 757.1.2 – The Committee Chairman to establish who owns the wall and then establish what work needs to be done to repair the wall.

**Action – Committee Chairman**

**AL/17/764 TO RECEIVE TENANT REQUESTS**

CH110 – The Committee **AGREED** to a 6'x6' or smaller Perspex greenhouse with the understanding that it is sited next to the tenants existing shed on the 5.00 perch plot.

**AL/17/765 TO RECEIVE ANY ITEMS REPORTING TO ALLOTMENT WATCH**

There were no items to report

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**AL/17/766 TO NOTE THE FOLLOWING FOR INFORMATION**

Termination of Tenancy – CH126

Allocation of Tenancy – ML42A & B, ML48B, ML55, HA63A, VR78B, CH100A, CH113B, CH126

Waiting List – The waiting list is 64 @ 6 February 2017

Still to Allocate – HA60A, CH106 & CEM156

**AL/17/764 CHAIRMAN ITEMS FOR INFORMATION ONLY**

*The receive any feedback to Bristol Wessex Water's letter regarding changes to the water industry for non-household customers from 1 April 2017.*

The Committee Chairman advised the Committee that from 1 April 2017 Bristol Wessex Water will allow business customers to choose who we buy water from. The Committee duly noted this information and confirmed that they will continue with the existing service provided by them.

**AL/17/765 TO DETERMINE PART I AND PART II ITEMS**

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

The meeting closed at 8.26pm

APPROVED AS A TRUE RECORD

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

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