

CLEVEDON TOWN COUNCIL**ALLOTMENTS COMMITTEE**

Minutes of the Meeting of the Allotments Committee in the Council House, 44 Old Street, Clevedon, at 7.30pm on Monday, 6 July 2009.

Present: Cllr J Middleton – Chairman of Council in the Chair.
 Cllrs C Arnold, L Knott, P McNeill, N Pennycott, C Wring
 Ms P Heath – Town Clerk, Mrs L Phillips – Committee Clerk
 Tenants Reps: Mr D Beynon (WA), Mr P Cornock (CH), Mr C Owens (CEM),
 Mr W Rowlinson (ML), Mr K Santo (ML), Mr A Stephens(CH),

APOLOGIES FOR ABSENCE.

Apologies for absence were received and approved from Councillor C Hall, and Tenants Reps Mrs M Blackmore (HA), and Mr R Thackery (VR)

AL/09/54 ELECTION OF ALLOTMENT COMMITTEE CHAIRMAN FOR THE COUNCIL YEAR 2009/2010

Nominations for Committee Chairman were requested:

COUNCILLOR C S WRING was nominated and there being no other nominations

DECLARED: Cllr C S Wring duly ELECTED as Allotment Committee Chairman for the Council Year 2009/2010.

Cllr Wring IN THE CHAIR

AL/09/55 ELECTION OF ALLOTMENT COMMITTEE VICE-CHAIRMAN FOR THE COUNCIL YEAR 2009/2010

Cllr Wring called for nominations for Committee Vice-Chairman:

COUNCILLOR C HALL was nominated and there being no other nominations

DECLARED: Cllr C Hall duly ELECTED as Allotment Committee Vice-Chairman for the Council Year 2009/2010

AL/09/56 REAFFIRMATION OF TENANTS' REPRESENTATIVES

RESOLVED: The following be REAFFIRMED Tenants' Representatives on the Committee:

MOOR LANE	Keith Santo with deputy Will Rowlinson
HIGHDALE AVE	Margaret Blackmore
VICTORIA RD	Roger Thackery
WESTBOURNE AVE	Dave Beynon
CHURCH HILL	Peter Cornock with deputy Andy Stephens
CEMETERY	Craig Owens

All Tenants' Representatives signed the Written Undertaking of the Code of Conduct.

AL/09/57 APPOINTMENT OF COUNCILLORS AS SITE REPRESENTATIVES

RESOLVED: That the ELECTED members present AGREED to the following site representation:

MOOR LANE	Cllr J Middleton & Cllr L Knott
HIGHDALE AVE	Cllr N Pennycott
VICTORIA	Cllr C Arnold
WESTBOURNE AVE	Cllr N Pennycott
CHURCH HILL	Cllr P McNeill
CEMETERY	Cllr C Hall

AL/09/58 MINUTES

The minutes of the Allotments Committee meetings held on 18 & 20 May 2009 were APPROVED as a TRUE RECORD and SIGNED by the Chairman.

The Clerk again advised that, according to the Local Government Act 1972, non Councillor members were not allowed to vote.

AL/09/59 DECLARATIONS OF INTEREST

Cllr P McNeill declared a personal interest in AL09/68.

PART 2 ITEMS – ACTIONS TAKEN BY THE COMMITTEE UNDER DELEGATED POWERS		
AL/09/60	<u>FINANCIAL REPORT</u> was provided and attached as Appendix A. The Clerk explained the report to members on how the new layout breaks down the expenditure for each allotment site.	Noted
AL/09/61	<u>POET'S COURT CONIFERS</u> - AL/09/40 Church Hill Reps were pleased to advise that the trees had been felled earlier that day. Some damage was done to the wall but no damage to the allotment site.	Noted
AL/09/62	<u>CEMETERY WALL REPAIRS</u> - AL/09/41 Tenants' Rep reported work had not started and, in the absence of a report from Cllr Hall, this item was deferred until the next meeting.	
AL/09/63	<u>COLERIDGE VALE SITE</u> - AL/09/42 No report – defer until next meeting.	
AL/09/64 64.1	<u>ANN. TENANTS' MEETING/BEST GARDEN 2009</u> –AL/09/44 JUDGING SHEETS - The new judging forms were tested at the recent 1 st judging and some dissatisfaction with the new layout was expressed. Members RESOLVED: To continue with the new judging form for this year and make alterations for next year.	Cllrs
64.2	<u>SPEAKER</u> - Still awaiting confirmation of the speakers name.	Office
AL/09/65	<u>BOUNDARY MAINTENANCE CONTRACT - JUNE</u> – AL/09/45 Reps reported that work on had been completed satisfactorily.	Noted
AL/09/66 66.1 66.2	<u>FLOWER SHOW - 29-30 AUGUST 2009</u> - AL/09/46 TABLE MANNING ROTA - Members completed the manning rota. ORGANISATION 1. Layout & Produce - Mrs Blackmore will layout display on Friday 6-7pm and Tenants' Reps to organize delivery of produce to the Office between 9am-2pm or the marquee between 6-6.30pm 2. All produce will be auctioned at the end of the Show unless marked for return 3. K Santo will provide eggs but livestock is not practicable. 4. The Chairman will provide new photographs for the display.	Office KS CW
AL/09/67	<u>BADGERS ON CEMETERY SITE</u> - AL/09/47 Members discussed a letter from North Somerset Council Cemetery Department expressing their own concerns at the damage badgers are doing on the Cemetery itself and confirming they will be clearing the rubbish and strengthening the walls to try to deter the badgers. RESOLVED: To wait until this work has been completed before seeing what action, if any, can be taken.	
AL/09/68	<u>BOUNDARY FENCE – 155 OLD CHURCH ROAD</u> - AL/09/48 Reps met with resident and, in view of the damage the overgrowth from the allotment site had caused to the fence, and as Reps were willing to do the work, members RESOLVED: 1. To clear the overgrowth from the allotment site. 2. To replace fence posts and panels where needed 3. To provide ten green recycling bags for Reps to remove rubbish. 4. Costs to be taken from Church Hill budget.	Reps

AL/09/69	<p><u>.GOOD GARDENERS ASSOCIATION</u> The Association is now having to pay for printing of 'Moving beyond Organic' (previously the 'Good Gardeners' newsletter) and cannot afford to continue sending the free copy and is asking for payment of a membership fee or donation. After discussion is was RESOLVED: Not to pay to continue to receive the publication.</p>	
AL/09/70 70.1 70.2	<p><u>TENANTS REQUESTS</u> 1. CEM135 - Tenant requests return of her deposit and, as the garden was in good condition on termination, it was RESOLVED: To APPROVE the request. 2. BEES ON ALLOTMENTS - Several enquiries have been received about keeping bees on allotments, specifically on Westbourne Avenue and Cemetery sites. Concern that badgers Cemetery could knock the hives and Cllr McNeill thought they could be a hazard for other tenants, visitors and local residents, however other members felt that, as there is particular concern at present about the threat to the bees, more information was needed and it was RESOLVED: 1. To enquire of other councils/allot. associations if bees are allowed on their allotments and what criteria, safeguards etc they operate so, if agreed, comprehensive rules can be set up. 2. To enquire of the Bee Association what training and insurance is required and available.</p>	Office
AL/09/71	<p><u>WARNINGS</u> These gardens were inspected and it was agreed WA93a, CH34, CEM143, CEM144 and CEM152 - Work is in progress – keep under review. ML2 and CEM140 – Work not started or still untidy – Send WPC2.</p>	
AL/09/72 72.1 72.2 72.3 72.4 72.5 72.6	<p><u>SITE & MAINTENANCE REPORTS</u> MOOR LANE – 1. Marker pegs – numbers on many pegs have worn away and until a more permanent solution can be found the Ten. Rep will sand down and repaint. Cllr Middleton to try to source a cheaper supply of plastic screw-in numbers, current price 60p. 2. ML12 and ML13 both untidy – Send WPC1 HIGHDALE AVENUE - .HA68 Still very untidy – Send WPC1 VICTORIA ROAD - VR69 Looks untidy although quite a few crops growing. Send WPC1 WESTBOURNE AVENUE – WA93b – Work started CHURCH HILL. - Looking very good. Some concern that badgers are still getting in. Ten Reps will work , with other tenants to repair the fences where necessary CEMETERY – No other concerns.</p>	KS JM Office Office Noted PC/ AS
AL/09/73	<p><u>ALLOTMENT WATCH</u> - Serious problem of theft of produce on Moor Lane in what appears to be organised theft of specific vegetables. Reps requested new gates to match the height of the new fencing so a gate closed system could be instigated and extra matching fencing to fill in between the gate and the boundary fence with Moorside Court. The possibility of CCTV was also raised. RESOLVED: 1. To obtain costings for new gates, extra fencing and installation costs for 2010 budget. 2. CCTV was considered too expensive.</p>	

AL/09/74	<u>SITE INFORMATION</u> - The Committee NOTED Agenda Item 22 - Tenancy Information	Noted
AL/09/75	<p><u>WEBSITE</u> Tenants' Rep for Cemetery Site, Craig Owens, is willing to set up a website for the allotment tenants, covering Cemetery site initially, and then widening to encompass All six sites. It is envisaged that this would be a forum for tenants to post comments, suggestions, tips, recipes etc on both a general site for the whole allotments and specific sites for each allotment site. Members were enthusiastic and thanked Mr Owens for his offer and</p> <p>RESOLVED: To arrange for Mr Owens to liaise with the Website Manager to work to install this facility tagged on to the Town Council website.</p>	
AL/09/76	NEXT MEETING - Monday, 10 August 2009.	
<p>APPROVED AS A TRUE RECORD CHAIRMAN.....</p> <p>Meeting finished at 9.30pm. DATE:</p>		

RATIFIED BY COUNCIL ON 9TH SEPTEMBER 2009

AL/09/21 DECLARATIONS OF INTEREST – There were no declarations of interest.

AL/09/22 WELCOME TO NEW COMMITTEE MEMBER Members welcomed Cllr Nick Pennycott to the Committee who will replace the recently retired Cllr Doreen Jones as Councillor Site Representative on the to replace

AL/09/23 RESIGNATION OF MRS ANGELA LOCKYER Members received with regret the resignation of Mrs Lockyer who had been Tenants’ Rep for the Cemetery site.nearly three years. Members thanked her for all her work and help on the site and sent their best wishes for the future.

PART 1 ITEMS		
COMMITTEE RECOMMENDATIONS THAT REQUIRE APPROVAL BY COUNCIL		
AL/09/32.2	<p><u>TREE REMOVAL - VICTORIA ROAD & CHURCH HILL SITES</u> Quotes obtained for removal of trees on VR78a and CH121a RESOLVED: TO RECOMMEND TO COUNCIL that allotment rental income be authorised to fund the removal of trees on CH121a and VR78a at a maximum of £200 per tree See full minute entry on page 604</p>	
PART 2 ITEMS – ACTIONS TAKEN BY THE COMMITTEE UNDER DELEGATED POWERS		
AL/09/24 24.2	<p><u>FINANCIAL REPORT</u> was provided and attached as Appendix A. Members were advised that all annual rents had been received SITE ACCOUNTING Members agreed that specifying spending against each allotment site would be helpful.</p>	Noted
AL/09/25 25.1 25.2	<p><u>CEMETERY WALL REPAIRS - AL/09/06</u> SIDE BOUNDARY WALL WITH NSC CEMETERY - Cllr Hall reported that he now believes that North Somerset Council will commit £4,000 to the repair of the boundary wall with the Cemetery in next years budget. (This is the agreement he had reached with the former officer before he was made redundant and which NSC wanted to renegotiate.) REAR RETAINING WALL – Cllr Hall reported that negotiations are still ongoing to get NSC to repair this wall.</p>	Cllr Hall
AL/09/26	<p><u>COLERIDGE VALE SITE - AL/09/10</u> To progress the lease of this site from NSC for allotment: 1. Investigations need to be made to ensure the site is suitable for gardening.</p>	

	<p>.2. Weston Power need to advise on the siting of power cables across the site and if they would be prepared to move them if necessary and at what cost..</p> <p>3. To arrange formal consultation with the neighbours.</p> <p>RESOLVED: 1. To arrange for soil tests to be done 2. To contact Weston Power regarding siting of power cables and costs of alterations.</p>	Office
AL/09/27	<p><u>GARDEN MEASURING PROJECT – AL/09/11</u> Highdale Avenue measuring done but still awaiting results from Church Hill..</p>	PC/AS
AL/09/28	<p><u>ANN. TENANTS' MEETING/BEST GARDEN 2009–AL/09/12</u></p>	
28.1	<p>JUDGING SHEETS - Members considered a draft of a new layout with explanatory notes and, subject to minor changes,</p> <p>RESOLVED: 1. To trial the new layout for this years judging 2. To post a copy with the explanatory notes on each notice board.</p>	Office
28.2	<p>JUDGING DATES: Members agreed the dates for judging – 29-31 May and 24-26 July.</p>	
28.3	<p>SPEAKER - No confirmation of the speaker has been received from the local group affiliated to the Soil Association and enquiries will be made to confirm name by next meeting.</p>	Office
28.4	<p>ABSENT PRIZEWINNERS - Members expressed their dismay at the absence and lack of apologies for prizewinners invited to attend the meeting. It was</p> <p>RESOLVED: To use the letter of invitation to urge more prizewinners to attend and include a reply slip.</p>	Office
AL/09/29	<p><u>BOUNDARY MAINTENANCE CONTRACT – AL/09/13</u></p>	
29.1	<p>MOOR LANE – As the Tenants Reps do most of the work on site, they have requested that</p> <p>a) the contractor is instructed not to cut the grass outside the main gate as a much better result is obtain when Will Rowlinson mows the grass rather than the strimming carried out by the contractor and</p> <p>b) that consideration be given to excluding Moor Lane from the contract entirely.</p> <p>RESOLVED: 1. Clerk to look at maintenance contract and how long it has to run with a view to not re-negotiating if tenants are prepared to work together to maintain their sites with only occasional use of outside help. 3. Include proposal in both August newsletter and at ATM to gauge response.</p>	Clerk Ctte Clerk
AL/09/30	<p><u>FLOWER SHOW - 29-30 AUGUST 2009</u></p>	
30.1	<p>TABLE MANNING ROTA - Rota to be available at next meeting for ctte members to plan their commitments well in advance. Help is need Friday evening for setting up and two hour stints manning the display table from 1pm – 6pm on Saturday, 9am – 5pm Sunday and help clearing away.</p>	Office
30.2	<p>THEME - suggested theme of 'Evolution' in Charles Darwins 200th Anniversary – including Heritage seeds, old and new strains of vegetables etc. Need firmed up ideas for next meeting.</p>	All Ctte

<p>AL/09/31 31.1</p> <p>31.2</p>	<p><u>TENANTS REQUESTS</u> VR78a - Tenant has two concerns: 1. As VR78b the shade caused by the overhanging trees is seriously restricting their use of his small garden and also wishes to transfer to a garden away from the trees. RESOLVED: Whilst waiting a response to our requests to NSC to lop the trees, add this tenant to the transfer list. 2. A seedling sycamore growing adjacent to the chain link fence on the boundary of his garden is now of a size to cause concern. Having inspected the tree, the Tenant's Rep considers that a contractor is needed it owing to the risk of damaging the fence as it is removed.. TREE ON CH121a - One quote in the sum of £200 received for the removal of this tree (included in the 2009/10 budget). RESOLVED: To arrange for at least two quotes to be obtained for removal of each tree, and Ctte authorize the lowest quote be accepted so work can be done quickly. (See Part ! Item at beginning of these minutes)</p>	<p>Office</p>
<p>AL/09/32 32.1</p> <p>32.2</p> <p>32.3</p> <p>32.4</p> <p>32.5</p> <p>32.6</p>	<p><u>SITE & MAINTENANCE REPORTS</u> MOOR LANE – ML2 - WPC1 sent 9.3.09. Old shed replaced but not yet removed from site. Work has started on garden. RESOLVED: Keep under review. Send WPC2 if Reps advise. HIGHDALE AVENUE -.Large stone out of highway retaining wall RESOLVED: Report to North Somerset Council VICTORIA ROAD - Small fruit tree planted on VR74 to be kept under review but no other concerns. WESTBOURNE AVENUE – WA93b - Garden dug but not planted – keep under review. CHURCH HILL – Generally very good. 1. Dropped Gardens - Andy Stephens, Tenants' Rep, suggested that the entire bottom row of garden CH120, 122, 124, 126, 127 and 129/130 should be moved 4'-6' into the current grass roadway which would enable a wide 4'6' central path to be made and would also enable a leveling of the gardens and hopefully eradicate the current dangerous drop from the current narrow and dangerous central path. RESOLVED: .Mr Stephens to plan out the new layout as part ready for the next meeting together with estimates of mesh board shuttering needed. 2. Water Butts – Several butts still without lids 3. Rotten gate post replaced with metal post. RESOLVED: Office to arrange supply of warning signs. CEMETERY - No report. Site Rep to inspect and report to the office.</p>	<p>Reps</p> <p>Noted</p> <p>Reps</p> <p>AS</p> <p>Noted Office CH</p>
<p>AL/09/33</p>	<p><u>ALLOTMENT WATCH</u> - No report.</p>	
<p>AL/09/34</p>	<p><u>SITE INFORMATION</u> - The Committee NOTED Agenda Item 16 - Tenancy Information</p>	<p>Noted</p>

APPROVED AS A TRUE RECORD

CHAIRMAN.....

Meeting finished at 9.25pm.

DATE: